Annual Security and Fire Safety Report

Campus Crime, Fire, Alcohol, and Illegal Drugs

For the Students, Faculty, and Staff of Bowdoin College and Prospective Students and Employees (2016, 2017, and 2018)
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INTRODUCTION

Bowdoin College is a safe campus, Brunswick is a safe town, and Maine is a safe state. Violent crime is exceedingly rare. Property crimes like theft are more likely. Bowdoin has a vigilant security department and Brunswick has a fine police force, but no college campus is a crime-free utopia.

It serves no purpose to victimize yourself with unwarranted fear. Most crimes are crimes of opportunity that are easily prevented with simple common sense and calm awareness. Don’t walk alone at night in secluded or poorly lit areas. Don’t engage in reckless high-risk behavior. Don’t prop your doors open. Don’t leave drinks unattended at a party. And don’t leave yourself defenseless or vulnerable by taking illicit drugs or becoming intoxicated.

Bowdoin does everything it reasonably can to create a safe environment, but ultimately you alone are responsible for your personal safety. Although campus safety is a community responsibility, your safety is largely determined by your choices. Together, with the common good in mind, we create a safe community by being aware, reporting suspicious activity, and caring for each other’s well-being.

Never hesitate to call the Office of Safety and Security at 207-725-3500 when you need help, when you sense that something is wrong, or when someone is in danger. Listen to your intuition and take action.

The Office of Safety and Security is committed to your safety. With your help, we will keep Bowdoin one of the safest college campuses in the country.

Randy Nichols, Executive Director  
Office of Safety and Security  
207-725-3474  
rnichols@bowdoin.edu

Tim Hanson, Associate Director  
Office of Safety and Security  
207-798-7136  
thanson@bowdoin.edu
THE OFFICE OF SAFETY AND SECURITY

The Office of Safety and Security provides 24-hour/365-day service and protection to the Bowdoin community with a staff of 35 composed of administration, security officers, casual officers, and support staff. Security officers are generally assigned to campus patrol operations, the communications center, and the Museum of Art. The Bowdoin Shuttle provides additional monitoring capability during evening hours and is supported by five drivers, and three student dispatchers.

The campus is patrolled by officers in vehicles, on bicycle (IPMBA certified), and on foot. The 24-hour communications center answers emergency and routine calls for service and monitors a network of security cameras and life safety alarm systems. Numerous blue light emergency phones dot the campus to provide a quick and easy means to obtain help. The Bowdoin Shuttle provides safe student transportation after dark within a one-mile radius of campus.

The Office of Safety and Security responds to and investigates reported incidents and/or policy violations and submit detailed reports. Excellent interdepartmental relationships are maintained with the Town of Brunswick police, fire and rescue, the Maine State Police, Cumberland County, and federal law enforcement agencies for operational and training support.

Bowdoin has an all-hazards campus emergency management plan and conducts annual scenario-based drills to test our readiness to respond to any campus emergency. A campus-wide mass-notification system informs students, faculty, and staff of campus emergencies within minutes, providing specific safety information and instructions.

We are proud of the strong relationships we have with faculty, staff, students and the Town of Brunswick. Only with the confidence, trust, and support of the entire campus community can we ensure that Bowdoin remains the very safe and special place that it is.

Security Officer Training: The Field Training Evaluation Program is a seven-week, 280-hour, standardized training curriculum. Campus patrol officers are assigned to field training officers who train and mentor all new personnel. An additional 80-hour block of instruction occurs for those personnel who are cross-trained as security communications center operators. Museum security officer training is a separate standardized 120-hour training program, administered by a field training officer, covering museum security methods and practices, and cultural property protection. Security officers attend mandatory semi-annual in-service training, and security officers are afforded opportunities to attend career advancement and specialty training, i.e., leadership, supervision, bicycle patrol, defensive tactics, property management.

CAMPUS ENFORCEMENT AUTHORITY

The Office of Safety and Security is composed entirely of non-sworn campus security officers. Security officer law enforcement authority is limited to that which is granted to any private citizen under Title 17-A, Section 16 (Warrantless arrests by a private person) of the Maine Revised Statutes Annotated. Likewise, the authority to use a reasonable degree of non-deadly or deadly force is limited to that which is granted to any private citizen under Title 17-A, Section 108 (Physical force in defense of a person) of the Maine Revised Statutes Annotated.

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Bowdoin College. Safety and Security coordinates with the Brunswick Police Department in the investigation of crimes occurring within the College’s Clery geography, as outlined in a memorandum of understanding between the College and the Brunswick Police Department. Security officers have the authority to issue parking tickets within the College’s Clery geography.
DACA AND UNDOCUMENTED STUDENTS
Bowdoin College welcomes DACA and undocumented students. Safety and Security personnel do not enforce immigration laws or make inquiries about the immigration status of students or employees. For more information, visit Bowdoin’s Inclusion and Diversity website.

MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT
The Bowdoin College Office of Safety and Security has entered into a Memorandum of Understanding (MOU) with the Brunswick Police Department to memorialize the collaboration between the College and local law enforcement related to the response to, and investigation of, incidents of sexual violence involving students of Bowdoin College. The responsibilities and obligations of the College are governed by federal law, including but not limited to the Clery Act and Title IX; regulations promulgated under federal law and guidance to institutions of higher education provided by the Office of Civil Rights of the United States Department of Education. The goal of the MOU is to improve the coordination of efforts to provide timely response and investigation for students who are victims of sexual violence, including the crime of sexual assault, and the facilitation of criminal prosecution and/or College disciplinary proceedings.

BUILDING ACCESS AND SECURITY
The Bowdoin College campus is open to the public. Academic and administrative buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

Administrative buildings are normally locked during non-business hours and on weekends. Keys for employee access may be obtained from One Card Office upon proper authorization. To ensure the safety and the security of College facilities, equipment and material, employees should ensure that their work area/office is closed and locked during non-business hours.

It is against College policy to purposefully allow unauthorized access to College buildings (i.e., prop doors open, tape over automatic locking mechanisms, etc.).

Buildings are secured on a set lock-up schedule. Entry after scheduled hours is only available to authorized faculty, staff, and students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled continually by safety and security officers, and many building entrances and other internal and external areas are monitored by security cameras. Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by safety and security.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response alarms are made by the Office of Safety and Security and Brunswick police, as necessary.

All Bowdoin residence halls and undergraduate apartments are to be kept locked at all times. Buildings are secured with an electronic card access system (OneCard) that allows authorized students to gain access to a building by swiping their card through a card reader located on exterior and interior doors.

The Office of Safety and Security will admit a specific individual or group to a building or room after hours, on weekends, vacations and holidays, only if the office has received authorization from an authorized department representative prior to the date the facilities are to be used. The person in charge of the room or area involved should forward the authorization for an individual or group to the Office of Safety and Security. A dean, director, department head, or his/her designate must sign the authorization. Authorized persons must not allow non-authorized individuals to enter.

All members of the Bowdoin community are expected to immediately report suspicious activity, suspicious persons, or crimes in progress within campus buildings and throughout the campus.
Special Residential Programs: Bowdoin College hosts many non-matriculated students during the academic year and summer months for participation in special athletic and education programs. The Office of Events and Summer Programs oversees the participants’ orientation and housing arrangements. Each participant is given a unique, temporary identification and key card. Orientation materials include information relative to campus safety and security. Additionally, visitors are encouraged to view Safety and Security’s public website, which details additional policies and information, including the most recent Clery Campus Crime Report.

MAINTENANCE OF CAMPUS FACILITIES
College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Security officers regularly patrol the campus and report malfunctioning lights, camera, and other unsafe conditions to the facilities department for prompt repair.

IMPORTANT PHONE NUMBERS

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<tr>
<th>EMERGENCY NUMBERS</th>
<th>GENERAL NUMBERS</th>
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<tbody>
<tr>
<td><strong>Bowdoin Security (Emergency)</strong> 207-725-3500</td>
<td><strong>Bowdoin College</strong> 207-725-3000</td>
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<tr>
<td><strong>Bowdoin Security (Non-Emergency)</strong> 207-725-3314</td>
<td><strong>President</strong> 207-725-3221</td>
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<tr>
<td><strong>Brunswick Police/Fire/Medical (Emergency)</strong> 9-1-1</td>
<td><strong>Office of the Dean for Academic Affairs</strong> 207-725-3578</td>
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<tr>
<td><strong>Brunswick Police Department (Non-Emergency)</strong> 207-725-5521</td>
<td><strong>Office of the Dean of Student Affairs</strong> 207-725-3149</td>
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<td><strong>Mid Coast Hospital</strong> 207-729-0181</td>
<td><strong>Office of Residential Life</strong> 207-725-3225</td>
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<td><strong>Mid Coast Walk-In Clinic</strong> 207-406-7500</td>
<td><strong>Athletics</strong> 207-725-3326</td>
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<td><strong>Bowdoin Counseling Services</strong> 207-725-3145</td>
<td><strong>Bookstore</strong> 207-725-3204</td>
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<td><strong>Family Crisis Services – Domestic Abuse</strong> 800-537-6066</td>
<td><strong>Bowdoin Career Planning</strong> 207-725-3717</td>
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<td><strong>Alcoholics Anonymous</strong> 800-737-6237</td>
<td><strong>Bowdoin Shuttle</strong> 207-725-3337</td>
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<td><strong>Planned Parenthood</strong> 207-725-8264</td>
<td><strong>Campus Scheduling</strong> 207-725-3421</td>
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<td><strong>American Civil Liberties Union (ACLU)</strong> 207-774-5444</td>
<td><strong>Center for Learning and Teaching</strong> 207-725-3006</td>
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<td><strong>Maine Human Rights Commission</strong> 207-624-6290</td>
<td><strong>Copy Center</strong> 207-725-3533</td>
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<tr>
<td><strong>Sexual Assault Support Services of Mid Coast Maine (SASSMM)</strong> 800-871-7741</td>
<td><strong>Counseling Service</strong> 207-725-3145</td>
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<td><strong>Substance Abuse Resource Ctr.</strong> 800-499-0027</td>
<td><strong>Dining Service</strong> 207-725-3211</td>
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<td><strong>Maine Drug Enforcement / District Task Force (Cumberland County)</strong> 207-822-0380</td>
<td><strong>Dinner Menu Hotline</strong> 207-725-3898</td>
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<td><strong>Adult and Child Abuse</strong> 800-452-1999</td>
<td><strong>Events Office</strong> 207-725-3433</td>
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<td><strong>National Abortion Hotline</strong> 800-772-9100</td>
<td><strong>Hatch Science Library</strong> 207-725-3004</td>
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<td><strong>AIDS Hotline</strong> 800-851-2437</td>
<td><strong>Health Services</strong> 207-725-3770</td>
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<td><strong>Human Services Department – Portland Office</strong> 800-482-7520</td>
<td><strong>Information Desk, Smith Union</strong> 207-725-3375</td>
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<td><strong>TTY (TELEWRITER PHONES)</strong></td>
<td><strong>Information Technology</strong> 207-725-3614</td>
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<tr>
<td><strong>Burton-Little House (Admissions)</strong> 207-798-7116</td>
<td>• <strong>Student Help Desk</strong> 207-725-5050</td>
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<tr>
<td><strong>Health Services</strong> 207-798-7113</td>
<td>• <strong>Faculty/Staff Help Desk</strong> 207-725-3030</td>
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<tr>
<td><strong>Security Communications Center</strong> 207-725-3887</td>
<td><strong>Hawthorne-Longfellow Library</strong> 207-725-3280</td>
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<tr>
<td><strong>Hawthorne-Longfellow Library, Front Desk</strong> 207-798-7115</td>
<td><strong>Mail Center</strong> 207-725-3302</td>
</tr>
<tr>
<td><strong>Moulton Union, 2 Floor, Dean’s Office</strong> 207-725-3884</td>
<td><strong>Office of the Registrar</strong> 207-725-3521</td>
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<tr>
<td><strong>Student Activities</strong> 207-725-3536</td>
<td><strong>Student Aid Office</strong> 207-725-3144</td>
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REPORTING PROCEDURES

Whether you are the victim of a crime, a witness on behalf of a victim unable to report, a witness to a crime, observe a suspicious situation, or see a safety problem, it is important to report to Safety and Security. These reports will help ensure that timely warnings are issued for the safety of the campus community and that accurate statistics are included in this annual security and fire safety report.

The Office of Safety and Security is responsible for the reporting and follow-up of any criminal incident that occurs within Bowdoin’s Clery geography, and in coordination with the Brunswick Police Department, as necessary. Crimes committed in other jurisdictions should be reported to the police agency where the offenses occurred (see the off-campus reporting information below). Persons directly involved may be contacted during the investigation by email, phone, and/or in-person interview, and will be notified once the investigation is complete.

OFF OR ON-CAMPUS REPORTING

On-Campus Reporting
When members of the Bowdoin community receive a report of criminal activity on campus, they should immediately contact the Office of Safety and Security or other campus security authority.

Off-Campus Reporting
If criminal activity takes place in an off-campus location, Bowdoin College community members should contact the local, county, or state police department with that jurisdiction. The Brunswick Police Department will generally inform Bowdoin security of off-campus situations involving students. Law enforcement authorities routinely work with and communicate with the College on any incidents occurring on or off campus. Students may be subject to arrest by the local police and face college disciplinary action through the Division of Student Affairs.

TYPES OF REPORTING FOR VICTIMS OR WITNESSES

We are here to help you as a victim or a witness and reporting as soon as possible is best.

1. Review the types of reporting options you have and select the options that you most comfortable with.
2. Decide who you want to contact and make the report.

Victim or Witness Reporting
Your awareness is essential to campus crime prevention. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and issue a Timely Warning or Security Alert to the campus community of the potential danger. Reports filed in this manner are counted and disclosed in the Annual Crime Report for Bowdoin College. There are three types of reporting and various options for filing a report; voluntary, confidential, or anonymous.

Voluntary Reporting
When filing a report on a voluntary basis as a victim or witness you agree to provide your contact information.

Confidential Reporting
When filing a report on a confidential basis as a victim or witness, the Office of Safety and Security and/or a law enforcement agency can file a report on the details of the incident without revealing your identity.

Anonymous Reporting
When filing a report on an anonymous basis as a victim or witness your contact information will not be known. As this form is submitting anonymously we are unable to contact you for clarifying questions or provide you with additional information. If after submitting an anonymous report and you have additional information, you can file another anonymous report or if you want to provide your contact information on a confidential or voluntary basis you may do so by using one of the contact options below.
CONTACT OPTIONS FOR REPORTING CRIMES

- **Phone (not anonymous):** Safety and Security, 207-725-3500; Title IX, 207-721-5189; Brunswick Police Department, 9-1-1; or other campus security authority.
- **Online Forms (anonymous options):** Voluntary or Confidential Incident Report Form, Anonymous Incident Report Form, or Title IX Anonymous or Voluntary Incident Report Form.
- **Email (not anonymous):** Randy Nichols, Executive Director of Safety and Security; Benje Douglas, Title IX Coordinator.
- **Campus mail:** Randy Nichols, Office of Safety and Security; Benje Douglas, Title IX Coordinator; or other campus security authority.
- **Mail:** Bowdoin College Office of Safety and Security, 6040 College Station, Brunswick, ME 04011.

Reporting to a Pastoral or Licensed Professional Counselor
Pastoral and Licensed Professional Counselors are identified as confidential resources, who may not share information without an individual’s informed consent unless there is imminent danger to self or others, or as otherwise required by law. A Pastoral Counselor is a person who is associated with a religious order or denomination, is a person recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. A Licensed Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the Bowdoin community and who is functioning within the scope of the counselor’s license or certification. **Pastoral and Professional Counselors, when acting in those capacities, are not campus security authorities.** Although we encourage reporting for statistical purposes, pastoral and professional counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics.

UNFOUNDED CRIMES
Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process. If a crime is reported as occurring on-campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn law enforcement authorities and found to be false or baseless, the crime is considered to be “unfounded”.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
**FERPA** is a 1974 federal law that protects the privacy of student education records. FERPA affirms the right of access to one’s own educational records, or to the education records of one’s minor child. It also outlines, with some exceptions, an individual’s right to have these records secured from public access.

The Overlap Between FERPA and the Clery Act
Because FERPA specifically protects the status of education records, other records —such as those maintained by campus police— are not protected under this law. However, if those same law enforcement records were shared with education officials for conduct code proceedings, this new documentation would become protected as part of the student’s educational record. While personally identifiable educational records are protected under FERPA, the Clery Act requires statistical reporting that includes non-personally identifiable information. As such, the right to privacy covered by FERPA will not prevent the disclosure of non-personally identifiable data for the purposes of Clery Act compliance, even if the identity of involved persons remains.
The Executive Director of the Office of Safety and Security submits crime and fire statistics to the Department of Education (DOE) by October 1 of each year and distributes of the Annual Security and Fire Safety Report (ASFSR) to all current students and employees, and notice of its availability to prospective students and employees, at the start each academic year as required by the Clery Act. The ASFSR includes statistics for the previous three years concerning reported Clery crimes that occurred within the College’s Clery geography, in certain off-campus buildings or property owned or controlled by Bowdoin College, and on public property within or immediately adjacent to and accessible from the campus. This report includes all Clery crimes reported to the Office of Safety and Security, campus security authorities, and law enforcement agencies, regardless of the ultimate disposition of the reported crime, institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and the Fire Safety Report regarding fires in campus residential buildings.

DEVELOPING INFORMATION FOR THIS REPORT
The annual preparation of crime statistics involves coordination in the gathering of statistical data from those with significant responsibility for students and campus activities which includes the Office of Safety and Security, Campus Security Authorities, the Brunswick Police Department (BPD), the Cumberland County Sheriff’s Department (CCSO), the Maine State Police (MSP), and the Royal Canadian Mounted Police (RCMP). The Executive Director of the Office of Safety and Security or designee is responsible for the contents of the ASFSR, crime and fire statistics, and the public crime and fire logs. The Executive Director contacts the appropriate law enforcement agencies with jurisdiction over campus and non-campus properties by email to collect annual statistics. The Office of Safety and Security updates all campus safety and security information for submission to the Student Handbook and the Annual Security Fire Safety Report.

CLERY PUBLIC CRIME AND FIRE LOGS
Clery public crime and fire logs are updated continually and posted under the security reporting tab on the Office of Safety and Security website. Once within the site you may view the public crime log for the most current month or by individual years. The public fire log is only available by individual years. You may also view these logs by visiting the administrative office of the Office of Safety and Security, 9 Bath Rd, Brunswick Maine, during business hours, Monday-Friday 8:00 a.m. to 4:30 p.m. (except holidays) to view the last two completed months of the public crime log or the year-to-date fire log. Crime and fire logs older than the most recent two months may be viewed within two business of a request. Names of people involved in case-reports are not listed on the Clery public crime or fire logs.

Note: Pursuant to separate obligations under the Clery Act, in addition to collecting annual statistics for inclusion in this ASFSR, the College maintains a public crime log. Although there are areas of overlap, the daily crime log differs in some significant respects from the statistical data collected for purposes of this ASFSR. For example, the public crime log includes other crimes (not just those Clery Act crimes required to be reported in the annual Report) reported to the Office of Safety and Security and occurring anywhere within the College’s Clery geography plus the patrol area of the Office of Safety and Security. The public crime log also requires disclosure of more information about the reported event but includes exceptions where disclosing information on the daily log is otherwise prohibited by law or would jeopardize the confidentiality of the victim.

NOTIFICATION TO THE CAMPUS COMMUNITY
Each fall, the Executive Director of Safety and Security and sends an e-mail notification to current students and employees with the links to the Annual Security and Fire Safety Report, the Clery public crime and fire log, the Office of Safety and Security website. The Safety and Security website link is also included on several Bowdoin websites: Counseling and Wellness, Dean of Students, Facilities, Human Resources, On Campus Resources, Residential Life, and Title IX. Anyone may view the report online or request a paper copy of this report by contacting the Office of Safety and Security, Rhodes Hall, 207-725-3458, or email security@bowdoin.edu.
CAMPUS SECURITY AUTHORITIES
A campus security authority is any individual (or individuals) who have responsibility for campus security, but who does not constitute a campus police department or campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity. Campus security authorities are trained annually.

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<th>BOWDOIN CAMPUS SECURITY AUTHORITIES</th>
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<td>Academic Affairs</td>
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<td>Admissions/Student Aid</td>
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<td>Athletics</td>
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<td>Bowdoin Scientific Station</td>
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<td>Career Planning Center</td>
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<td>Dining Services</td>
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<td>Environmental Health and Safety</td>
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<td>Events and Summer Planning</td>
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<td>Health Center</td>
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<td>International Programming and Off-Campus Study</td>
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<td>Judicial Board</td>
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<td>McKeen Center for Common Good</td>
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<td>Outdoor Leadership Center</td>
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<td>Registrar’s Office</td>
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<td>Residential Life</td>
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<td>Resource Center for Sexual and Gender Diversity</td>
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<td>Office of Safety and Security</td>
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<td>Student Activities</td>
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<td>Upward Bound</td>
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GEOGRAPHIC DEFINITIONS

Campus:
1. Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, and
2. On-Campus Student Housing is any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus housing facility.
3. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence:
A subset of crimes on campus that includes only those reported crimes that occurred in dormitories or other residential facilities.

Non-campus building or property:
1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
List of non-campus buildings and properties:

- Bowdoin Scientific Station (biological field station), Kent Island, Bay of Fundy, Parish of Grand Manan, New Brunswick, Canada (also Sheep and Hay islands)
- Former NASB Property, 316 Samuel Adams Drive, Brunswick, ME
- Former NASB Property, 281-326 Allagash Drive, Brunswick, ME
- Former NASB Property, 16 and 22 Transmitter Drive, Brunswick, ME
- Fort Andross, 14 Maine Street, Brunswick, ME
- Merritt Island, lower end of New Meadows River and Mountain Road, West Bath, ME
- Outing Club Cabin, Elliotsville Road, Elliotsville Township, ME
- Schiller Coastal Studies Center, 240 Bayview Road, Orr’s Island, ME
- Smith Boathouse, Sawyer Park Road, Brunswick, ME
- Whittier Street Warehouse, 19 Whittier Street, Brunswick, ME
- 3 Business Parkway, Brunswick, ME
- 16 Station Avenue, Brunswick, ME (2nd floor offices only)
- 85 Union Street, Brunswick, ME (3rd floor offices only)

Public Property:
All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

CLERY CRIME DEFINITIONS

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

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

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

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

b) **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.

c) **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

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

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

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

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

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

**HATE CRIMES**

Bowdoin College is also required to report statistics for hate (bias) related crimes by the type of bias as defined for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson) larceny, vandalism, intimidation, and simple assault. The first seven offenses are defined above under the Clery Crime Definitions. Destruction, Damage, Vandalism of Property, Intimidation, Larceny-Theft, and Simple Assault are defined below.

- **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.
- **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.
- **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.

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

For purposes of reporting crimes, when more than one criminal offense was committed during a single incident, only the most serious offense is counted pursuant to the FBI’s Uniform Crime Reporting Program. Exceptions to the hierarchy rule include that arson is always reported as a separate crime regardless of whether it occurs in the same incident as another crime, and where rape, fondling or statutory rape occurs in the same incident as a murder, both crimes are reported in the crime statistics.

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)**

The Violence Against Women Reauthorization Act (VAWA), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects to pertinent institutional personnel.

The Clery Act requires annual reporting of statistics for various criminal offenses, including sex offenses and aggravated assault. VAWA’s Campus SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. The Campus SaVE Act provision imposes new reporting requirements. These crimes are defined below:

1. **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.
   a. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
   b. For the purposes of this definition—
      o Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
      o Dating violence does not include acts covered under the definition of domestic violence.

2. **Domestic Violence:** A felony or misdemeanor crime of violence committed by:
   a. A current or former spouse or intimate partner of the victim; or
   b. A person with whom the victim shares a child in common; or
   c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
   d. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
   e. By any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

3. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or
   a. Suffer substantial emotional distress.

   For the purposes of this definition—
   o **Course of conduct** means two or more acts, including, but not limited to, acts 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.
   o **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.

4. **Sexual Assault:** The definition (from VAWA) of sexual assault.
   a. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

5. **Preserving evidence:** It is important that a victim of sexual abuse not bathe, douche, smoke, change clothing or clean the bed/linen/are where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved which may assist in proving that an alleged criminal offense occurred or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if a victim does not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents that may be useful during the investigation.

**TIMELY WARNINGS**

In accordance with the Clery Act, the Office of Safety and Security will issue timely warning notices to the College community when there is a serious crime or ongoing safety threat that may affect the students, faculty, staff, and visitors of Bowdoin College. The decision to issue a timely warning shall be determined on a case-by-case basis by the Executive Director or Associate Director of Safety and Security, in consultation with local law enforcement. When issuing timely warnings, victim name(s) and other identifying victim information will be kept confidential. Having timely knowledge of criminal activity and safety threats will assist community members in making informed decisions about their personal safety, while helping to prevent crime and aiding law enforcement in apprehending criminal suspects. Timely warnings may be disseminated via telephone, email and text messaging. Copies of all timely warnings are kept with corresponding case files, and are available for public viewing on the Safety and Security website.

The Office of Safety and Security does **not** issue timely warnings for the above listed crimes if:

- The suspect(s) is apprehended and the threat of imminent danger to the Bowdoin College community has been mitigated by the apprehension.
- A report was not filed with the Office of Safety and Security, or if safety and security was not notified by campus security authorities in a manner that would allow the office to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the Office of Safety and Security to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.
- In cases involving sex offenses that may be reported long after the incident occurred, there is no ability to distribute a timely warning or safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known.
- A crime is reported to a pastoral or professional counselor while acting in those capacities

Timely warnings and security alerts are written and distributed by the Executive Director of Safety and Security or the Associate Director to the campus through any one or more of the following means:

- **Emergency Notification System:** A mass notification system that automatically sends brief voice, email and text alerts to the College community regarding an emergency situation on the Bowdoin campus. More information about emergency alerts can be found in the Campus Emergency Management Plan section starting on page 19.
- **College email and voicemail**
- **Safety and Security website:** [Timely Warnings and Security Alerts](#)
• Campus Digests
• Local area radio and television stations and print media.

The Office of Safety and Security also maintains a public crime and fire log that contains crimes and fires reported to the department. The public crime and fire logs are available on the safety and security website or you may request a copy at the Office of Safety and Security administrative offices in Rhodes Hall in person, by phone 207-725-3458, or by email to security@bowdoin.edu.

Student and employees are encouraged to read the prevention, personal safety and security awareness section in this report.
<table>
<thead>
<tr>
<th>Clery Crime Statistics 2016-2018</th>
<th>On-Campus</th>
<th>Non-Campus Property</th>
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**TITLE IX**

Title IX is an anti-discriminatory federal regulation that prohibits any type of gender-based discrimination in educational settings. Bowdoin provides support and services for instances including, but not limited to: sexual misconduct, gender-based violence, harassment, stalking, intimate partner/relationship violence, and unequal opportunities based on gender.

If a student or employee of the college experiences or witnesses any type of harassment, violence, or discrimination, they should report it to the Director of Gender Violence Prevention and Education, Benje Douglas or through the Online Reporting Form.

General information about Title IX and sex discrimination in education is available from the Office for Civil Rights. Visit their [website](http://www.civilrights.gov) or call 800-421-3481.

**ABOUT SEXUAL MISCONDUCT AND GENDER-BASED VIOLENCE**

Sexual misconduct is a broad term encompassing sexual exploitation, sexual harassment, non-consensual sexual contact, and non-consensual sexual intercourse. It can occur between acquaintances, people involved in an intimate sexual relationship, or strangers. Sexual misconduct can be committed by someone of any gender, and it can occur between people of the same or different sex.

Gender-based violence is a broad term encompassing dating violence, domestic violence, and stalking. Find comprehensive definitions of the types of sexual misconduct and gender-based violence [here](#).

Bowdoin takes the issue of sexual misconduct and gender-based violence very seriously and is committed to creating a campus where everyone understands that any form of sexual or interpersonal violence is unacceptable. To this end, Bowdoin has created an extensive network of educational programs, resources, and services to provide support and information to students, friends and families of students, and the college community.

The Title IX Office is located in Dudley Coe, Room 119.

**TITLE IX POLICIES**

The following policies directly pertain to the issue of sexual misconduct and gender-based violence at Bowdoin:

- **The Student Sexual Misconduct and Gender-Based Violence Policy** provided by Office of the Dean of Student Affairs covers any incident of sexual misconduct and/or gender-based violence involving Bowdoin College students.

- **The Freedom from Harassment and Discrimination Policy** provided by the Human Resources Department covers incidents of harassment or discrimination against any member of the Bowdoin College community.

**STUDENT GUIDE TO BOWDOIN’S SEXUAL MISCONDUCT POLICY**

The Guide to Bowdoin’s Sexual Misconduct Policy is intended to help students better understand and navigate Bowdoin College’s Student Sexual Misconduct and Gender-based Violence Policy. It serves as a student-friendly resource and functions as a supplement, but not a replacement, to the Policy in its entirety.

**Definitions**

Policy-related definitions are included in the full version of the Student Sexual Misconduct and Gender-Based Violence Policy. You can also open the definitions as a [PDF](#).

**Retaliation**

It is a violation of College Policy to retaliate against any person making a complaint of sexual misconduct or gender-based violence, or against any person cooperating in an investigation. Retaliation includes intimidation, threats, and other adverse action against an involved person. Retaliation should be reported promptly to the Advisor of the Sexual Misconduct Board (Benje Douglas) and may result in disciplinary action independent of any imposed during the investigation.
All Bowdoin students:

- have the right to contact law enforcement regarding sexual misconduct and gender-based violence at any time and to receive support from the College throughout this process.
- have access to both campus and community confidential resources 24/7
- can submit an anonymous report of sexual misconduct and/or gender-based violence and know that the College will respond to this report.
- have the right to feel safe, to be heard, and to be treated fairly by the College in all aspects of an anonymous report or an Alternative or Formal Resolution process.

STUDENT SEXUAL MISCONDUCT AND GENDER-BASED VIOLENCE POLICY

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RESOURCES
At Bowdoin, we want to make sure that anyone affected by sexual or gender-based violence and their friends and families are supported through all stages of their healing process. The following resources are available to anyone.

Assistance can be obtained 24 hours a day, seven days a week from the following resources:

- Brunswick Police: 911 or 207-725-6620 (non-emergency)
- Bowdoin Office of Safety and Security: 207-725-3500
- Bowdoin Counselor after hours: 207-725-3145 (press 1)
- Bowdoin Dean on call: 207-504-6447
- Mid Coast Hospital: 911 or 207-729-0181
- Sexual Assault Support Services of Mid Coast Maine (SASSMM): 1-800-822-5999
- Through These Doors (domestic violence agency): 1-800-537-6066

In addition to emergency resources and the title ix office, it's important to note that at Bowdoin we have a variety of offices and professionals who are equipped to provide support during traditional business hours and who can be reached after hours through the dean on call (207-504-6447). Resources listed with an asterisk (*) are confidential.

On-Campus Resources

- Counseling Center* (207-725-3145)
- Dean of Students Office (207-725 3229)
- Health Services* (207-725-3770) after hours (9-1-1 or Security ext. 207-725-3500)
- Human Resources (207-725-3837)
- Office of Religious and Spiritual Life* (207-725-5028)
- Office of Safety and Security (207-725-3314, or for emergencies ext. 207-725-3500)
- Office of Student Aid (207-725-3144)
- Office of the Dean for Academic Affairs (207-725-3578)
- Residential Life - Proctors, RAs, (207-725 3225)
- Safe Space* Contact support line (207-208-0642)
- Sexuality, Women, and Gender Center-SWAG* (207-725 4223)

Off-Campus Resources

- Brunswick Police Department (9-1-1 or 207-725-6620)
- Mid Coast Hospital (207-729-0181)
- Crisis Text Line (Text HOME to 741741)
- Employee Assistance Program, Anthem EAP (800-647-9151)
- Family Crisis Services (800-537-6066, Brunswick Office 442-0106, 24 Hour Hotline 866-834-4357)
- National Domestic Violence Hotline (800-799-7233)
- National Teen Dating Violence Helpline (800-799-7223)
- Rape, Abuse & Incest National Network (800-656-4673)
- Sexual Assault Support Services of Mid Coast Maine - SASSMM (state 800-871-7741 or local 800-822-5999)
- Through These Doors -domestic violence agency (800-537-6066, Brunswick Office: 207-721-1099)

HOW DO I GET HELP?

1. **Contact Benje Douglas**
   To make a report or to understand the reporting process contact the Title IX Coordinator in-person at Dudley-Coe, Room 119, over the phone (office) 207-721-5189 (cell) 207-798-0209, or by email - bdouglas@bowdoin.edu.
2. **Make a Report Online**

You may also choose to report the incident using the **Online Reporting Form**. Reporters may remain anonymous through the online form.

- **For Me** – Sexual Misconduct, Sexual Harassment, Dating Violence/Stalking
- **For a Friend** - supporting a friend going through violence comes down to being present and trying hard to not think you can do everything by yourself. Helping to point your friend in the direction of professional assistance may be the most caring thing you can do. How to be supportive.

Below are some guidelines about how to support someone reporting sexual violence or gender-based violence. They are only suggestions and serve as examples of how you could be supportive. Just remember: believe them, listen to them, and speak from your heart.

### THINGS YOU CAN DO AND THINGS YOU SHOULD AVOID

<table>
<thead>
<tr>
<th>Please DO the following:</th>
<th>Please AVOID the following:</th>
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<tbody>
<tr>
<td>• Assure them that it is not their fault</td>
<td>• Asking questions out of curiosity</td>
</tr>
<tr>
<td>• Assure them that they did the best they could</td>
<td>• Expressing shock, disgust, or anger, or judgement</td>
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<tr>
<td>• Suggest that they talk to someone</td>
<td>• Pressing for details</td>
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<tr>
<td>• Assure them that they are not alone</td>
<td>• Asking questions without a reason to ask them</td>
</tr>
<tr>
<td>• Be sensitive to their need for privacy</td>
<td>• Interrogating them or asking questions as if to ascertain &quot;what really happened&quot;</td>
</tr>
<tr>
<td>• Stay calm and be patient; give them time</td>
<td>• Touch them without their permission</td>
</tr>
<tr>
<td>• Offer to go with them to <a href="#">report the incident</a> and to seek out resources</td>
<td>• Putting words in someone's mouth or tell them how they are feeling</td>
</tr>
<tr>
<td>• Use active listening skills to tune into concerns and priorities, as these may be different from what you perceive their priorities to be</td>
<td>• Making decisions for the student</td>
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<tr>
<td></td>
<td>• Making promises or guarantees, such as, &quot;you're going to be fine,&quot; or &quot;your family will be supportive&quot;</td>
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</table>

Remember that supporting someone will be hard. It is important to seek out support for yourself. If you recognize that you are the only resource for someone who has gone through a traumatic experience, suggest that they seek out another resource of their own. Also, in this role you are not a detective or an investigator. Support does not mean interrogation and if that's hard for you then speak to someone before taking on the responsibility. If you have any questions about how to support someone, or how to support yourself, reach out to one of the following resources. The Sexual Assault Support Services of Mid Coast Maine ([SASSMM](#)) is an excellent resource; contact them at (800) 822-5999 or (207) 725-1500 if you are calling from a mobile phone. You can also contact a [Safe Space Member](#) for peer support, or The Counseling Center at (207) 725-3145.

### PREVENTING SEXUAL AND GENDER-BASED VIOLENCE

It is up to all of us to prevent sexual and dating violence at Bowdoin.

- **Get Involved** – Get informed and speak out, hold peers accountable, join a club, volunteer
- **Get Educated** – What is Consent?, facts about sexual violence, facts about relationship violence
- **Programming and Events** – *Speak About It, Take Back the Night, Sexual Respect, RISE, Healthy Relationships*
- **B.E.A.R.S. Survey** – 2016 B.E.A.R.S Survey result summary, Letter from President Rose
Getting Help After a Sexual Assault

What would you like to do first?
You may choose to do both

GET SUPPORT

Would you like to talk to someone on or off campus?
You may choose to do both

REPORT

Would you like to report the incident to someone on or off campus?
You may choose to do both

Off Campus
Brunswick Police Department
For emergencies: 911
Other: 207-725-5521

On Campus
Benje Douglas
207-721-5189
Lisa Peterson
207-725-3411

Click here to report an incident online
You may remain anonymous

Kate Stern
207-798-4223
Eduardo Pazos
207-798-4198
Safe Space
207-208-8642

The Counseling Center
day: 207-725-3145
on-call: 207-725-3314

The Health Center
day: 201-725-3770
on-call: 207-725-3314

Sexual Assault Support Services of Midcoast Maine
1-800-822-5999
207-725-1500 (cell)

Through These Doors
1-800-537-6066
207-721-0199

Mid Coast Hospital
207-373-6000

Available 24/7
FREEDOM FROM DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT & GENDER-BASED VIOLENCE POLICY

Bowdoin College strives to provide a place of study and work that is free from unlawful harassment, discrimination, sexual misconduct and gender-based violence of any kind. In compliance with the Maine Human Rights Act (MHRA), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964 and other federal and state laws, Bowdoin College prohibits any member of the faculty, staff, administration, student body, or visitors, whether visiting campus, patrons, independent contractors, or vendors from harassing or discriminating against any other member of the Bowdoin College community because of a person’s race, color, ethnicity, ancestry and national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, genetic predisposition, veteran status or against qualified individuals with physical or mental disabilities on the basis of disability, or any other legally protected statuses in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Discrimination or harassment based on any protected characteristic is illegal. All employees are expected to respect the rights of their coworkers and conduct themselves in a way that supports the inclusion of students and employees of all different backgrounds. Employees who engage in unlawful harassment, sexual misconduct or gender-based violence or discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

This policy applies to complaints of unlawful harassment, sexual misconduct or gender-based violence made by or against any College employee. If an employee experiences any unlawful harassment, sexual misconduct or gender-based violence or discrimination, (s)he should promptly report the concern to any of the following people:

1. The Vice President for Human Resources/Affirmative Action Officer/Title IX Deputy Coordinator;
2. The accused staff or faculty member’s supervisor or department head
3. The complaining party’s supervisor or department head;
4. The Dean or Associate Dean for Academic Affairs; or
5. The Associate Director of Student Affairs/Director of Residential Life.

In the case of a student employee who believes he or she has been the subject of unlawful harassment, sexual misconduct or gender-based violence, the student should report the incident or act immediately to his/her workplace supervisor, the Director of Gender Violence Prevention and Education & Title IX Coordinator, Benje Douglas (x5189), or the Vice President for Human Resources, Tamara Spoerri (x3837).

Complaints by employees can also be made to one of the Workplace Advisors who are trained by the College to provide guidance and support to employees with complaints of harassment or discrimination, sexual misconduct or gender-based violence.

Complaints by students against an employee or faculty member may be made to the College’s Director of Gender Violence Prevention and Education & Title IX Coordinator, Benje Douglas (x5189). The College will investigate any reported concern about harassment, discrimination, sexual misconduct or gender-based violence pursuant to the process outlined below. No employee may retaliate against someone who files a complaint or participates in an investigation of a complaint; such retaliation will subject the offender to additional discipline and sanctions under this policy. However, if the College determines that an intentionally false complaint has been made under this policy, disciplinary action will be taken against the individual(s) filing the complaint or providing false information regarding the complaint.

All information will be held in confidence to the extent possible and will be discussed only with those who have a need to know to investigate or resolve the complaint. Complaint procedures may differ depending on whether the harasser is a member of the faculty or staff, a student, or someone from outside the Bowdoin community.

Because complaints of sexual harassment, sexual misconduct or gender-based violence implicate Title IX, as well as other applicable non-discrimination and harassment laws, the College has designated certain individuals to coordinate its efforts to comply with equal opportunity and affirmative action laws. Questions or concerns about Title IX, Section 504 or other aspects of the College’s equal opportunity or affirmative action or harassment policy should be directed to: The Vice President for Human Resources is the individual designated by the College to coordinate its efforts to comply with the MHRA, Title IX, Title VII, Section 504 and other equal opportunity and affirmative action regulations and laws.
Questions about the College’s Freedom from Discrimination and Harassment Policy should be directed to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Inquiries</th>
<th>Title/Coordinator</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamara Spoerri</td>
<td>Faculty/Staff Inquiries</td>
<td>Vice President for Human Resources, Deputy Title IX Coordinator</td>
<td>216 Maine Street, 3rd floor, Brunswick, ME 04011</td>
<td>(207)725-3838</td>
<td><a href="mailto:tsperri@bowdoin.edu">tsperri@bowdoin.edu</a></td>
</tr>
<tr>
<td>Benje Douglas</td>
<td>Students/Student Employees Inquiries</td>
<td>Director of Gender Violence Prevention &amp; Education, Title IX Coordinator</td>
<td>Dudley Coe Building, 1st floor, Brunswick, ME 04011</td>
<td>(207)721-5189</td>
<td><a href="mailto:bdouglas@bowdoin.edu">bdouglas@bowdoin.edu</a></td>
</tr>
<tr>
<td>Lisa Peterson</td>
<td>Students/Student Employees Inquiries</td>
<td>Associate Director of Gender Violence Prevention &amp; Education, Deputy Title IX Coordinator</td>
<td>Dudley Coe Building, 1st floor, Brunswick, ME 04011</td>
<td>(207)725-3411</td>
<td><a href="mailto:lpeters@bowdoin.edu">lpeters@bowdoin.edu</a></td>
</tr>
<tr>
<td>Elizabeth McCormack</td>
<td>Faculty Inquiries</td>
<td>Dean for Academic Affairs, Deputy Title IX Coordinator</td>
<td>216 Hawthorne-Longfellow Hall</td>
<td>(207)725-3578</td>
<td><a href="mailto:emccorma@bowdoin.edu">emccorma@bowdoin.edu</a></td>
</tr>
<tr>
<td>Nicki Pearson</td>
<td>Athletic Inquiries</td>
<td>Associate Director of Athletics &amp; Senior Women’s Administrator, Head Coach Women’s Field Hockey</td>
<td>Buck Center, 2nd Floor, Brunswick, ME 04011</td>
<td>(207)725-3329</td>
<td><a href="mailto:npearson@bowdoin.edu">npearson@bowdoin.edu</a></td>
</tr>
</tbody>
</table>

Complaints of sexual harassment, sexual misconduct or gender-based violence must be brought to any of the individuals listed in this policy, and if against a non-student, will be handled pursuant to the Administrative Complaint Resolution Procedure outlined above. Complaints of sexual harassment, sexual misconduct or gender-based violence by a student will be handled pursuant to the procedures set forth in the Student Sexual Misconduct and Gender-Based Violence Policy in the Student Handbook found at: http://www.bowdoin.edu/studentaffairs/student-handbook/index.shtml.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: (800) 421-3481; fax: (202) 453-6012; TDD: (877) 521-2171; email: OCR@ed.gov; or on the web at http://www.ed.gov/ocr).

**NON-RETALIATION**
Under law, you may not be punished or penalized in any way for reporting, complaining about, participating in an investigation of or filing a claim concerning discrimination or harassment, or for testifying in any proceeding brought by anyone else.

**Legal Recourse through the Maine Human Rights Commission**
Any employee who believes he or she has been subjected to discrimination or harassment may call or write the Maine Human Rights Commission to register a complaint. The Commission may be contacted as follows: Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333, Telephone: (207) 624-6290.

Any complaint must be filed with the Commission within 300 days of the act of discrimination or harassment. Once the Commission has received a signed charge form, an investigation will be conducted, and a determination will be made by the Commission of whether there are reasonable grounds to believe discrimination or harassment occurred. If the Commission determines that discrimination or harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in the Superior Court, seeking appropriate relief.

For additional information regarding complaint process and procedures, complaints against student and non-members of the college, definitions and description of sexual harassment, sexual misconduct, and gender-based violence, and abuse of power, please review entire policy here: FREEDOM FROM DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT & GENDER-BASED VIOLENCE POLICY.
SAFE SPACE
Safe Space is a group of trained students dedicated to supporting people who have experienced sexual harassment and sexual assault. Safe Space offers people who have experienced sexual harassment and sexual assault a place to share their experiences in a confidential and supportive atmosphere. Through supporting survivors and developing factually correct, trauma-informed programming, Safe Space works to prevent and respond to sexual violence on Bowdoin’s campus. Members of Safe Space are trained by professional counselors from the Sexual Assault Support Services of Mid Coast Maine (SASSMM). Members can be reached through campus mail, e-mail, or via telephone to answer questions and to provide support to survivors, their family, friends, and anyone else affected by sexual violence. View the online Safe Space member list to see current members.

DEAN, DOCTOR, AND COUNSELOR-ON-CALL PROGRAM
A student who is a survivor of sexual assault or sexual misconduct is urged to call Bowdoin Campus Security. Bowdoin Campus Security will respond at once, and at the same time notify the dean-on-call, doctor-on-call, and the counselor-on-call. All three parties may be reached directly through Bowdoin Campus Security by dialing 3500 from any College phone, or 207-725-3500 from off-campus, and asking for the dean-on-call or counselor-on-call. The student is not required to give a reason for calling the dean-on-call or counselor-on-call, nor does contacting them oblige the student to make a report with the police. The dean-on-call, doctor-on-call, or counselor-on-call will contact the student or, if appropriate, will go to the Emergency Room to offer assistance. The student may ask the on-call staff to leave and not become further involved but should recognize that doing so will make it more difficult for the College to provide coordinated assistance. The dean-on-call will work to ensure that the resources of the College are available to assist the student. The dean-on-call will work with others to make reasonable efforts to accommodate changes in academic and living arrangements requested by the student because of a sexual assault. The dean-on-call or counselor-on-call will also contact the student in the days following to offer assistance and support and will remain in contact with the student as long as the student wishes.

COMMUNITY EDUCATION ABOUT SEXUAL ASSAULT AND SEXUAL MISCONDUCT
The Division of Student Affairs will undertake educational efforts to make all students aware of the policies and procedures contained in this document. Such efforts will include:

- Notifying students of the conduct that is proscribed by the Sexual Assault and Misconduct Policy.
- Informing students of the options and procedures for addressing possible violations of the policy.
- Providing special training for professional staff who give advice and administer campus procedures under the policy.
- Sponsoring programs that further awareness of the issues of sexual harassment, sexual assault and sexual misconduct and lead to their prevention.
- Reporting periodically to the community on the number of incidents that have been brought formally or informally to the attention of the Office of the Dean of Student Affairs.

SEXUAL ASSAULT BYSTANDER INTERVENTION
While there is an ongoing need on college campuses for response to survivors of sexual assault and relationship abuse, there is a growing effort to prevent these types of violence before they occur. It is important to recognize that sexual assault and relationship abuse are not just women’s issues. Violence affects the entire community and all members have a responsibility to take action against sexual assault and relationship abuse. 

_Bystander intervention means 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, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective interventions options, and taking action to intervene._ (Description source: NACCOP ASFSR Policy statement guidelines)

One major way that you can take action is by being an active bystander. Bystanders are individuals that witness either an act of violence or the actions that lead up to violence. Bystander intervention is a simple concept: We are all obligated to act when we witness an act of violence or something that contributes to a culture that supports violence. While you may easily recognize violence if you witness it first-hand, you may not recognize warning signs as easily. So, the first step is to learn to recognize those things that contribute to violence.
We know that this type of violence is systemic and deeply rooted in our culture. While this makes eradicating it difficult, this knowledge also gives us hope that sexual assault and relationship abuse are preventable if we all actively work to change the culture that promotes this violence.

Examples of warning signs that we may observe that give cause for us to speak up and intervene are:

- A friend telling a sexist joke or saying something degrading or violent toward a person.
- A person or institution blaming survivors of sexual assault and relationship abuse for their own victimization.
- A person or group encouraging the excessive use of alcohol or other substances to facilitate sex.
- A friend reporting being the initiator or recipient of controlling behavior in a relationship.
- A person who is sexually harassing someone and making them feel uncomfortable.

While these individual acts may not directly cause an act of violence, it is important to consider that these acts cumulatively create a culture in which violence against others is tolerated and even encouraged. Intervening in these situations may prevent actions and behaviors that lead up to a violent incident and keep you from having to intervene in a more dangerous situation. So not only do you have an opportunity to prevent violence immediately before it happens or during a violent act, you also have hundreds of opportunities to intervene on an everyday basis.

Other more obvious warning signs are:

- Someone leading someone else to a private location when you know that they are too intoxicated to consent.
- A heated argument between two partners that seems to be escalating or includes examples of other types of abuse such as psychological or financial abuse or sexual harassment.
- A friend being followed or stalked in person, on the phone, or by use of technology.

Most people might witness these events and think, “Someone else will do something about it.” But if everyone assumes that others will exercise the responsibility to act, then it is likely that the opportunity to prevent a violent act will be missed and the situation may become more dangerous and detrimental. Thus, it is important to act early and hold ourselves and each other accountable.

While we are asking you to do something, we do not encourage you to put yourself or others at risk. Maintain safety always and keep in mind that you should proceed with caution to avoid harm to yourself or further exacerbating the situation for the victim. There are several creative and conventional ways that you can intervene, either directly or indirectly, to prevent someone from being hurt. Depending on your personality and the situation, any one of these might be appropriate, and it is up to you to determine how to handle it in the safest way possible.

Here are some ideas for ways to intervene:

- Address the potential perpetrator directly - Ask them to stop what they are doing and tell them that it is not acceptable or condoned by you, your peers, your group/organization, or the College.
- Create a distraction to divert the attention of the potential perpetrator (for example: start a conversation about something else, tell them they are needed to assist with something, ask the potential survivor to accompany you away from the setting, etc. Say almost anything (use discretion) to allow the potential survivor to escape the situation.
- Enlist the help of a friend or other bystander. Draw their attention to the situation and quickly strategize with them to step in. Ask them to join you in approaching the potential victim or perpetrator or by calling Security while you address the parties involved.

Above all else, remember that you have the power to DO SOMETHING to prevent sexual assault or relationship abuse from occurring. We ask and trust that you will exercise this power and contribute to the safety and wellness of our campus community. Source: The Stanford University Office of Sexual Assault & Relationship Abuse Education & Response

WORKPLACE VIOLENCE PREVENTION

Bowdoin College will not tolerate any form of violence in the workplace. Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to the Office of Safety and Security any or all incidents that they perceive as potentially violent. The appropriate supervisor or department head should also be notified. In an effort to prevent workplace violence at Bowdoin College, all reported threats will be thoroughly
investigated through a cooperative effort by the appropriate supervisors, department heads, Human Resources and the Office of Safety and Security.

Any employee who engages in any form of workplace violence will be subject to disciplinary action up to and including immediate termination of employment. Supervisors must document any event or report of workplace violence in their areas and advise Security of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:

- Name of person reporting the incident
- Name of the employee alleged to have been violent or threatening
- Date of the report and incident
- Location where the incident occurred
- Name(s) of the potential victims and Name(s) of witnesses
- Description of details of the incident.
- Specific description of verbal or physical violence that occurred
- Details that might assist in identification (e.g., license plate number, etc.)

IMMEDIATE HELP

1. **Get to a safe place.**
   Think about calling someone for support. You can call a friend, family member, or any of the resources listed on this site. Calling someone can often help you get the support you need. Here are some of the on and off campus resources you can contact at any time of the day:
   
   Confidential Resources are marked with an *
   
   - Campus Safety and Security: 207-725-3500 (emergency); 207-725-3314 (non-emergency);
   - Counselor on call: 207-725-3314*
   - Dean on call: 207-725-3314
   - Sexual Assault Support Services of Mid Coast Maine (SASSMM): 800-822-5999*
   - Family Crisis Services: 866-834-4357

2. **Contemplate getting medical care.** Instances of sexual violence and/or dating violence may require medical attention. You do not have to report an instance of sexual assault to seek medical care. However, if you would like to have a forensic exam to collect any possible evidence, it is better to go to the hospital sooner rather than later. Here are some options:
   
   - The Health Center: 207-725-3770; on-call: 207-725-3314, 3rd Floor Buck Center
   - Mid Coast Hospital: for emergencies call 9-1-1, 207-729-0181, 123 Medical Center

3. **Consider filing a report.** On and off campus reporting processes are available. At Bowdoin, you can complete the Online Report Form (you may remain anonymous) or contact Benje Douglas, The Director of Title IX and Compliance, at 207-721-5189 (office), 207-798-0209 (cell), or bdouglas@bowdoin.edu. You can also call the Brunswick Police (9-1-1; 207-725-6659) to make a statement and receive support from Bowdoin through a criminal investigation.

What happens when I report an incident?
Incidents of sexual misconduct, gender-based violence, or discrimination are handled by Benje Douglas, the Title IX Coordinator at Bowdoin College. Upon receipt of a report, Benje will take all reasonable steps to ensure the support and safety of those involved, as well as the campus community. This usually involves reaching out to the survivor of the misconduct to offer campus resources and any necessary protection.

**AFTER REPORTING AN INCIDENT**

- you will have an initial meeting with Benje Douglas to discuss immediate safety concerns
- you will be linked to potential resources
- you will be treated with respect and dignity as you think through how you would like to proceed
The College encourages reporting sexual misconduct and gender-based violence in all cases. Students or survivors who report misconduct will generally not be held responsible for actions that might constitute a violation of the Social Code, if their actions did not put another student or the community at risk.

The Title IX Office is located at 24 College Street, at the corner of College and Coffin.

Complaints of sexual harassment, sexual misconduct or gender-based violence must be brought to any of the individuals listed in this policy, and if against a non-student, will be handled pursuant to the Administrative Complaint Resolution Procedure outlined above. Complaints of sexual harassment, sexual misconduct or gender-based violence by a student will be handled pursuant to the procedures set forth in the Student Sexual Misconduct and Gender-Based Violence Policy in the Student Handbook.

BIAS, DISCRIMINATION, AND HAZING

Bowdoin College encourages freedom of expression, open dialogue, and mutual respect. Discrimination or harassment of others on the basis of race, color, ethnicity, social class, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status, or against qualified individuals with disabilities on the basis of disability has no place in our intellectual community.

Members of the College community are encouraged to report behavior that is inconsistent with these values, these reports can make a difference. Even if you don't want or expect any action to be taken, this record helps the College to better understand and address these issues.

Bowdoin’s “Campus and Community Index” (CCI) is an online tool designed to:

- promote transparency about what is happening in our community and prompt dialogue and action; and
- create a historical record of incidents and behavior on campus or in the local Brunswick community that are inconsistent with the values of our learning community;

Reports submitted online will be reviewed by the appropriate staff member or members (e.g., dean of student affairs, associate dean of students for diversity and inclusion, dean of academic affairs, and/or vice president for human resources).

Reports of acts of bias are handled with the highest degree of confidentiality. The identities of those submitting information for the CCI remain confidential and will not be posted on the CCI.

The deans and human resources staff will review the incident/observation, and a summary will be prepared – with permission of the person who report the incident – and posted on the CCI. These summaries will be posted on the CCI in chronological order.

Information posted on the CCI is accessible to members of the campus community only (a Bowdoin username and password are required to view the index). The Bias Incident Group will receive a copy of all reports regarding acts of bias. Reports are shared with Brunswick police and town leaders when appropriate.

Below are frequently asked questions, we listed the answers for the first question and the remainder answers are available on the Campus Community Index page of the Bowdoin website.

**What can I do to help/prevent bias incidents from happening?**

- Acknowledge that acts of bias do occur on campus and in the broader community and work actively to combat bias. You can begin by reporting incidents to inform the greater community.
- Educate yourself to help dispel stereotypes.
- Hold people accountable for their language and actions.
- Plan and/or attend educational programs to raise awareness and combat bias.
- Engage one another in conversation about topics such as privilege, oppression and diversity.
What kinds of incidents should be reported?
Why should incidents of bias be reported?
What happens when an incident is reported?
What is the Campus Community Index (CCI)?
What degree of confidentiality is maintained?
What should I do if I am harassed or intimidated after filing a report?
What are the consequences of submitting a false report?

DISCRIMINATION POLICY
Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment has no place in our intellectual community. Bowdoin College complies with applicable provisions of federal and state laws that prohibit unlawful discrimination in employment, admission, or access to its educational or extracurricular programs, activities, or facilities based on race, color, ethnicity, ancestry and national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, genetic predisposition, veteran status, or against qualified individuals with physical or mental disabilities on the basis of disability, or any other legally protected statuses. If members of the Bowdoin community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine or Federal Law, criminal prosecution may be pursued.

HAZING POLICY
Philosophy - A learning community has a distinctive set of values and qualities meant to support individual growth and development. At Bowdoin, we value traditions, rituals, and rites of passage because they remind community members of their connections to one another and to the past and future of the College; they can build important bonds between groups and individuals. Athletic team or student organization initiations or traditions that attempt to build these bonds between members must do so in an affirming way without coercion or intimidation of any kind. In a learning community such as ours, we value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation. Hazing is a form of victimization. Hazing is comprised of a broad range of activities that demonstrate disregard for another person’s dignity or well-being or behaviors that may place another person in danger of physical or psychological discomfort or harm. A level of coercion is often involved, that is those being hazed felt pressure to participate in order to belong to the group or show commitment to group members. Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the College and the fundamental values of our learning community.

Maine Law and College Policy
Bowdoin maintains a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, athletic team, other College-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not. The College’s policy conforms to Maine law, which defines “injurious hazing” as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at an institution in this State.”[1] In addition to disciplinary action imposed by the College, students who engage in hazing could find themselves subject to criminal prosecution by legal authorities.

Bowdoin defines hazing more broadly to include any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group and that encompasses one or more of the following:

1. physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person’s willingness to participate;
2. categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members;
3. involves the consumption of alcohol, drugs, or other substances;
4. removes, damages or destroys property;
5. results in the disruption of College or community activities, the educational process, or the impairment of academic performance; and/or
6. violates a College policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as “voluntary.” The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team.

Longstanding team or organizational traditions that are carried over from year-to-year sometimes constitute hazing. Discontinuing inappropriate traditions can be especially difficult because of pressure from within the group or from alumni. Such pressure, however, is not an excuse for unacceptable behavior; the College expects students to adhere to College policy and state law.

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will typically differ based on the seriousness of the incident and one’s level of responsibility, planning, or participation.

Violation of the hazing policy may subject an individual and/or recognized organization or team to disciplinary action by the College, either administrative or via the Judicial Board, with penalties up to and including suspension or dismissal for individuals and revocation of organizational recognition and funding or forfeiture of a season or disbandment in the case of a student organization or team.

No policy can address, in specific fashion, all possible activities or situations that may constitute hazing. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring, and that determination will be made by the Office of the Dean of Students and/or the Judicial Board.

Examples of mild to more severe hazing include, but are not limited to, any of the following activities that are part of an initiation or admission into a group or required for continued acceptance in a group:

- physical or verbal abuse of any kind or implied threats of physical or verbal abuse;
- branding or other body markings;
- encouraging or requiring a person to consume alcohol, drugs, unusual substances or concoctions;
- encouraging or forcing a student to violate Maine law or College policy such as indecent exposure, theft, or trespassing;
- confining a person or taking a person to an outlying area and dropping him/her off;
- servitude such as encouraging or requiring a person to run personal errands, cook, clean, etc.;
- requiring a shaved head or other haircut;
- stunt or skit nights with degrading, crude, or humiliating games or acts;
- “mind games” or creating real or perceived psychological uneasiness or harm;
- encouraging or requiring public stunts or buffoonery;
- encouraging or requiring the wearing or carrying of apparel or items likely to subject the wearer to embarrassment, ridicule, or harm;
- encouraging or requiring new members to participate in inappropriate scavenger hunts or road trips;
- depriving a person of sleep;
- expecting certain items to always be in one’s possession; and
• requiring new members/rookies to perform duties not assigned to other members. Note: duties like carrying water to practice can be a first-year responsibility if other team members have similar responsibilities or all responsibilities are rotated among team members.

Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised College activities such as athletic training and events, e.g. running extra laps at practice.

**Identifying Hazing**

All members of the Bowdoin community must take responsibility for considering what does and does not constitute hazing. Student leaders bear particular responsibility for conducting their team, club, or organization in such a manner that welcomes new members without resorting to hazing to build group camaraderie.

Here are some key questions to consider when planning any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group:

- Is a person or group being targeted in an inappropriate way because of status or class year?
- Would you be willing to describe the activity to your own parents, grandparents, the parents of a fellow student, a professor, a dean, the College president, a police officer, or a judge?
- How would you feel if the activity was photographed and appeared in *The Orient* or on Facebook, YouTube, or local TV?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Even if you would not be embarrassed by this activity, can you imagine that someone else might be?
- Could safety be at risk?
- Is there a level of coercion and peer pressure involved?
- Will current members be participating in the activities that new members will be asked to do?
- Do the activities interfere with students’ other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Are alcohol and/or drugs involved?
- Is there a sexual element to the activity?
- Do any activities violate a College policy or federal, state, or local law?

Answering “Yes” or even “Maybe” to any of these questions suggests the activity could be construed as hazing and should therefore be avoided.

When in doubt about whether an activity constitutes hazing, always err on the side of caution and ask a dean, coach, or other College employee who works with student organizations or teams. Engaging in open conversations about hypothetical situations can be especially helpful. Knowledgeable staff can provide additional examples of behaviors that might constitute hazing, examples of positive group-building activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support. Students who choose not to consult knowledgeable staff are taking ownership for their actions and responsibility for any consequences.

**Taking Action**

At Bowdoin, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Security (207-725-3500) or the Brunswick Police (9-1-1) 24 hours a day if they encounter activities that put others in physical or psychological harm or discomfort. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before a bonding activity escalates into a hazing activity. Bowdoin students and employees should notify appropriate College officials (Security, deans, coaches, or other College officials who have responsibilities for student organizations) of any perceived instance of hazing as defined by College policy and/or law and do so as soon as possible so the activity can be stopped, or the
allegations can be investigated. Reports may be made directly or anonymously by submitting a letter to an appropriate College official or asking a College official that the report remain anonymous.

Education, Prevention and Positive Group Bonding
Bowdoin Athletics, Residential Life, and Student Activities conduct ongoing educational activities to promote positive group identity and prevent hazing.

There are new-member activities that are positive and/or educationally valid that serve to build team, develop unity by connecting students to one another, create a sense of belonging, and bolster self-esteem. Examples include:

- a scavenger hunt or talent show involving all members of an organization or team in which all participants are treated equally, and the activities are not embarrassing, demeaning or dangerous;
- a themed dress-up party that is inclusive and not embarrassing or demeaning;
- paintballing;
- video game tournaments;
- meals together;
- study sessions;
- community service projects;
- attending other teams’ sporting events;
- movie nights;
- game or trivia nights;
- bowling;
- cooking classes or classes at the Craft’s Center;
- outdoor games—capture the flag, Frisbee, etc.;
- trips to Freeport, Portland, Fun Town Splash Town, etc.;
- mentoring relationships between old and new members;
- creating an organizational intramural sports team; or small or large group roundtable discussions on topics important to the team or organization.

ANNUAL JUDICIAL BOARD REPORT TO THE COMMUNITY
Each fall, the Judicial Board chair and advisor present an annual report of the previous year’s Academic Honor Code and Social Code hearing for the purpose of increasing awareness of our community standards. The report summarized those cases that were handled by the Judicial Board and when relevant, it also includes (via footnote) any cases handled administratively by the dean of student affairs that resulted in suspension or dismissal from the College. This year, the Student Sexual Misconduct Board chair and advisor also provide information on five cases involving allegations of sexual assault and sexual misconduct as defined under the Student Sexual Misconduct Policy below. We encourage you to review the Campus and Community Index.

BIAS INCIDENT GROUP
The College established the Bias Incident Group in the 1980s to respond to anonymous acts of bias that violate the ideals of the College and stifle the freedom of expression. The Group consists of faculty members, students, and administrators drawn from the College community. The President convenes the Group when it is necessary to affirm the values of the College, to call upon the campus community to stand against acts of bias, and to consider other appropriate responses. Acts of bias should be reported to the Office of Safety and Security or to the Office of the Dean of Student Affairs. For campus incidents, the Dean’s Office will follow up with the complainants and the alleged perpetrators, if they are known, and may initiate the normal campus adjudicatory process, which can include a disciplinary meeting with a dean or a Judicial Board hearing. When an act of bias takes place off campus, the College will work in cooperation with local and state agencies to support members of the Bowdoin community and to determine an appropriate response. If there is a
bias incident and the perpetrator is not known, and thus no adjudicatory process is possible, the Committee may meet to consider the appropriate community response. Any incident of bias—regardless of where it occurs—may also be submitted to the “Campus and Community Index,” an online tool designed to promote transparency, prompt dialogue, and create a historical record of incidents and behavior, as well as efforts aimed at addressing and preventing these incidents.

The Bias Incident Group reminds the campus that the State of Maine Civil Rights Law includes a strong hate-crime section, which imposes sanctions in the event of intentional damage or destruction of property, the threat of violence, or actual violence against any person that is motivated by reason of race, color, religion, sex, sexual orientation, ancestry, national origin, or physical or mental disability.

The Maine Attorney General has asked to be notified by all Maine colleges when such acts occur on their campuses, and Bowdoin will respond accordingly. We believe that a report to any external authority will be greatly strengthened if there is a comparable and simultaneous response on campus by individuals, by the Dean’s Office, by Security, and by the Bias Incident Group.

In closing, we reaffirm the principles of the College that led to creation of the Bias Incident Group more than two decades ago: *Ours is a community fundamentally devoted to intellectual and scholarly pursuits. Our diversity of background, experience, talent, and vision is what keeps us vibrant and ever changing. Those who make statements intended to further discussion on issues important to us contribute to the vitality of our intellectual life. Those who, out of prejudice and hatred, make statements that are designed to intimidate, and silence undermine us all.*

While the Bias Incident Group encourages free expression of opinion, we deplore acts that are vicious in nature and that are designed to silence others and breed fear in this academic community

**Bias Incident Group**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Clayton S. Rose</td>
<td>President, chair</td>
</tr>
<tr>
<td>Alex Marzano-Lesnevitch</td>
<td>faculty</td>
</tr>
<tr>
<td>Elizabeth Muther</td>
<td>faculty</td>
</tr>
<tr>
<td>Rachel Sturman</td>
<td>faculty</td>
</tr>
<tr>
<td>Isabel Ball ’22, Sabrina Hunte ’20</td>
<td>students</td>
</tr>
<tr>
<td>Benje Douglas</td>
<td>Title IX Coordinator, <em>ex officio</em></td>
</tr>
<tr>
<td>Janet Lohmann</td>
<td>Dean of Student Affairs, <em>ex officio</em></td>
</tr>
<tr>
<td>Bernie Hershberger</td>
<td>Director of the Counseling Service and Wellness Programs, <em>ex officio</em></td>
</tr>
<tr>
<td>Scott Hood</td>
<td>Senior Vice President for Communications and Public Affairs, <em>ex officio</em></td>
</tr>
<tr>
<td>Randy Nichols</td>
<td>Executive Director of Safety and Security, <em>ex officio</em></td>
</tr>
<tr>
<td>H. Roy Partridge</td>
<td>Senior Fellow, <em>ex officio</em></td>
</tr>
<tr>
<td>Michael Reed</td>
<td>Senior Vice President for Inclusion and Diversity, <em>ex officio</em></td>
</tr>
<tr>
<td>Kate Stern</td>
<td>Associate Dean of Students for Diversity and Inclusion, <em>ex officio</em></td>
</tr>
</tbody>
</table>
PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS

Whether you are a student or employee you are responsible for the decisions you make. Trust your instincts, make safe choices, and look out for one another. We hope the suggestions below will give you some safety tools and make you think about situational awareness; if I need to escape what would be my best route, we are the fire alarms, where are the exits, are they fire escapes, these are things you can always be thinking of no matter where you are.

Pre-Incident Assault Indicators

All people are born with the "Fight or Flight" response. We all have had "hunches" or "gut feelings" about someone or a situation before. Those little hairs that stand up on the back of your neck is your subconscious telling you that something isn't right, and you need to respond to that.

Listen to your instincts and intuition. There is a greater than 95% chance that your instinct or opinion about a person or situation, formed in the first 3 to 5 seconds, is correct.

Listen to and trust your inner voice and respond to it.

- Rely on your intuition. If it doesn't feel right...it's probably not right.
- Move beyond denial so that your intuition works for you.
- Be constantly aware of your surroundings.

SAFETY TIPS FOR STUDENTS, FACULTY, AND STAFF

Personal Safety

1. Stay alert! Radiate the message that you are calm, confident, and know where you are going.

2. Trust your instincts; if someone or something makes you uneasy, walk to a place where there are people.

3. Stand up for yourself by being assertive and confident, but don't be aggressive or confrontational with potential victimizers.

4. Walk away from people who are being verbally aggressive. Seek help from security, faculty, or friends, if you need it.


6. Immediately notify security, or a faculty or staff member, of any bullying, victimization, or threats.

7. Set your social media privacy settings. It may be second nature to check-in on various social media platforms or to update your network with a plan for the evening, but this also alerts people to where you are or may be going. Only share personal information with trusted friends and family.

8. Make friends and socialize. This could help being singled out by an aggressor.

9. Remember, your personal safety is largely determined by the choices you make. Never hesitate to call Bowdoin security when you or someone else needs help.

On-Campus

1. If you feel unsafe and need a ride, call the Bowdoin Shuttle or Bowdoin security. Add the shuttle number (207-725-3337) and the security number (207-725-3500) to your phone contacts. Report suspicious persons or activity immediately.
Stick to well-traveled and well-populated routes when moving about campus. At night, take routes that are safe, familiar, and well-lit.

Travel with a friend or with a group when going out. Members of a group are far less likely to become victims of crime.

There are many emergency blue light emergency call boxes around the campus. Familiarize yourself with their locations.

Be aware of your surroundings all at times. Be careful about using devices that could distract your attention from potential danger, i.e., listening to loud music on headphones, or texting while walking.

Park your vehicle in open, well-lighted areas. Keep your vehicle locked and valuables out of sight. Check the front and back seats before getting into your vehicle.

Always use crosswalks and, if provided, use pedestrian-activated crosswalk warning devices. Do not assume that drivers see you. Before crossing make eye contact with approaching drivers and wait for them to stop for you.

Consider carrying pepper spray, a whistle, or alarm. Some phone apps offer personal alarms.

To prevent bicycle theft, lock your bike to a bike rack. Register your bike with security to help us recover it and return it.

**Parties and other Social Events**

1. Don’t engage in reckless, high-risk behavior with alcohol or other drugs. Know your limits and stay within them. Avoid situations that may make you over indulge.

2. Have a buddy system to let friends know where you are going, whom you are with, and when you are expected back.

3. Make plans for a safe ride back to your residence before you go out. If you are a designated driver, stay sober.

4. Watch your beverage when it is being made or poured, and never leave your beverage unattended.

5. Avoid flashing around cash and other valuables, and never leave your property unattended.

6. If an event is getting out of hand, or you are uncomfortable — leave! Make sure you have a safe way home with a responsible friend. Use the Bowdoin shuttle, or call security if you need a safe ride home.

7. Make sure your phone is fully charged before you go out.

**Residence or Apartment**

1. Do not prop doors open. Keep doors and windows locked to help ensure the safety of all building residents.

2. Don’t let people you do not know into campus buildings. When using your card to swipe into a building, be aware of strangers who might try to follow you inside. Report any suspicious person or activity to security.

3. Protect your privacy by pulling curtains or window shades, especially after dark.

4. Do not leave identification cards, credit cards, wallets, electronic devices, etc. in plain sight. Keep all valuables in a safe or locked drawer.

5. Do not loan your One Card to anyone. If your card is ever lost or stolen, report it immediately to security or the One Card office so it can be deactivated and replaced.

6. When a building fire alarm sounds, evacuate immediately. If you accidentally set off a smoke alarm, a phone call to security will be help provide the appropriate level of response.
Learn how to properly use a stove and microwave oven. Many smoke and fire alarms are caused by the careless use of cooking appliances.

Keep doors, hallways and fire exits clear at all times so as not to hinder a building evacuation.

Off-Campus Living

1. Brunswick is a safe town, but it is always advisable to walk in well-traveled and well-lit areas.
2. Call 9-1-1 for police, fire, or medical emergencies.
3. Be respectful of your neighbors. Keep noise to a reasonable level, especially at night when sound carries a great distance.
4. If you are living off-campus, be particularly mindful of fire safety. Check your smoke alarms regularly and create and rehearse primary and alternate escape routes.
5. If you live off campus, familiarize yourself with Brunswick’s disorderly house ordinance that may be invoked with complaints of neighborhood disturbances.
6. The Bowdoin Shuttle (207-725-3337) operates within a one-mile radius of campus. Another option is Brunswick Taxi at 207-729-3688.

Fire Safety

1. Don’t panic!
   Walk don’t run!
   Do not use the elevator!
2. If you see a fire and alarm is not sounding, pull a fire alarm and evacuate. Call 9-1-1, or Bowdoin security at 207-725-3500.
3. Only use a fire extinguisher if the fire is very small.
   • Remember, to use a fire extinguisher, pull the pin, aim the nozzle at base of the fire, squeeze the handle, and sweep back and forth.
   • If, while using an extinguisher you feel unsafe, activate the fire alarm and evacuate.
4. Before exiting/entering a room where the door is closed, gently touch the doorknob
   • If the doorknob is hot, do not open the door
   • If the doorknob is not hot, brace yourself against the door and crack it open
   • If there is heat or heavy smoke, close the door and stay in your room
   • If there is smoke in the room, keep low to the floor where the air is cleaner and cooler
   • Seal the cracks around the door with sheets, towels, or another items (wet if possible)
   • If there is smoke in the room, crack the windows on the top and bottom for ventilation
   • If you cannot exit, hang a sheet or towel out the window to alert people that you are there.
   • Call security at 725-3500 and report your location.
   • If you can exit safely, do so. Remember if there is smoke, keep low.
5. If safe to do so, close all doors as you exit the building. Reducing oxygen, fuel, and heat will help contain the fire.
6. If someone is disabled or incapacitated, assist them to a safe area and alert emergency responders to their location.
7. When you have safely exited the building, gather at the designated rally point with other building occupants and account for missing persons.
Work Place Safety

1. Never open your door to a stranger before or after regular business hours.
2. Notify security if working alone after normal business hours.
3. When alone, do not mention this fact to telephone callers.
4. Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
5. Report any strange or threatening looking individuals to the Office of Safety and Security.
6. Be aware of your surroundings and plan escape routes and areas of refuge.

ON CAMPUS SAFETY MEASURES

Alerts – Emergency, Safety, and Timely Warnings
In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, the Office of Safety and Security prepares and distributes Timely Warnings and Security Alerts. Depending on the alert you would be notified by one or more of the following: college e-mail, text, phone call, voice mail, (phone numbers are the numbers listed in Polaris or WorkDay) and the Bowdoin website.

Bicycle Locks and Registrations
The use of bicycles on campus is encouraged as a safe and efficient mode of transportation. Bicycles parked outside should always be locked to a bike rack with a strong lock. U-bolt locks are recommended and are available for purchase at the Bowdoin Bookstore. Bicycles should not be locked to trees, railings, and light or sign posts. Bicycles may also be stored inside designated bicycle storage rooms available in many dorms. To help deter theft and assist us in returning lost and stolen bicycles promptly, all bicycles used by students, faculty and staff on campus should register their bike with the Office of Safety and Security. There is no charge for registering your bicycle and bicycles only need to be registered once.

Blue Light Emergency Phones
These phones are located throughout the Bowdoin campus. Either a blue light or yellow emergency call box will help you identify these phones. To contact the Office of Safety and Security with one of these phones, simply press the large red button on the phone. When an emergency phone is activated, the safety and security dispatcher will be alerted, and an officer will be sent to the location of the phone. No dialing or conversation is required. If possible, try to describe the nature of the emergency to the dispatcher.

Student Residence Meetings
Each fall the Executive Director and Associate Director of Safety and Security, along with Director of Health Services visit each freshman residence halls and talk to them about safety, security, and health issues. For many of these students this is the first time they are responsible for themselves and we hope to share with them a few tools to keep the healthy and safe during their next four years.

Campus Lighting
Light fixtures on campus are monitored for malfunctions and work orders are submitted when needed. Safety and security officers also monitor town streetlights on public ways in neighborhoods bordering the campus. Malfunctioning streetlights are immediately reported to Central Maine Power Company via a faxed trouble report. All members of the Bowdoin community are encouraged to report lighting safety concerns to the Facilities Department or to the Office of Safety and Security.
Cybercrime
Cybercrime has become more and more prevalent over the past several years and the Bowdoin community has seen a significant increase as well. If you believe you have been the victim of a cybercrime, it is important that you report it. Whether it is a phishing attack, phishing phone call, ransomware or identity theft, reporting these incidents allows us to help protect the rest of the community from the same or similar attacks. We rely on each individual to practice safe computing to protect the entire Bowdoin community from cyberthreats. If you have questions or need help, individualized advice and classes are available on request by contacting itsecurity@bowdoin.edu.

Electronic Device Registration
Have you ever left your phone or other device around campus, in a taxi, at a restaurant, or other places? We offer to students, faculty, and staff electronic device registration free of charge. Once you complete the registration you will be sent a small 1.5”x .75” decal to adhere to your device. This tag gives a person who finds your device a phone number to call if it is found. The number listed on the decal is the security communication center and is open 24/7/365. They have a list of all the decal numbers and the owners. Once security is contacted that an item has been found they will alert the owner to where their device can be picked up.

Laptop Theft Prevention
Bowdoin College has purchased a large number of STOP anti-theft security plates from www.stoptheft.com and we offer them at no cost to Bowdoin students, faculty and staff. STOP is a patented anti-theft, recovery and inventory management system. Visit STOP THEFT for more information. Contact the Office of Safety and Security at 725-3458 for more information or to set up an appointment or visit the security office in Rhodes Hall to have your free STOP security plate installed on your laptop and have your laptop registered in a worldwide database.

Lighted Pedestrian Crosswalks
Several crosswalks surrounding campus have been equipped with pedestrian-activated crosswalk warning devices that have flashing lights when button is pressed. These lights alert drivers and safeguard pedestrians. All members of the Bowdoin community are encouraged to use these safety devices day and night.

Self-Defense Courses
The Office of Safety and Security can offer a self-defense course, taught by a certified instructor. The cost of the program varies depending on which one is used. The Safety and Security website also has lists of self-defense courses available in the southern Maine and mid coast areas.

The Bowdoin Shuttle
The Bowdoin Shuttle provides safe and convenient transportation for Bowdoin students. The shuttle operates within an approximate one-mile radius of the campus center, an area that includes downtown Brunswick, and many off-campus student apartments. Hours of operation are Sunday through Wednesday, 6 p.m. to 2 a.m. and Thursday through Saturday, 6 p.m. to 3 a.m. The Bowdoin Shuttle provides service when the College is in session, seven days-a-week. The College employs professional shuttle drivers.

Weekly Security Report
A weekly security report informs the Bowdoin community of criminal activity and other incidents taking place on campus and offers crime prevention and personal safety information. The Office of Safety and Security also works with the Bowdoin Orient on weekly news stories and features highlighting campus safety issues. The Orient is published each Friday during the academic year.
A. RESIDENCE AGREEMENT AND RELATED INFORMATION

1. **Residence Agreement.** All students living in College housing are required to comply with all rules, regulations, and policies related to student housing. This includes, but is not limited to, the information outlined below and various Residential Life publications (Opening and Closing Notices, Vacation Housing Notices, and the annual housing lottery document). In return, the College will work to provide Bowdoin students with safe, comfortable, well-maintained living spaces, in an academically conducive environment.

2. **Residency Requirement.** All first-years and sophomores are required to live on campus in residence halls, apartments, or College Houses. Juniors and seniors interested in living off campus in private rentals should enter the Off-Campus Housing Lottery to seek approval to be released from their on campus living obligation. Approval to live off campus is not guaranteed and therefore students should refrain from signing leases until receiving approval to live off campus from the Office of Residential Life. The Office Residential Life and Office of the Dean of Students will review all lottery names and may deny anyone for whom living off campus may not be the best option for the student or for the local-area community.

3. **Assignment Information.** Assignments for first-year students are made based on information requested prior to enrollment. Each spring, upper-class students choose housing for the next year by participating in the housing lottery. The lottery is run by the Residential Life staff. Lottery information is distributed immediately following spring vacation. Students returning for second semester, including those returning from off-campus study, are assigned via an open rooms process. All assignments are made at the room/suite/apartment level, students select their individual bedrooms when applicable. For more information, contact the Director of Residential and Housing Operations in the Office of Residential Life.

4. **Right to Assign.** The Director of Residential Life reserves the right to assign any vacancy in College-owned housing at any time, and/or to reassign any student at any time.

5. **Occupancy Periods.** Housing is available only when the College is in regular session. Students are required to vacate College housing between semesters and during spring break. Information about dates and times that College residences open and close are published in the academic calendar in the Student Handbook. Closing notices are sent to on-campus students prior to each closing. All students, except graduating seniors, are required to vacate within twenty-four hours of their last exam. Students who arrive before housing opens or remain after housing closes without permission of the Office of Residential Life may face disciplinary action and/or incur fees.

6. **Transitional Housing.** Students who need housing between semesters, during spring break, or during the summer should read the closing notices and/or contact the Office of Residential Life prior to these periods. Remaining in College housing when the College is not in session, without permission of the Office of Residential Life, is a violation of College policy.

7. **Opening Day.** All students must arrive no earlier than the scheduled opening day for fall and spring semesters. Early arrivals are not permitted. For more information, contact the Director of Housing Operations in the Office of Residential Life.

8. **OneCard and Room Keys.** When school is in session, student residences are accessed by their OneCard. OneCards and room keys are issued through the OneCard Office located at the lobby of Coles Tower. Students are responsible for the key they sign out and must return it to the OneCard office upon moving out. For more information regarding keys, please see the Building Access section of the OneCard website. Students have access to residence halls and apartments via their OneCard. Access may be restricted or limited at the will of the College. Exterior doors to residence halls are locked at all times. Students are asked to
help keep unwanted guests or intruders from entering buildings by closing doors that others leave propped open and reporting suspicious behavior or malfunctioning doors to Security.

9. **Room Lockout Policy.** Students are expected to carry their OneCard with them at all times and are expected to keep their rooms locked. If a student locks themselves out of their room, they are to follow these steps to gain access to their room:
   - Between the hours of 8:00 a.m. and midnight, students should attempt to find a student Residential Life staff member to gain entry to their room. Student Residential Life staff may not loan out their OneCard or master key.
   - If a Residential Life staff member is unavailable, or it is after midnight, students should call Security at ext. 3314 to request entry to the room. If a student is requesting an excessive number of lockouts, the Director of Residential Life may request to meet with the student and/or take formal disciplinary action.
   - Security can be contacted by calling ext. 3500 or 725-3500 in an emergency or ext. 3314 or 725-3314 in a non-emergency.

10. **Broken or Lost OneCard.** You must have a working OneCard to access buildings, eat in the dining halls, use your Polar Points, do laundry, make photocopies, and take books out from the library. If your OneCard does not function for any of the above-mentioned tasks, please go to the OneCard Office to obtain a replacement card. If you lose or break your OneCard, you may obtain a new card for $15.00. This cost will be billed to your account through the Bursar's Office. It is important to deactivate your card online at the [OneCard website](#) or call Security to have them deactivate it for you. This will protect your OneCard funds and keep the campus safe.

11. **Personal Property.** The College assumes no responsibility for loss of, or damage to, a student’s personal property. Each student is encouraged to take appropriate steps to safeguard and insure their property including maintaining appropriate personal property insurance. Any loss or theft of property should be reported to Security so that an official record is available if needed. The College does not provide storage for students' personal property.

12. **Right to Enter.** Bowdoin College reserves the right to enter any College-owned space at any time for the purpose of responding to emergencies, maintaining acceptable health and safety standards, establishing order, making repairs, routine maintenance (including response to work orders), inventory, extermination, cleaning, enforcement of College rules and regulations, securing buildings during vacation and break periods, and for any other reasonable purpose. The resident's absence will not prevent such entry. Entry will be made by authorized College personnel.

13. **Right to Enter and Search.** The College reserves the right to enter and search student rooms/suites/apartments and/or belongings in any College building or storage space. A resident's room, suite, or apartment or possessions on campus will not be searched by College authorities unless there is sufficient reason to believe that a resident is using their assigned space for purposes which may be in violation of Federal, State, or local law or of College regulations. Before conducting a search, the Security Office must have written permission from the Director of Residential Life. The written permission authorizing the search shall state the reasons for the search, a description of the objects or information sought, possessions and locations to be searched, and the approximate time the search will be conducted. Although not required by law, whenever possible the search will be conducted at reasonable times with occupant(s) present. The College will cooperate with law enforcement officials who, having obtained a search warrant from an appropriate source having jurisdiction to issue such warrants, seek entry to student rooms for the purpose of executing such warrants.

14. **Accountability.** All occupants of shared living space are responsible for all activities taking place in their space whether they are present or not. All occupants will be held responsible for any prohibited activity or illegal items found in the space.

15. **Withdrawal.** Upon withdrawal or suspension from the College, the individual student has forty-eight hours, or a time frame as determined by the Director of Residential Life, to vacate the premises.
B. HEALTH AND SAFETY IN COLLEGE RESIDENTIAL HALLS

The following fire safety code and college policy violations are subject to disciplinary action either by administrative decision of a College official and/or action of the Judicial Board:

1. **Care of Rooms, Common Areas, and Furnishings.** All residents are responsible for keeping their room, suite, or apartment and all common areas in their building or apartment complex in acceptable condition in accordance with the Facilities Management Policy.

2. **Cooking/Kitchens.** In certain locations, the College provides cooking facilities for student use. Cooking other than by microwave outside of established kitchens is prohibited; students are allowed to use a microwave oven or coffeemaker in their room. Residents are responsible for food or other personal belongings left in the kitchen area. All food and trash must be properly disposed of and students should check to be sure that ovens are turned off after use.
   - Appliances permitted: Microwave ovens of 1000 watts or less and not larger than one cubic ft. in size, Energy Star-rated refrigerators less than four cubic ft. in size, computer equipment, coffeemakers, curling and clothing irons, hair dryers, desk fans, lamps, televisions and DVD players.
   - Appliances not permitted: Any appliance with exposed heating elements such as: hot plates, toasters, toaster ovens, gas stoves or burners, camping stoves, space heaters, tanning lamps, and all halogen lamps. Appliances that exceed 1000 watts, including personal air conditioners, are prohibited. Fog machines are prohibited unless prior approval from the Office of Residential Life is received. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Housing Operations must be removed from College spaces.

3. **Fire Safety.** The following fire safety code and college policy violations will be subject to sanction by administrative decision or by the Judicial Board, and may, if the violation results in personal injury to others, damage to College property, or is a repeat offense of the same violation, be reported to the civil authorities for prosecution or fine:
   - **Setting of a Fire:** This includes intentional or accidental fires, even those caused by cooking or smoking in approved areas.
   - **Setting off Fire Alarms:** This includes intentional or accidental fire alarms, even those caused by cooking or smoking in approved areas.
   - **Failing to Evacuate:** When an alarm sounds all occupants MUST vacate the building immediately, to remain in the building during an active alarm is a violation of state and federal fire codes. This includes all residential and academic buildings.
   - **Tampering with, Misusing, or Defeating Fire Protection Equipment:** This includes, but is not limited to: removing or covering emergency exit lights or signage, hanging items of any kind from sprinkler heads or piping, propping open fire doors, disabling or covering smoke detectors, or improperly discharging fire extinguishers or fire hoses. The improper discharge of a fire extinguisher is a significant environmental health concern due to the chemical suppressants it contains (normally consumed when properly applied to a fire) being a severe respiratory irritant, and a distinct hazard to persons with sensitive respiratory conditions.
   - **Possessing and/or Using Flammable Materials:** This includes, but is not limited to: hoverboards, smartboards, balance boards, scooters, and similar electronic devices, camp-stove fuel, fireworks, smoking materials, certain holiday decorations (see below), gasoline, paint thinners, lamp oil, lighter fluid, scented plug-ins, candles, and incense.
   - **Tampering with Any Wiring:** This includes, but is not limited to: electrical equipment, building wiring, cable TV, computer wiring, or overloading electrical outlets with multiple plugs. Only UL-approved grounded (three-prong) extension cords with an integral surge protector (such as those used for computers) are allowed, ungrounded (two-prong) extension cords of any kind are prohibited.
   - **Causing or Contributing to a Fire Safety Hazard:** This includes, but is not limited to: storage of materials in exits, stairwells, hallways, or passageways in any manner that obstructs egress, storing an excessive amount of waste paper or other flammable materials, having ceiling hangings of any kind, or wall hangings covering more than 50 percent of the wall space, and having an excessive amount of personal
furniture in any College space. Personal furnishings must be UL-labeled for fire resistance where applicable.
  o Any violation of Town of Brunswick Fire Department regulations.
  o Any violation of the Holiday Decorations policy, which is available in the Office of Residential Life.

4. **Firearms/Weapons.** Firearms, ammunition, and weapons of any kind are strictly prohibited in all College residences and other College spaces.

5. **Animals/Pets.** To preserve student health and safety, no pets/animals of any kind are permitted in any College spaces, except when required by law.

6. **Roofs and Balconies.** Bowdoin College strictly prohibits students from being on the roofs and balconies of any residence, as well as other College buildings. Students who allow others to access the roof or balcony from their room will be held accountable. The College assumes no financial or legal responsibility for injury or damages sustained due to this prohibited act.

7. **Outside or Exterior Windows.** Occupants of rooms must not place objects, including, but not limited to antennae, satellite dishes, or plants on outside walls, window sills, window frames, roofs, fire escapes, or ledges. Decorations or signs are ordinarily not permitted on the outside of buildings or in exterior windows. Exceptions require the approval of the Office of Residential Life.

8. **Winter Safety.** Tunneling into plowed snow piles on campus is extremely dangerous, and therefore a prohibited activity. The piles of snow are continuously moved and added to by heavy equipment at all hours of the night and day during the winter, and the drivers have no way of knowing whether someone is inside or not. In addition, hollowed-out piles can easily collapse under their own weight, trapping or suffocating any occupants.

C. **GENERAL INFORMATION**

1. **Air conditioners.** Personal air conditioners are not permitted except when required by law.

2. **Furniture.** Furniture belonging to the College may not be removed from rooms/suites/apartments and common space. This furniture is for all current and future residents. This regulation includes, but is not limited to, removal of beds, mattresses, trash cans, desks, chairs, tables, bookshelves, couches, loveseats, and appliances. Students are expected to comply with requests to return furniture indoors or to its original location.

3. **Guests.** The College allows guests for up to three nights, but their presence may not infringe upon the rights of other Bowdoin students. Specifically, Bowdoin students are not to be unwillingly deprived of their assigned sleeping accommodations because of guests. Any room, suite, or apartment-mate or other Bowdoin student who feels inconvenienced by a guest should first discuss the matter with the host student. If that brings no result, the student should contact their RA, Proctor, or the Residential Life Office. Bowdoin students who bring guests to campus are responsible for violations of College policies committed by their guests. If possible, the guests will also be held responsible for their actions.

4. **Lofts and Waterbeds.** Homebuilt lofts and waterbeds are not permitted.

5. **Noise.** In an academic setting, the need for quiet study areas takes precedence over recreational activities that cause noise. Noise is disruptive whenever it disturbs others. If disturbed by noise, approach the person making the noise to explain that the noise is a nuisance and ask them to quiet down. If this fails, contact the Proctor or RA who will speak with the person causing the disturbance. If the Proctor or RA is unavailable or it is after midnight, call Safety and Security to explain what steps have been taken and ask for assistance. For more information, see the Noise Ordinance.

6. **Senior Week Housing.** All students except seniors (and those authorized to stay for Senior Week and Commencement) must vacate their rooms within twenty-four hours after their last exam. Senior Class sponsored events with alcohol are required to be registered during Senior Week.
7. **Solicitation.** College residential facilities are not open to any person selling or buying goods or services or otherwise soliciting. Students are urged to report solicitors to the Office of Safety and Security.

8. **Posters.** All posted materials in residence halls must include the name of a sponsoring department, organization or individual and must comply with all College policies cited in the Student Handbook.

D. **FAILURE TO COMPLY**
Failure to comply with any College policy, including any Residential Life policies or procedures stated here or in any other Residential Life publication, may constitute a violation of the Social Code and result in disciplinary action. Such action may include but is not limited to, repair/replacement costs, monetary fines, or official College disciplinary action including Warning, Reprimand, Social Probation, and Conditions including removal from College housing, Suspension, Dismissal, and/or possible State or Federal Charges.

**NOISE ORDINANCE**
The College exists so that a community of scholars can fully participate in the learning process. Students and groups may not engage in excessive noise that obstructs academic classes, College business and faculty offices, the neighboring non-Bowdoin community, and other campus activities. The following guidelines comprise the College’s noise ordinance:

1. Musical instruments, stereos, radios, televisions, and other electronic devices should be played at a level acceptable to individuals within the same room and that does not disturb community and non-Bowdoin neighbors. Students may not place speakers in windows or direct sound out of windows in a way that disturbs the peace of the community.
2. Other kinds of noise must be kept at levels that do not impinge on the rights of others.
3. Noise and other entertainment at all parties and other non-academic gatherings should be restricted to College non-business hours (between 12:30 p.m. and 1:30 p.m. and 5:00 p.m. to 1:00 a.m.). Any exceptions to this must be cleared through the dean’s office.
4. Residents of Bowdoin College housing must maintain music and other noise at levels that do not disturb adjacent areas. Music should be inaudible from buildings after midnight on weeknights and after 1:00 a.m. on weekends.
5. Students may not engage in organized political expression (rallies, drumming, speak-outs, etc.) in which the noise level disrupts the educational processes of the College.
6. The Dean of Student Affairs must approve exceptions to the above.
7. Violations of this ordinance will subject students/groups to College disciplinary action.

**NOISE IN THE TOWN OF BRUNSWICK**
In addition to being thoughtful of fellow students, all students should be considerate of local Brunswick residents. Many Brunswick residents live in the same neighborhoods as students and they deserve the same respect. Students hosting parties should be particularly cognizant of noise levels at their event and remind their guests to be quiet as they leave their residences.

**Town of Brunswick Disorderly House Ordinance**
The purpose of this ordinance is to protect the health, safety, and welfare of the residents of the Town of Brunswick by eliminating the proliferation of properties harboring occupants who disturb the peace and tranquility of their neighborhoods.
Bowdoin College is committed to open communications and coordinated emergency management of incidents occurring in our community. Our Campus Emergency Management Team (CEMT) operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). Planning, exercises, and actual campus incident response drive our application of various degrees of ICS coordination and oversight. It is our intent to hone our readiness and continuously improve our incident response by paying close attention to the needs of our organization and constituents, and by applying lessons learned from local, national and international crisis responses.

Bowdoin College has a detailed all-hazard Campus Emergency Management Plan (CEMP) in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has the potential to:

- Seriously impair or halt the operations of the College; or
- Result in mass casualties or extensive property damage; or
- Significantly impact the campus community or geographic region.
- Examples of potentially disastrous circumstances could include a major storm, extensive fire or explosion, chemical release, prolonged utility failure, act of violence or terrorism, or epidemic disease. This planning conforms to the most recent recommendations of the Department of Homeland Security (DHS), and is coordinated with parallel efforts by local, county and state law enforcement, and emergency response agencies. The key components of the plan include:
  - Preventative measures designed to protect the overall safety of the campus community;
  - Phased decision-making guidance based upon real-time reporting at the international, national, regional, state, and local levels;
  - Providing continuity of services for the on-campus population for the duration of any emergency; and recovery and returning to normal operations as soon as feasible.

This is a public copy of the Bowdoin College Campus Emergency Management Plan (CEMP).
ANNUAL EMERGENCY EXERCISE
The College conducts an annual exercise of the Campus Emergency Management Plan (CEMP) each academic year, in coordination with local, county and state emergency response agencies. The Campus Emergency Management Team (CEMT) and representatives of emergency response agencies have conducted exercises to date that include: potential terrorist activities, a release of hazardous materials, an explosive device, an active shooter, arson, missing persons, an extended power outage, an international travel crisis, and a catastrophic fire.

In January 2016, Bowdoin College adopted the Standard Response Protocol which is an additional mechanism to prepare for lockout, lockdown, shelter, or evacuate procedures. Training was provided and is ongoing to the CEMT, building coordinators, and all functional areas directly involved in the safekeeping of the campus. The CEMP is reviewed and updated regularly with drills, exercises, and trainings being conducted each academic year to emphasize topical issues of concern and test the College’s response measures. Examples of drills and exercises conducted annually include:

LOCKOUT DRILLS
These drills call for all Bowdoin College buildings to be remotely or manually locked with all employees, students and visitors instructed via mass notification announcements to remain inside or seek shelter for the duration of the drill. The purpose of this drill is to test the College’s ability to promptly secure building perimeters in the event of a life-threatening campus emergency, provide practical experience in the Standard Response Protocol, increase situational awareness, and establish a baseline for future emergency response training and drills.

LOCKDOWN DRILLS
The LOCKDOWN drill comprises all the characteristics of a LOCKOUT drill with heightened response actions, taking into consideration that a violent life-threatening person may be on campus or in a college building. The drill prepares students, faculty and staff to retreat behind lock doors. Remember “Locks, Lights, Out-Of-Sight.”

TABLETOP EXERCISES
The tabletop exercise is an interactive meeting to discuss a simulated emergency. Members of the CEMT and public partners review and discuss the actions they would take in a particular emergency, testing their emergency plans in an informal, low stress environment. This process clarifies roles and responsibilities and identifies mitigation and preparedness needs.

COMPLETED DRILLS, EXERCISES, AND TRAININGS (All drills are announced)
- CEMT review (adoption of the Standard Response Protocol) January 29, 2016, 11:00 a.m.
- Lockout drill, March 3, 2016, 3:00 p.m.
- Lockout drill, September 28, 2016, 11:00 a.m.
- CEMT training and review, January 12, 2017, 9:00 a.m.
- Lockout drill, March 6, 2017
- CEMT tabletop exercise, June 6, 2017, 8:00 a.m., Topic: Response to an ammonia Leak
- CEMT training and review, January 11, 2018, 9:30 a.m.
- Flu Preparedness Meeting, January 31, 2018, 11:00 a.m.
- Lockdown drill, March 07, 2018, 11:00 a.m.
- Tabletop Exercise, June 07, 2018, 8:00 a.m., Topic: Active shooter
- Lockout drill, September 26, 2018, 11:00 a.m.
- CEMT training, Continuation of June 7, 2018 tabletop, January 16, 2018, 9:00am
- Lockout drill, March 06, 2018
- CEMT tabletop exercise, June 5, 2018, 8:00 a.m., Topic: Protest and Demonstrations
- Lockout drill, September 25, 2019, 11:00 a.m.
CEMP QUESTIONS AND ANSWERS

1. **What is a Disaster?**
   A disaster is any event that may seriously impairs the operation of the College, causes mass casualties, and/or results in severe property damage. Such events may include major storms, catastrophic fires or explosions, large-scale chemical releases, epidemic diseases, or terrorist actions. The CEMP is not intended to address isolated or small-scale incidents, such as an individual accident or act of violence, minor oil or chemical spills, or a single-building fire.

2. **How is the Plan activated?**
   The Plan is activated upon report of any event determined by the College Administration to be a disaster, rather than an isolated emergency. Once activated, key College personnel are notified of the event, and they or their designated alternates are convened as the **Campus Emergency Management Team (CEMT)** to assess and coordinate the College’s response to the disaster.

3. **Who is involved in the College’s response?**
   The CEMT membership includes senior representatives of the College Administration, Facilities Management, Safety and Security, Residential Life, Academic Affairs, Student Affairs, Human Resources, Dining Services, Information Technology, Health Services, and Public Affairs. The College also maintains mutual aid agreements with local fire and police departments, hospitals, and emergency responders, who are contacted as needed depending on the event. In addition, state and federal law enforcement, environmental, and emergency management agencies would be contacted as the situation demanded.

4. **What are the priorities of the responders?**
   All emergency response actions are governed by the following protocols:
   - Initial Assessment of the event to determine response actions;
   - Life Safety of individuals is to be assured immediately;
   - Protection of Property by limiting and controlling the extent of the event;
   - Population Welfare of persons in need of shelter and care; and
   - Recovery to normal operations as soon as feasible.

5. **What facilities does the College have to deal with a disaster?**
   Upon declaration of a disaster, an **Emergency Operations Center (EOC)** is activated. The EOC is where the CEMT convenes, establishes communications, and centralizes its response efforts in conjunction with outside agencies. The Security Communications Center in Rhodes Hall is responsible for routing emergency information. Farley Field House is a designated Red Cross emergency and evacuation shelter, both for the College and the surrounding community.

6. **How will I know when a disaster has been declared, and what to do?**
   The College will immediately take into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless the notification will, in the professional judgement of the responsible authorities, compromise efforts to assist victims or to contain, respond or otherwise mitigate the emergency. The campus community will be notified through their workplace, email and voicemail, by automated messages via the emergency notification system, and/or by public announcements through the media, that an event has occurred and what actions should be taken. Follow up information will be provided in a similar fashion through the Office of Communications and Public Affairs. In any event, the directions of the On-Scene Commander (typically the senior Fire or Police officer present) are to be followed immediately.

7. **What can I do to prepare for a disaster?**
   Be aware of the physical conditions of your workplace, such as knowing where the fire exits and alarm boxes are located. Have a contingency plan to address personal concerns, such as necessary medications and emergency contact numbers, in the event of an evacuation or isolation. Report any unusual activities or concerns to Security at 207-725-3500. Above all, remain calm and follow the instructions of the College Administration and the emergency responders.
8. **Town of Brunswick Alert Center**
   Alert Center allows you to view all alerts and emergencies in your area. If there are alerts or emergencies, they will be listed below by category. To be instantly notified of alerts and emergencies subscribe to Notify Me® or RSS.

9. **Sharing information with the larger community**
   The Public Safety Agencies of Cumberland County are using CodeRED, a high-speed mass notification system to keep you safe in the event of an emergency. The system allows us to deliver emergency messages to you via phone call to your landline or mobile device and through text and email. You will know you have received a CodeRED alert when the number 866-419-5000 (Emergency Notification) or 855-969-4636 (General Notification) appears on your caller ID. If you missed any messages details, you can dial the toll-free number back, as many times as needed.

   ![CodeRED](image)

   Town residents can be notified if they sign up for CodeRED through the Cumberland County Regional Communication Center. CodeRED is a high-speed mass notification system to keep you informed in the event of an emergency via text, phone, and/or email.

   Information may also be found on the Bowdoin website, local news or radio stations, Brunswick police Facebook page, and the town of Brunswick website.

10. **Who can answer my questions about the College’s emergency planning?**
    Randy Nichols, Executive Director  
    Office of Safety and Security  
    207-725-3474  
    rnichols@bowdoin.edu

    Aaron Bailey, Assistant Director  
    Office of Safety and Security  
    207-798-4358  
    aballey@bowdoin.edu

    Ted Stam, Director of Facilities and Operations Maintenance,  
    Facilities Management  
    207-725-3763  
    tstam@bowdoin.edu
EMERGENCY PROCEDURES

Emergency Procedures

LOCKDOWN  LOCKOUT  EVACUATE  SHELTER

BRUNSWICK POLICE, FIRE, RESCUE
9-1-1

BOWDOIN SAFETY AND SECURITY
207-725-3500

Assault or Threat with a Deadly Weapon
- Run/Evacuate if it is safe
- Hide if you cannot evacuate in a secure room
  - Lock doors and windows
  - Keep silent
  - Wait for instructions or “All Clear” signal
- Fight only as a last resort

Bomb Threat
- Remain calm and follow instructions of emergency personnel

Building Evacuation
- When the building alarm is activated, evacuation is MANDATORY—do not assume it is a drill
- Do NOT use elevators
- Take only personal belongings (e.g., keys, jacket, bag)
- Close doors behind you as you exit
- Move to the primary or secondary rally point, whichever is safer

Fire
- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Notify occupants and help those needing assistance in the immediate area
- Close the doors as you exit to help confine the fire
- Evacuate the building through the nearest exit
- Do NOT reenter the building until authorized to do so by emergency personnel

Gas Leak, Fumes, or Vapors
- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Do NOT use light switches or electrical equipment

Medical Emergency
- Survey the scene as you approach, and only provide assistance if it is safe to do so
- If trained, administer first-aid, CPR, and/or AED
- Do not attempt to move the person unless necessary

Oil or Hazardous Material Spill
- If the incident is indoors, and if it is safe to do so, close all adjacent doors in order to isolate the area
- Do not attempt to clean up the material
- If a fire or explosion is or may be involved, activate the nearest fire alarm pull station and follow the building evacuation procedures

Suspicious Behavior
- Do NOT physically confront the person
- Do NOT let anyone into a locked room or building
- Do NOT block suspicious person’s access to an exit

Suspicious Object or Package
- Do NOT touch or disturb the object or package
- Do NOT use your cell phone near the object or package
- Evacuate the immediate area

Water Leak or Flooding
- If safe, secure vital equipment, records, and hazardous materials
- If safe, shut off nonessential electrical equipment
- Move to a safe area

Weather Emergency
- Take shelter
- Avoid unnecessary travel
- Follow official instructions
- Be prepared for power outage

Bowdoin

Revised 01/03/2018
The Bowdoin College Emergency Notification System (Blackboard Connect) uses a secure, web-based service to store contact information provided by students, faculty, and staff, through which the College would alert and communicate information and instructions in the event of a major campus emergency. Emergency messages are sent simultaneously via phone, email, and text messaging to the numbers and addresses on file for each person. A secondary emergency notification system (Cistera Rapid Broadcast) connects to all campus telephones located in residence halls, offices, and classrooms.

In the event of a campus emergency or dangerous situation that poses an immediate threat to the health and safety of the students and employees, the College will without delay, and taking into account the safety of community, determine the content of the notification and initiate the notifications system to the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Executive Director will compile the content of the message and may consult with the Senior Vice President for Communications and Public Affairs or their designee and/or the Senior Vice President for Finance and Administration and Treasurer or their designee. Subsequent messages would be sent as necessary with further instructions and situational updates. Emergency messages would be sent simultaneously via voice mail, email, and/or text messaging to the numbers and addresses on file for each person within the College’s Polaris and WorkDay program.

In an urgent but non-life-threatening situation, College administrators have the option to deliver a more selective emergency message directly to those listed on-campus telephone numbers and email addresses, as well as to a primary telephone number designated by the individual, to specific campus populations and/or the community. Note: An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide follow-up information as needed.

As the effectiveness of this system is dependent on the accuracy of the information maintained on file, all members of the campus community are urged to regularly update their contact information on file.

CHECK/UPDATE YOUR EMERGENCY CONTACT INFORMATION

**STUDENTS** - Review your personal information (including your emergency contacts) on Polaris. To correct your contact information use this [Student Biographical Change form](#). Please make sure the information on Polaris is up-to-date. Contact the [Office of the Registrar](#) for assistance.

**FACULTY AND STAFF** - The College maintains employee contact information in Workday. Please take a moment to check your Primary Phone by doing the following:

1. Sign in to [WORKDAY](#), click on the Personal Information icon.
2. On the left side under the Change menu, click Contact Information.
3. Under the Home Contact in the Phone Number section the number listed as Home Primary is the number the Black Board Connect uses. To update this number, click the gray EDIT button on the top left of the screen.
4. In the Primary Phone section click the Pencil icon - list whichever number is the BEST way to reach you. Your cell phone can be your home number.
5. Click Submit and you are done!
SHELTER-IN-PLACE PROCEDURE
The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

- If you are inside, stay where you are. Collect any readily available supplies and keep a telephone at hand.
- If you are outdoors, go to the nearest campus building and seek shelter.
- Locate an interior room, above ground level, and with no windows, if possible.
- Close and lock all doors and windows and stay away from them.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems.
- Await further instructions from emergency services personnel.
- If the building is unsafe to remain in, evacuate and seek shelter in the nearest campus building.

EVACUATION PROCEDURES
In the event it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, campus security authorities will coordinate their efforts with emergency responders as follows.

- At the direction of campus security authorities or the responding On-Scene Commander (OSC), the building’s fire alarm will be activated (if it has not been already) and you will be evacuated according to established plans.
- Do not burden yourself with unnecessary items or use the building’s elevators. Follow all instructions given by security or response personnel.
- You will be directed away from the building to a designated safe zone, where you will be processed by emergency response services to address any injuries or other concerns.
- If the evacuation will be prolonged, College Administrators will arrange for the temporary relocation of the building’s occupants as necessary.
- No one will be allowed to reenter the building without the express permission of the OSC.

ACTIVE SHOOTER – HOW TO RESPOND
(U.S. Department of Homeland Security)

Profile of an Active Shooter
An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good Practices for Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her
- CALL 9-1-1 WHEN IT IS SAFE TO DO SO!
How to Respond When an Active Shooter is in Your Vicinity
Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate (RUN)
   If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
   a. Have an escape route and plan in mind
   a. Evacuate regardless of whether others agree to follow
   a. Leave your belongings behind
   a. Help others escape, if possible
   a. Prevent individuals from entering an area where the active shooter may be
      o Keep your hands visible
      o Follow the instructions of any police officer
      o Do not attempt to move wounded people
      o **CALL 9-1-1 WHEN YOU ARE SAFE!**

2. Hide Out (HIDE)
   a. If evacuation is not possible, find a place to hide where the active shooter is not likely to find you.
   b. Your hiding place should:
      o Be out of the active shooter’s view
      o Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
      o Not trap you or restrict your options for movement
   c. To prevent an active shooter from entering your hiding place:
      o Lock the door
      o Blockade the door with heavy furniture
   d. If the active shooter is nearby:
      o Lock the door
      o Silence your cell phone and/or pager
      o Turn off any source of noise (i.e., radios, televisions)
      o Hide behind large items (i.e., cabinets, desks)
      o Remain quiet
   e. If evacuation and hiding out are not possible:
      o Remain calm
      o **Call 9-1-1, if possible, to alert police to the active shooter’s location**
      o If you cannot speak, leave the line open and allow the dispatcher to listen.

3. Take action against the active shooter (FIGHT)
   As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the
   a. active shooter by:
      o Acting as aggressively as possible against him/her
      o Throwing items and improvising weapons
      o Yelling
      o Committing to your actions
How to React When Law Enforcement Arrives

- Remain calm, and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 9-1-1 operator

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Reactions of Managers during an Active Shooter Situation
Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a planned evacuation route to a safe area

Recognizing Potential Workplace Violence
An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee
Employees typically do not just “snap” but often display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism: vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal: comments about “putting things in order”
• Behavior which suspect of paranoia, (“everybody is against me”)
• Increasingly talks of problems at home
• Escalation of domestic problems into the workplace; talk of severe financial problems
• Talk of previous incidents of violence
• Empathy with individuals committing violence
• Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

**VIDEO: RUN. HIDE. FIGHT. ® SURVIVING AN ACTIVE SHOOTER EVENT**
This video is Department is a Department of Homeland Security Grant Funded Project of the Regional Catastrophic Planning Initiative. Produced by the City of Houston Mayor’s Office of Public Safety and Homeland Security. U.S. Department of Homeland Security, Washington, DC 20528

**VIDEO: STANDARD RESPONSE PROTOCOL ON CAMPUS**
This video supports the Standard Response Protocol for training the college community for preparation in the event of an armed intruder on campus. In partnership with the Koshka Foundation and the Columbine: Wounded Minds Project, the “I Love U Guys” Foundation has produced this training video for college communities.

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![IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.](image)

**LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.**

**STUDENTS**
Move away from sight
Maintain silence
Prepare to Evade or Defend

**STAFF**
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend

**LOCKOUT! SECURE THE PERIMETER.**

**STUDENTS**
Return inside
Business as usual

**STAFF**
Bring everyone inside
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

**EVACUATE! (To the announced location.)**

**STUDENTS**
Bring your phone
Leave your stuff behind
Follow instructions

**STAFF**
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

**SHELTER! (For a hazard using a shelter strategy.)**

**STUDENTS**
Hazard
- Tornado
- Hazmat
- Earthquake
- Tsunami
Safety Strategy
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**STAFF**
Lead safety strategy
Take attendance

ALCOHOL, ILLEGAL DRUG, DRUG ABUSE, AND SMOKING INFORMATION

The overarching priority of the College with respect to alcohol and drugs is to help ensure the safety and well-being of Bowdoin students while complying with all applicable federal, state, and local laws. As part of its educational mission, the College is committed to reducing substance abuse, enhancing the development of responsible behavior regarding the consumption of alcoholic beverages, and devising policies and educational information that will reduce dangerous drinking.

The College aims to improve students’ understanding of the risks associated with alcohol and drug abuse. College policies and procedures also reflect additional expectations for student conduct based on the College’s concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students’ health and lives. Those students concerned about their own substance use or worried about a friend can seek assistance in a number of places on campus including Health Services, the Counseling Center, the Office of the Dean of Students, and the Office of Residential Life.

Ultimately, this policy is intended to honor both the rights of the individual and the standards of the community. The following informs students about relevant state and federal laws, Bowdoin’s rules associated with alcohol and drug use, and the physical and medical consequences of alcohol and drug use.

Bowdoin’s primary concern is the health and safety of its students. Students are urged not only to take care of their own well-being, but to behave in an equally responsible way with their peers. There may be times when health and safety concerns arise from a student’s excessive drinking or drug use, and in these situations, students should not hesitate, out of fear of disciplinary action, to seek help from Bowdoin Security, Residential Life Student Staff, medical or counseling professionals, and/or local or state police.

PHYSICAL AND MEDICAL EFFECTS OF ALCOHOL AND DRUGS

Alcohol is a drug that is absorbed into the bloodstream and transmitted to virtually all parts of the body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect alertness, judgment, and physical coordination, making it dangerous to drive and participate in sports, and impairing the ability to make decisions about further drinking. Small to moderate amounts of alcohol can increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering your ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects. Combining alcohol consumption with stimulants, such as energy drinks, can mask the effects of alcohol. This can make it more difficult for individuals to judge their level of intoxication and can therefore lead to a higher consumption of alcohol than is safe. Heavy drinking may cause dependency on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases the risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical and mental effects. Children of alcoholic parents may suffer from a number of developmental and psychological problems and are a greater risk of becoming alcoholics than are other children.

As the American College Health Association says in Alcohol: Decisions on Tap: Abusing alcohol can cripple the chances for a good life. Too much drinking even once can cause pain and harm the lives of others. It can result in sports injuries, car accidents, fights, unplanned parenthood, sexual assault, and sexually transmitted diseases. Over time, too much drinking leads to slow, steady damage to the body and mind.

Controlled substances have a number of physical and mental effects, summarized in the Drug Enforcement Administration Fact Sheets located at: https://www.dea.gov/druginfo/factsheets.shtml.
ALCOHOL POLICY

1. State Laws
Bowdoin College students must comply with Maine state laws regarding the consumption, sale, purchase, and delivery of alcohol. A summary of applicable Maine law is provided below:

   a. Individuals must be twenty-one (21) years of age or older to purchase, possess, consume or transport alcoholic beverages in Maine.
   b. It is illegal for minors (20 years of age or younger) to purchase, possess, consume or transport liquor.
   c. It is illegal to falsify official Maine state identification cards or any identification material for the purpose of procuring alcoholic beverages. Moreover, no person may misrepresent age verbally or in writing or practice deceit in the procurement of an identification card, possess a false identification card, or sell, furnish, or give an identification card to another for the purpose of procuring liquor.
   d. Only licensed liquor dealers may sell alcoholic beverages in Maine. Charging admission to parties where alcoholic beverages are available for “free” or possessing liquor with the intent to sell is illegal, as are any similar arrangements having similar effects.
   e. No person may knowingly furnish, procure, deliver or sell liquor or imitation liquor to a minor or allow any minor under his/her control to possess or consume liquor or imitation liquor.
   f. It is illegal to knowingly procure in any way and/or assist in procuring, furnishing, giving, delivering, or selling liquor to/for an intoxicated person. It is illegal to serve liquor to an intoxicated person if the server knows that such person is visibly intoxicated.
   g. Consumption of alcoholic beverages in a public place is illegal without a special license or permit issued by authorized Maine state officials.
   h. No person may drink liquor while operating a motor vehicle on any public way. A driver of a vehicle is also in violation of Maine law if the driver or a passenger of the vehicle possesses an open alcoholic beverage container in a vehicle on a public way. In addition, operating a motor vehicle with a blood-alcohol level of 0.08% or higher is illegal and, for a first offense, will automatically result in a suspension of your driver’s license or permit and/or a fine of at least $500. If you are under age twenty-one, the state considers you intoxicated if you have consumed any amount of alcohol and your license will be automatically suspended.

2. Hard Liquor
No student, regardless of age, may possess hard liquor on College premises. Hard liquor that is found on campus by Security will be confiscated. Generally, this excludes beer, malt beverages, wine, and hard cider.

3. Drinking Games
Drinking games, encouraging the rapid ingestion of alcohol, are not permitted. Paraphernalia identified as intended for use in a drinking game, including tables, may be confiscated by Security and will become property of the College.

4. Personal Responsibility
Students influenced by alcohol are fully responsible for their actions and any damages they may cause. Individuals are also accountable for verbal or physical abuse toward other individuals or personal property. In addition, conduct violations may result in formal disciplinary action, including financial restitution for any and all damages incurred.

5. Student Activity Fees
Student groups cannot use student activity fees or any other College funds for the purchase of alcohol, without permission of the Office of the Dean for Student Affairs.

6. Restricted Areas
Drinking in public places (e.g. common rooms, outdoor areas, residence hallways, stairwells, etc.) or outside private rooms is prohibited by College policy and Maine state law. Except under special circumstances approved by the College, alcoholic beverages are not permitted in Kresge Auditorium, Hawthorne-Longfellow Library,
Pickard Theater, Morrell Gymnasium, Farley Field House, Dayton Arena, Hatch Science Library, Watson Arena, Walker Art Museum, academic or other buildings, and facilities where the primary function of the building would be intruded upon or potentially impaired through the use of individuals consuming alcoholic beverages.

7. Parties/Social Functions
All student-sponsored parties or social events at which alcohol will be served must complete the party registration process.

All College House events and larger events where more than 20 people will be in attendance must complete a party registration form and receive signed approval by the Office of Residential Life. Party registration forms must be submitted to the Office of Residential Life by noon on the Thursday before the event. Forms submitted after this deadline will be considered on a case-by-case basis. Party Registration Forms may be picked up at the Office of Residential Life or downloaded here.

Smaller events at which alcohol will be served and fewer than 20 people are anticipated to be in attendance must still be registered. Smaller events may be registered using the online registration portal and are due by 9 p.m. on the night of the event. The online registration portal may not be used for events in communal social spaces including the College Houses. Please find a description of the online registration process below in point C.i. Online Registration.

All parties or social events must be conducted in accordance with Maine state laws as noted above. Alcohol shall be served only to party guests who are twenty-one (21) years of age or older. Alcohol must be served in a professional manner by designated Alcohol Hosts only. Alcohol Hosts must be twenty-one (21) years of age or older. No events with alcohol are permitted in First-Year residence halls or substance-free spaces.

Except in unique and special circumstances, students may only host parties/social functions with alcohol on Friday and Saturday nights while classes are in session. Hosts must not serve alcohol before 7:30 p.m. or after 1 a.m. Events involving alcohol are not permitted during final exam and reading periods unless by special permission. All Senior Week events with alcohol must be registered.

Students interested in registering an event outside of the acceptable event hours discussed above, must submit an Application for Registration Exception Form that can be picked up at the Office of Residential Life or downloaded here. For a description of the Registration Exception process, please see point C.v. Application for Registration Exception below. Event Application Forms are due at least one week in advance of the proposed event. Events outside the acceptable hours should in some way build campus community or school spirit and applications must include both a compelling rationale and sufficient assurance that the proposed event would not compromise the assumed academic priorities of individuals involved in or otherwise affected by the event.

Alcohol and Event Hosts, described below, may face disciplinary action for Alcohol Policy violations that occur at parties they sponsor, and, under certain circumstances, may face criminal or civil proceedings. Individuals responsible for organizing or hosting an unregistered event may likewise be held responsible and liable for alcohol-related violations committed by their guests and face additional sanctions for failing to register the event.

Hosts may call Bowdoin College Security for assistance with any alcohol violations or difficult situations that may arise during an event.

A. Duties and Obligations of Hosts (College House Events and Larger Events: 20+ Attendees)

1. At larger events (20+ people) where alcohol is present, there must be at least one Alcohol Host and at least one Event Host. The number of Alcohol and Event hosts will depend on the size of the event and will be determined by the Office of Residential Life.
2. Alcohol Hosts must be 21 years of age or older.
3. All hosts must complete in-person Alcohol and Event Host training with the Associate Director of Residential Education or their designee. These trainings are offered weekly on Thursdays at 4 p.m. and Fridays at 11 a.m. Trainings take place in the Residential Life Office in the Dudley Coe building.
4. Hosts must register the event no later than noon on the Thursday before the event. Party registration sheets can be picked up in the Residential Life Office in the Dudley Coe Building or downloaded here. (See below for guidance on the registration process).

5. Advertising of parties or events, whether paper or electronic, may not depict the presence or promise of alcohol.

6. Hosts of events cannot charge admission that directly or indirectly allows or signifies access to alcohol, nor can money be solicited or collected from guests at any time during the event for the purchase of alcohol. It is illegal to sell liquor in Maine without a license.

7. Hosts must ensure the proper ratio of food, alcohol, and non-alcoholic beverages to guests. The appropriate quantity of alcohol to be available at any given registered party or social function will be determined beforehand through consultation between alcohol and event host(s) and the Director of Residential Life or their designee. If beer is to be served from kegs, kegs must be registered with Security (i.e., keg serial numbers provided before the party). Other common sources of alcohol (including, but not limited to punch bowls, etc.) are not permitted without the permission of the Director of Residential Life or their designee.

8. Non-alcoholic beverages must be available in quantity appropriate to the number of guests at the event. Non-alcoholic beverages must be visible, readily accessible, and sufficiently available throughout the party or event.

9. Food must be available in quantity appropriate to the number of guests at the event.

10. Intoxicated individuals must not be served alcohol. Alcohol and event hosts are trained to recognize the signs of intoxication, pre-alcohol poisoning and alcohol poisoning. They are expected to contact Security if they are concerned about an individual’s health, safety, or behavior.

11. Hosts must meet with Security to conduct a pre-party check to ensure that the event complies with the Alcohol Policy, fire code regulations, noise ordinances, and the details stipulated on the party registration form.

12. Hosts must verify the legal age of all guests consuming alcohol and must provide for adequate control over the distribution of alcohol at the party so that minors and intoxicated persons are not served.

13. Security reserves the right to visit registered events at any point in time during the event. Hosts must allow Security into the event space to conduct party checks as necessary.

14. Hosts must stop serving alcohol by 1 a.m.

15. Hosts must remove registered kegs from the party space by Tuesday afternoon. If kegs are not removed by this time, they will be confiscated.

16. Hosts must ensure common areas are clean and restored to their original appearance following a social event.

B. Duties and Obligations of Hosts (Online Registered Events: Fewer than 20 attendees)

1. Alcohol Hosts must be 21 years or older.

2. Hosts must complete in-person Alcohol and Event host training with the Associate Director of Residential Education or their designee. These trainings are offered weekly on Thursdays at 4 p.m. and Fridays at 11 a.m. Trainings take place in the Residential Life Office in the Dudley Coe building.

3. Hosts must register the event using the Online Registration Module by no later than 9 p.m. on the night of the event. (See below for guidance on the registration process.

4. Advertising of parties or events, whether paper or electronic, may not depict the presence or promise of alcohol.

5. Hosts of parties or social functions cannot charge admission that directly or indirectly allows or signifies access to alcohol, nor can money be solicited or collected from guests at any time during the event for the purchase of alcohol. It is illegal to sell liquor in Maine without a license.

6. The online registration module specifies the maximum quantity of alcohol allowed at an online registered event. Hosts are not permitted to supply alcohol in excess of this quantity.

7. Hosts must supply adequate amounts of alternative beverages and food.

8. Intoxicated individuals must not be served alcohol. Alcohol and event hosts are trained to recognize the signs of intoxication, pre-alcohol poisoning, and alcohol poisoning. They are expected to contact Security if they are concerned about an individual’s health or behavior.

9. Hosts must verify the legal age of all guests consuming alcohol, and to provide for adequate control over the distribution of alcohol at the party so that minors and intoxicated persons are not served.

10. Hosts must stop serving alcohol by 1 a.m.
11. Security reserves the right to visit online registered events at any point in time during the event. Hosts must allow Security into the event space to conduct party checks as necessary.

C. Registration Process:

1. **Online Registration (smaller events):** Gatherings of 20 or fewer students where alcohol will be served must be registered in advance via the [online registration portal](#). Hosts of these events must be 21 years or older and have completed Alcohol and Event Host Training with the Associate Director of Residential Education or their designee. Online registered events must be registered by 9 p.m. on the evening of the event. Only one Alcohol Host is required for online registered events. Gatherings in private rooms in the residence halls must not adversely affect the immediate environment.

2. **In-person registration (larger events):** All College House events and social gatherings of more than 20 people must be registered with the Director of Residential Life or their designee. These events are registered using the hardcopy registration form that can be picked up in the Residential Life Office in the Dudley Coe building or downloaded [here](#). Events must be registered by noon on Thursday of the week of the event. At least one Alcohol Host (21+) and one Event host are required for these events. Additional event hosts may be required depending on the size of the event.

3. **No Registration:** Small, spontaneous gatherings without alcohol may be held in residence halls, private rooms, or apartments without requiring registration. Please be courteous and respectful of other residents sharing the space. Such gatherings are, however, subject to all other rules regarding alcohol use described in this policy.

4. **Late Registration:** The College recognizes that there are legitimate occasions when a gathering of individuals may occur that would ordinarily violate the registration requirement due to the fact that the gathering was not planned or registered in advance. This circumstance should be the exception, not the rule. It is the responsibility of the individual or individuals hosting the gathering to contact the dean-on-call through Security (ext. 3314) as soon as possible and before the gathering commences, to request permission to host such a party. The dean-on-call will either approve or deny permission for the gathering, based upon this policy and other relevant considerations. Late registered gatherings are subject to the same rules governing approved parties registered in advance.

5. **Registration Exception Form:** Students interested in registering an event outside of the acceptable event hours of Friday and Saturday nights from 7:30 p.m. – 1 a.m., must submit an Application for Registration Exception Form. Students can obtain Special Event Application Forms in the Office of Residential Life in the Dudley Coe building or downloaded [here](#). These forms are due one week prior to the proposed event. In addition to fulfilling all duties and obligations described above, hosts must also provide both a compelling rationale and substantive assurance that the proposed event would not compromise the assumed academic priorities of individuals involved in or otherwise affected by the event.

6. **Outdoor Event Spaces:** Several outdoor spaces on campus serve as approved event hosting locations. These spaces are subject to change but currently include Brunswick Quad, Ladd House Patio, and Osher Quad. Outdoor events may be registered in one of the above locations only twice per semester. Two outdoor events may not happen simultaneously. Outdoor events will be carefully managed in coordination with the Office of Residential Life, and there will be a one keg (or keg equivalent) cap at all outdoor events which may only be served by a professional bartender operating under a Maine liquor license. Students interested in hosting an outdoor event, must submit a Special Event Application Form. Students can obtain Special Event Application Forms in the Office of Residential Life in the Dudley Coe building. These forms are due one week prior to the proposed event. Prior to the proposed event, students interested in hosting an outdoor event must also meet with the Director of Residential Life, or their designee, who will provide instructions governing the event.

D. Additional Requirements: In addition to the above, the following is required of all parties:

1. **No Hard Liquor.** No student, regardless of age, may possess hard liquor on Bowdoin College property, including in residences or in common spaces. Any hard liquor found on campus by Security will be confiscated. Generally, this excludes beer, malt beverages, wine, hard liquor mixes, champagne, and hard cider.
2. **Drinking Games Not Permitted.** Drinking games, or other activities that encourage the rapid ingestion of alcohol, are not permitted. Paraphernalia identified as having been used in a drinking game, including tables, may be confiscated by Security and will become property of the College.

3. **Adherence to Fire Safety Codes.** Due to fire safety ordinances, the total number in attendance at a party or social event must not exceed the legal capacity of the facility. Fire capacity information is available on the party registration form.

4. **Valid ID Required.** Everyone attending a party or social function where alcohol is served must carry valid identification that verifies their date of birth. Bowdoin students must also carry College ID. This is important for the individuals involved and for the protection of the event’s hosts.

5. **Ban on Alcohol as “Prizes.”** Alcohol may not be used as a “prize” at any function.

**E. Pub Regulations**

1. Jack Magee’s Pub is an officially licensed College establishment where beer and wine are sold to individuals who are twenty-one (21) years of age or older and is subject to the same state laws that govern commercial establishments in Maine. No one may bring in or remove any alcohol.

2. When Pub managers or bartenders request appropriate documentation of proof of age and it is not supplied, Pub personnel will refuse any sale of alcoholic beverages.

3. Only Bowdoin College student identification and/or an official Maine or other state identification will be accepted as verification of legal age.

4. If, in the judgment of any Pub bartender, an individual appears intoxicated, service will be refused.

5. Should the need arise, Bowdoin Security may be called for assistance. Instances of misbehavior or violations of College policies or State law by Bowdoin students may be reported to the Office of the Dean of Students for possible disciplinary action.

**ILLEGAL DRUG AND DRUG ABUSE POLICY**

Bowdoin College expects its students and employees to comply with all the requirements of federal and Maine state law. As such, the possession, trafficking, or use of illegal drugs, including the illegal distribution of prescription drugs, and/or drug paraphernalia, as defined in Maine and federal statutes are prohibited and subject the violator to disciplinary action by the College as well as possible prosecution by local, state, and/or federal authorities. Federal laws, including those governing marijuana and cannabis, preempt state law and, therefore, apply on Bowdoin’s campus. The use of vaping devices, including but not limited to, mods, pens, hookahs, JUULs, and e-cigarettes, to consume cannabis products is strictly prohibited anywhere on College premises. Bowdoin students or employees who disregard the various drug laws are responsible for their actions and are not immune from the legal process by virtue of their educational or employment status.

Students whose illegal drug use or abuse of prescription drugs comes to the attention of the Office of the Dean of Students will generally be referred to Counseling Services or another drug treatment program. Depending on the circumstances, the student may also be subject to disciplinary action.

Students who sell or distribute illegal or prescription drugs, place illegal or prescription drugs in the beverages or food of others, or who are under the influence of or possess or consume illegal drugs or medication for which they do not possess a prescription are offenses that warrant dismissal from the College. If the Office of the Dean of Students receives reliable information or other evidence of such an offense, the Dean of Students may temporarily suspend the student pending formal hearing by the Judicial Board.

Drug use will be considered an exacerbating, not a mitigating, condition in Social Code violations.

**SMOKING POLICY**

Bowdoin College wishes to promote a safe and healthful environment for its students, faculty, staff, and visitors.

The health risks of smoking are well known and make smoking the leading cause of preventable death in the U.S. Exposure to second-hand smoke is also dangerous and is the third leading cause of preventable death in this country.
Indoor smoking is not permitted anywhere on College property, this includes the use of vaping devices (including but not limited to, mods, pens, hookahs, JUULs, and e-cigarettes), including residence halls and office buildings. Smoking is also not permitted on athletic grounds, in College vehicles, or within fifty feet of all building entrances.

This non-smoking environment policy was adopted to provide for the improved health and safety of the campus community. The policy is in compliance with the state of Maine's Workplace Smoking Act of 1985, and Maine's Act to Protect Maine Citizens from the Effects of Environmental Tobacco Smoke (effective January 1, 1994).

Students interested in quitting smoking should contact the Health Center about cessation assistance, including nicotine replacement and other pharmacologic aids.

Note: Disabling or otherwise tampering with any fire safety device, to allow smoking in residential spaces or for any other reason, is a violation of both College policy and state and federal law and will result in sanctions and possible criminal prosecution.

DISCIPLINARY PROCEDURES
Bowdoin College is neither a police agency enforcing the law nor a sanctuary protecting those who violate laws regarding alcohol or other drugs. The College is vitally invested in maintaining an environment conducive to physical and psychological safety, intellectual development, and personal maturation. In accordance with these goals, the College acknowledges its obligation to provide clear standards of behavior regarding the use of alcohol, to determine levels of disciplinary sanction appropriate to the nature of any given alcohol-related infraction, and to address consistently violations of this policy that come to its attention.

Although any alcohol-related violation is subject to disciplinary consequences, the College is most urgently concerned with those behaviors and accompanying attitudes that threaten the physical or psychological safety or well-being of self or others, infringe upon the rights of others, or are otherwise disruptive to the community. Following established guidelines, members of the Dean of Students staff will determine disciplinary action resulting from conduct violations, with possible referral to the Judicial Board and, in some cases, criminal or civil authorities. Sanctions imposed by the College may range from a reprimand letter for a relatively minor first-time violation, to immediate suspension or dismissal for egregious violations or a pattern of multiple offenses. Students may also be expected to pay restitution for any and all damages occurring as a result of their behavior.

Bowdoin College Security Officers will note and report all alcohol and drug violations that come to their attention whether observed at parties or other social events, in campus public spaces, or during routine “walk-throughs” of residence halls. All other members of the community (proctors or other students, faculty, administrators, or support staff) may call attention to suspected violations of the Alcohol and Illegal Drug Policy and are expected to play an appropriate role in enhancing the safety and well-being of members of the community. Reports of violations or suspected violations of the Alcohol Illegal Drug Policy will be made to the Office of the Dean of Students.

Above all, it must be emphasized that Bowdoin students are responsible for their personal behavior as well as the conduct of their guests. The ingestion of alcohol or other drugs in no way constitutes an excuse for behaviors that violate College policy, federal or Maine state laws, or otherwise infringe upon the rights of others.

ASSESSMENT AND TREATMENT
Since alcohol is a psychoactive substance that presents the possibility of addiction and other negative physical and psychological consequences, the College feels a responsibility to provide assessment and treatment (within certain parameters) to those individuals whose alcohol-related behaviors indicate the potential for such consequences. Such individuals who come to the attention of the College will be referred, usually by the Office of the Dean of Students or the Office of Residential Life to either Bowdoin’s Health Services or Counseling Services for a substance use evaluation. This evaluation may result in a recommendation for treatment, which could take place individually or in a group, either on-campus or at an outside agency, depending on the circumstances and needs of the individual.

Students are encouraged to seek education about alcohol and the effects alcohol has on the body. Programs and resources are available through Health Services, Counseling Services and Residential Life. Further, the College
maintains a relationship with a consulting Licensed Alcohol and Drug Counselor, who is available to students. Students who receive disciplinary sanctions related to an alcohol-related infraction will be required to participate in an alcohol education program and meet with a Licensed Alcohol and Drug Counselor as deemed appropriate.

DRUG FREE SCHOOL AND COMMUNITIES ACT (DFSCA) AND DRUG ALCOHOL PREVENTION PROGRAM (DAPP)
The College has combined the DFSCA and DAPP into one document called Bowdoin College’s Drug-Free Schools and Campuses Biennial Review of the Bowdoin College Drug and Alcohol Prevention Program for Academic Years 2017-2018 and 2018-2019. To review this document, contact Residential Life at 207-725-3225.

DRUG-FREE WORKPLACE ACT
The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the College’s alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, and institutional disciplinary and criminal sanctions.

Bowdoin has no intention of intruding into the private lives of its employees; however, the College does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state and/or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

As part of the drug-free awareness program, Bowdoin will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace. Upon request, Bowdoin will offer non-financial assistance to students and employees seeking treatment or rehabilitation services. Referrals for assistance are available from Counseling Services or the Employee Assistance Program.

COUNSELING AND TREATMENT
The Bowdoin College Counseling Service is staffed by mental health professionals trained in psychiatry, psychology, social work and counseling who are prepared to assist students experiencing difficulties related to the use of alcohol or drugs. Counseling Services provides two free confidential sessions with an off-campus licensed alcohol and drug counselor to any student who thinks their alcohol or drug use may be problematic. Students may also consult with the licensed substance abuse counselor or another clinician at Counseling Services if they are concerned about a friend or family member’s alcohol or drug use. Counseling Services staff also meets with students who are mandated for a three-session alcohol and drug evaluation with a licensed alcohol and drug counselor. Typically, the Office of the Dean of Students initiates these referrals following a series of alcohol/drug related infractions. In this case, students are responsible for the alcohol and drug evaluation fee ($300) and a report will be generated at the conclusion of the assessment that will be sent to Counseling Services where it will remain confidential. Only a brief summary will be shared with the Office of the Dean of Students to verify that a student has been evaluated and that a treatment or follow up plan is in place.

Additional referrals for substance abuse treatment are also available through community resources such as Alcoholics Anonymous (AA), Al-Anon, Narcotics Anonymous (NA), intensive outpatient chemical dependency treatment; and inpatient hospitalization for chemical dependency.

EMPLOYEE ALCOHOL AND DRUG POLICY
Bowdoin College retains the right and responsibility to expect each employee to report to work and to perform his/her duties in a manner that will not jeopardize the health and safety of co-workers or students. Any employee who is in the workplace or is working while under the influence of alcohol or drugs (beyond appropriate prescription usage) is subject to disciplinary action, up to and including immediate termination of employment. In addition, employees should consult their personal physician to determine any workplace safety concerns associated with the use of prescribed medications. In the event prescription drug use may affect the ability of the employee to perform his/her duties or perform these duties in a safe manner, the employee should obtain a note from the prescribing physician. The note must identify any restrictions on regular work activities due to the drug or its side effects. Please refer to the Drug-Free Workplace Policy.
If a supervisor has reason to believe that an employee is under the influence of alcohol or drugs while in the workplace, (e.g., irregular behavior, slurring of words, extreme drowsiness, etc.), the supervisor may, upon consultation with a higher-level manager or Human Resources, relieve the employee of work responsibilities for that day. Supervisors should work with Human Resources to determine the appropriate next steps including the need for disciplinary action, up to and including termination of employment.

All employees are expected to follow Maine laws on alcohol use when serving alcohol in an official capacity or when consuming alcohol at a College sanctioned business meeting or event.

**Where to Get Help**

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<tr>
<th>Campus Resources</th>
<th>Community Resources</th>
<th>Inpatient Rehabilitation Services</th>
<th>Employee Assistance Program</th>
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<tbody>
<tr>
<td><strong>Bowdoin College Health Services</strong></td>
<td><strong>Alcoholics Anonymous for Bath-Brunswick</strong> 1-800-737-6237</td>
<td>Mercy Hospital, Portland 207-879-3600</td>
<td><strong>Anthem EAP</strong> 1-800-647-9151</td>
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<td>207-725-3770</td>
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<tr>
<td><strong>Bowdoin College Counseling Services</strong></td>
<td><strong>Mid Coast Hospital Addiction Resource Center, Brunswick</strong> 1-800-244-3805</td>
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<td>207-725-3145</td>
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<td>Geno Ring, LDAC 207-319-4104</td>
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**ADDITIONAL INFORMATION ON ALCOHOL AND ILLICIT DRUGS**

**Synopsis of Maine Alcohol Laws**

**Operating Under the Influence (OUI):**
- The State of Maine prohibits drivers with a .08 percent blood alcohol concentration (BAC) or above from operating a motor vehicle. This criminal offense is called an OUI (Operating Under the Influence) in the State of Maine. The .08 BAC limit is the standard measurement used in all states for the "impaired" driver. The State of Maine has special laws for drivers under the age of 21 and commercial drivers. If you are under the age of 21, and have been found operating a motor vehicle with any alcohol in your system your driver’s license will be suspended for at least 1 year. Maine has “zero tolerance” for minors that drink and drive.

**Zero Tolerance Law (for minors):**
- A person under 21 years of age who is found operating, or attempting to operate, a motor vehicle with ANY measurable amount of alcohol in their system, will lose their license for one year. Refusing to take a blood alcohol test will result in loss of license for at least 18 months. If there was a passenger under 21 years of age in the vehicle, an additional 180-day suspension will be imposed. Drivers under age 21 with a BAC of .08% or more can be prosecuted for the criminal offense of OUI, but the minimum one-year license suspension will be imposed, regardless.

**Illegal Possession of Alcohol by a Minor:**
- It is unlawful for any person under the age of 21 to possess liquor or imitation liquor, except if it is in the scope of their employment or in a home in the presence of their parent or legal guardian.

**Consumption of Liquor:**
- It is unlawful for any person under the age of 21 to consume liquor or imitation liquor, except if it is in a home in the presence of their parent or legal guardian.

**Illegal Possession/Consumption – Penalties:**
- Civil Violation - minors
- 1st Offense - $200-$400
- 2nd Offense - $300-$600
- 3rd Offense - $600
- Individuals who are 17 years of age – juvenile crime (non-arrest)

**Drinking in Public:**
• A person is guilty of drinking in public if the person drinks liquor in any public place within 200 feet of a notice posted by the owner or authorized person that forbids drinking in public or after being forbidden to do personally by a law enforcement officer. Drinking in public is a Class E crime.

Furnishing or Allowing Possession of Liquor or Imitation Liquor:
• It is unlawful to furnish liquor or imitation liquor to a minor or allow a minor to possess liquor or imitation liquor on a premise under one’s control.

Furnishing or Allowing Possession of Liquor or Imitation Liquor – Penalties:
• Fines from $500-$2000
• Possible jail sentence of 6 to 12 months
• In cases of death or serious bodily injury, an individual can be charged with a felony that could result in a jail sentence of up to 5 years and fines up to $5000.

Furnishing Liquor to a Visibly Intoxicated Person:
• It is unlawful to furnish liquor to a visibly intoxicated person. A violation is a Class E crime.
• Penalty – Up to a $500 fine and/or up to 6 months in jail.

Maine Liquor Liability Act:
• Any individual who recklessly or negligently serves liquor to a minor or visibly intoxicated person and the service causes property damage, bodily injury or death to a third party, damages of up to $350,000 plus medical expenses can be awarded.

Alcohol Poisoning
The Bowdoin College Office of Safety and Security is responsible for your health and safety first. We have a relationship with our student body that is based on trust and mutual respect. Students will usually be the first to see that a fellow student is in danger from the abuse of alcohol or other drugs. Students should never hesitate to call the office of safety and security at 207-725-3500. We rely on you. We are here to help our students and keep them safe.

How alcohol poisoning can be fatal:
• Intoxication increases the gag reflex. An intoxicated person who has passed out can choke on their own vomit.
• Alcohol is a depressant, inhibiting the brain’s ability to function. When a person has consumed too much alcohol the brain will start to shut down. Extremely intoxicated people may stop breathing or their heart may stop beating.
• Because it takes time for alcohol to enter the blood stream, some people tend to drink more than their body can handle because they don’t yet feel the effects.

Signs and Symptoms of Alcohol Poisoning:
• Unconscious or semiconscious
• Breathing at a rate of 8 breaths per minute or slower
• Breaths come every 8 seconds or slower
• Skin is cold, clammy, bluish, and/or pale
• Confused or altered mental state
• Vomiting
• Seizures

What to do for someone with alcohol poisoning:
• NEVER leave the person alone
• Don’t allow the person to “sleep it off”
• To avoid choking, have the person lie down on his side or on his stomach
• Have someone get the Proctor/RA on duty
• Have someone call Security at 207-725-3500 (X3500)
• Keep the person awake. If the person falls asleep or passes out, wake them up
• Don’t give the person any medications; mixing medicine with alcohol can be fatal

Safe Drinking Advice:
• Never leave your drink unattended or with someone you don’t know and trust.
• Know who is pouring your drink and watch them pour it.
• Don’t drink anything that has an abnormally salty taste. The drink might contain GHB, a known date rape drug.
• Don’t drink anything that appears abnormally cloudy, because it could contain a drug.
• Alternate drinking alcoholic and non-alcoholic beverages. This will help keep you hydrated and allow your body time to process the alcohol.
• Eat well. Food absorbs some of the alcohol and slows its entry into the bloodstream.
• Go to parties with trusted friends who can be counted on to watch out for one another and see that you arrive home safely.
• Use a sober designated driver or invite a friend who agrees to stay sober.

If you suspect a friend might have alcohol poisoning, get help immediately by calling Safety and Security at 207-725-3500.

**MARIJUANA LEGALIZATION IN MAINE**  
Marijuana became legal in Maine on January 30, 2017, but it is not legal for marijuana to be sold.  
The [Recreational Marijuana in Maine Law](https://www.maine.gov/plant/cannabis/recreational/) allows an individual (over the age of 21) to possess as much as 2.5 ounces of marijuana. One ounce of marijuana is the equivalent of about 60 marijuana cigarettes, or joints. You can also give a friend up to 2.5 ounces as long as you don’t take anything in return.

The law prohibits using marijuana in public, whether you smoke it or eat it. You could be fined up to $100 for using marijuana in public. As with alcohol students under the age of 21 found in possession, using, selling will be in violation of the College’s Alcohol and Drug policy are subject to disciplinary action. These will be counted in the Clery crime stats.

**The use or possession of marijuana is not permitted on Bowdoin College property.**

**ILlicit/illegal and misuse of prescription drug effects**  
Illicit drugs include marijuana/hashish, cocaine, inhalants, hallucinogens, crack, and prescription-type psychotherapeutic drugs used for non-medical purposes. Long-term use of psychotherapeutic drugs can lead to physical dependence and addiction. Prescription drugs commonly used or abused for non-medical purposes include opioids, central nervous system depressants, and stimulants. Drug abuse can impact the course of cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease. Some of these effects occur when drugs are used in high doses or after prolonged use, however, some happen after a single use. Women who use drugs often suffer from other health problems, sexually transmitted diseases, and mental health problems, such as depression. Substance use during pregnancy can have a significant impact of fetal growth and development.

*Source: Maine.gov/substance abuse*

**Driving and drugs in Maine**  
A drug is a substance that changes your feelings, perceptions and behavior when you use it. Once under the influence of a drug, you become a poor judge of your ability to drive. On some drugs, other sensations and feelings become more important to you than the road. On others, you become numb to your surroundings, and less and less able to deal with the risks and details of driving.

Maine has trained police officers to detect the presence of drugs other than alcohol in impaired drivers. The Drug Evaluation and Classification Program provides the evidence needed to successfully prosecute drivers for operating under the influence. The presence of abused drugs or controlled substances in the system can be used as evidence of impairment. For more information visit the [Driving and Drugs in Maine](https://maine.gov/drug/) webpage of the Maine.gov site.

**What are date rape drugs?**  
These are drugs that are sometimes used to assist a sexual assault. Sexual assault is any type of sexual activity that a person does not agree to. It can include touching that is not okay; putting something into the vagina; sexual intercourse; rape; and attempted rape. These drugs are powerful and dangerous. They can be slipped into your drink when you are not looking. The drugs often have no color, smell, or taste, so you can’t tell if you are being drugged. The drugs are powerful and can make you become weak and confused -- or even pass out -- so that you are unable to refuse sex or defend yourself. If you are drugged, you might not remember what happened while you were drugged. Date rape drugs are used on both females and males.

The term "date rape" is widely used. But most experts prefer the term "drug-facilitated sexual assault." These drugs also are used to help people commit other crimes, like robbery and physical assault. They are used on both men and women.
The term "date rape" also can be misleading because the person who commits the crime might not be dating the victim, it could be an acquaintance or stranger.

The three most common date rape drugs are:

- **Gamma Hydroxybutyric Acid** (aka: GHB, Liquid Ecstacy) is considered a legal drug prescribed for sleep and anesthesia before surgery.
- **Ketamine** (aka: Special K) is a legal drug used for anesthesia in humans and animals.
- **Rohypnol** (aka: Roofies) Flunitrazepam is considered an illegal drug in the U.S.

*Note: The club drug “Ecstacy” (MDMA) has also been used to commit sexual assault. It can be slipped into someone’s drink without the person's knowledge. Also, a person who willingly takes ecstasy is at greater risk of sexual assault. Ecstasy can make a person feel "lovey-dovey" towards others. It also can lower a person’s ability to give reasoned consent. Once under the drug’s influence, a person is less able to sense danger or to resist a sexual assault.*

Source: [www.medicinenet.com](http://www.medicinenet.com)

**Is alcohol a date rape drug? What about other drugs?**

Any drug that can affect judgment and behavior can put a person at risk for unwanted or risky sexual activity. Alcohol is one such drug. In fact, alcohol is the drug most commonly used to help commit sexual assault. When a person drinks too much alcohol:

- It's harder to think clearly.
- It's harder to set limits and make good choices.
- It's harder to tell when a situation could be dangerous.
- It's harder to say "no" to sexual advances.
- It's harder to fight back if a sexual assault occurs.
- It's possible to blackout and to have memory loss.

Even if a victim of sexual assault drank alcohol or willingly took drugs, the victim is NOT at fault for being assaulted. You cannot "ask for it" or cause it to happen.

**How can I protect myself from being a victim?**

- Don't accept drinks from other people.
- Open containers yourself.
- Keep your drink with you at all times, even when you go to the bathroom.
- Don't share drinks.
- Don't drink from punch bowls or other common, open containers. They may already have drugs in them.
- If someone offers to get you a drink from a bar or at a party, go with the person to order your drink. Watch the drink being poured and carry it yourself.
- Don't drink anything that tastes or smells strange. Sometimes, GHB tastes salty.
- Have a nondrinking friend with you to make sure nothing happens.
- If you realize you left your drink unattended, pour it out.
- If you feel drunk and haven't drunk any alcohol -- or, if you feel like the effects of drinking alcohol are stronger than usual -- get help right away.

**Are there ways to tell if I might have been drugged and raped?**

It is often hard to tell. Most victims don't remember being drugged or assaulted. The victim might not be aware of the attack until 8 or 12 hours after it occurred. These drugs also leave the body very quickly. Once a victim gets help, there might be no proof that drugs were involved in the attack. But there are some signs that you might have been drugged:

- You feel drunk and haven't drunk any alcohol -- or, you feel like the effects of drinking alcohol are stronger than usual.
- You wake up feeling very hung over and disoriented or having no memory of a period of time.
- You remember having a drink but cannot recall anything after that.
- You find that your clothes are torn or not on right.
- You feel like you had sex, but you cannot remember it.

**What should I do if I think I've been drugged and raped?**
• Get medical care right away. Call 911 or have a trusted friend take you to a hospital emergency room. Don't urinate, douche, bathe, brush your teeth, wash your hands, change clothes, or eat or drink before you go. These things may give evidence of the rape. The hospital will use a "rape kit" to collect evidence.
• Call the police from the hospital. Tell the police exactly what you remember. Be honest about all your activities. Remember, nothing you did -- including drinking alcohol or doing drugs -- can justify rape.
• Ask the hospital to take a urine (pee) sample that can be used to test for date rape drugs. The drugs leave your system quickly. Rohypnol stays in the body for several hours and can be detected in the urine up to 72 hours after taking it. GHB leaves the body in 12 hours. Don't urinate before going to the hospital.
• Don't pick up or clean up where you think the assault might have occurred. There could be evidence left behind -- such as on a drinking glass or bed sheets.
• Get counseling and treatment. Feelings of shame, guilt, fear, and shock are normal. A counselor can help you work through these emotions and begin the healing process. Calling a crisis center or a hotline is a good place to start. One national hotline is the National Sexual Assault Hotline at 1-800-656-HOPE.

FEDERAL DRUG LAWS
The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.
  a) **Denial of Federal Benefits 21 U.S.C. 862:** A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.
  b) **Forfeiture of Personal Property and Real Estate 21 U.S.C. 853:** Any person convicted of a federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.
  c) **Federal Drug Trafficking Penalties 21 U.S.C. 841:** Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to $8 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.
  d) **Federal Drug Possession Penalties:** Persons convicted on federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than $1,000 up to a maximum of $100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000.
MISSING STUDENT POLICY

Bowdoin College will actively investigate any report of a missing student and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately, and procedures will be governed by federal, state, and local law, as well as internal Office of Safety and Security standard operating procedures.

1. Policy Administration
   a. Emergency Contact Designation - Each matriculated Bowdoin College student must pre-identify an emergency contact for any situation deemed an emergency with respect to a student’s well-being. Prior to the start of each semester, all Bowdoin College students are required to complete the emergency contact fields when submitting the online enrollment form, found at the Office of the Registrar. At any time during the school year, students may update this information by obtaining and submitting a form at the Registrar’s Office in Moulton Union. This form may also be downloaded through links found on both the Registrar and Office of Safety and Security’s web page. For the purposes of this policy, the emergency contact would be notified in the event that a determination is made by campus or local authorities that the student is “missing” for a period of more than 24 hours. Not later than 24 hours after the time that the student is determined to be missing, the College is legally required to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual. Emergency contact information will be held confidentially for use by the institution and shared only on a need to know basis in the best interest of the student’s welfare.
   
   b. Inter-Departmental Coordination - Due to the need for data collection, timely communications, student management, and individual and campus-wide safety and security, the procedures for implementing this policy require close coordination among the Office of the Registrar, the Office of the Dean of Students, and the Office of Safety and Security.

2. Policy Procedures
   a. Investigation/Determination of Missing - Without delay, the Office of Safety and Security will initiate an extensive missing person investigative process, as outlined in the CEMP Missing Person Domestic and International Incident Action Plan. The Plan contains checklists and investigative strategy to gather all pertinent report information to ascertain the gravity of the situation and further investigate. Engaging non-College authorities and resources in the investigation of a missing student report will be at the discretion of the Director of the Office of Safety and Security. While the Director will work closely with all appropriate Departments, and, when appropriate, law enforcement agencies, to investigate the students’ whereabouts, the final determination of a student as “missing” will be made by the Director, who will then ensure that the appropriate internal and external notifications are made.
   
   b. Notifications Upon Determination of “Missing” - Upon the Director’s determination that a student is missing, the appropriate law enforcement agencies will be notified of the missing person status within 24 hours, if not sooner. Also, during this timeframe, the Director will coordinate with the Dean of Students to ensure that notification is made to the student’s designated emergency contact. If, at any point during this process, a potential real threat to campus constituencies is identified, the Director will initiate the dissemination of appropriate information and actions necessary to safeguard the campus community. Procedures outlined in the Campus Emergency Management Plan will be employed.
   
   c. Action by the Office of the Dean of Students - When the Office of the Dean of Students is made aware of a concern that a student may be “missing” or non-responsive to attempts to be contacted, appropriate action will be taken to assist with locating the student, including coordination with the Office of Safety and Security and other College resources.
WEAPONS POLICY

Bowdoin College regulates the possession and use of weapons on campus and prohibits the possession of weapons in campus buildings and on grounds. This policy includes any device which can expel a projectile and/or other dangerous weapons, including knives*, explosives, bows and arrows, swords, or other items, which, in their intended use, are capable of inflicting serious injury.

*Prohibited knives include, but are not limited to, any knife with a blade length of more than four inches, any knife with a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity, or by an outward, downward or centrifugal thrust or movement.

FIREARMS, AMMUNITION, OR OTHER WEAPONS ARE STRICTLY FORBIDDEN IN ANY COLLEGE OWNED OR OPERATED BUILDING OR SPACE.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the college and/or prosecution under the appropriate state or federal laws.

No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College, without the express written permission of the Director of Safety and Security.

A student residing in property owned by the College who wishes to bring any weapon to campus must check it in with the Office of Safety and Security for storage immediately upon arriving at the College and may check it out just before its use. A weapons storage request form (available at the Office of Safety and Security) must be completed and approved prior to storing a weapon in the storage facility.

The Office of Safety and Security reserves the right to refuse any weapon to an individual if, at the time of pick up, the individual is believed to be under the influence of any drug or intoxicating substance, or if an officer believes the individual's judgment is impaired to the extent that the person may pose a threat to himself/herself or others. The Office of Safety and Security is not responsible for items damaged or lost.

The Executive Director of the Office of Safety and Security may seize or deny permission to possess any weapon on campus property which he deems to present a danger to the campus community.

GUIDELINES FOR AUTHORIZED SECURE WEAPONS STORAGE

- Requests for authorization to store weapons on campus are to be directed to the Director of Safety and Security.
- Access to the weapons storage room will be controlled by the Office of Safety and Security.
- Students wishing to access their weapons must contact the Office of Safety and Security in advance, (207) 725-3314.
- Firearms must have actions cleared and chambers and magazines empty and secured with a cable gun lock. Ammunition should be transported and stored in a durable container.
- Students must have weapons in a protective case when transporting them to and from the Office of Safety and Security.
- Students must present their Bowdoin photo identification to a security officer to be checked against a Master Access List.
- Students will sign a log sheet recording access to their weapon.

Please direct any questions regarding this policy to the Executive Director of Safety and Security at (207) 725-3458.
SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The Campus Sex Crimes Prevention Act of 2000 (section 1601 of Public Law 106-386), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

The Sex Offender Registration and Notification Act (SORNA) Title 1 of the Adam Walsh Child Protection and Safety Act of 2006 (AWCPASA) established a comprehensive, national sex offender registration system called the Sex Offender Registration and Notification Act (SORNA). SORNA aims to close the potential gaps and loopholes that existed under prior laws, and to strengthen the nationwide network of sex offender registration. All persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten days of establishing residence within a state. Any persons required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the state.

Non-resident offenders entering the state of Maine for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the state shall, within ten days of accepting employment or enrolling in school in Maine, be required to register and reregister pursuant to this section.

For purposes of this section “student” means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

The information in the Maine Registry is based upon conviction data and is, therefore considered a public record. Information concerning offenders registered with the Maine registry may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request from that may be submitted directly to the Maine State Police or the State Police through a local law-enforcement agency.

The Brunswick Police Department provides direct access to their Sex Offender Registry at Brunswick Police or by contacting the department at 207-725-6620.

The Maine State Police Sex Offender Registry can be accessed at Maine Sex Offender Registry or by contacting the Maine State Police at 207-657-3030.
ANNUAL FIRE SAFETY REPORT

FIRE SAFETY CODE

Fire Drills are conducted in residence halls and other campus buildings annually.

The following fire safety code and college policy violations are subject to disciplinary action either by administrative decision of a College official and/or action of the Judicial Board:

1. Care of Rooms, Common Areas, and Furnishings - All residents are responsible for keeping their room, suite, or apartment and all common areas in their building or apartment complex in acceptable condition in accordance with the Facilities Management Policy.

2. Cooking/Kitchen - In certain locations, the College provides cooking facilities for student use. Cooking other than by microwave outside of established kitchens is prohibited; students are allowed to use a microwave oven or coffeemaker in their room. Residents are responsible for food or other personal belongings left in the kitchen area. All food and trash must be properly disposed of and students should check to be sure that ovens are turned off after use.

   - **Appliances permitted:** Microwave ovens of 1000 watts or less and not larger than one cubic ft. in size, Energy Star-rated refrigerators less than four cubic ft. in size, computer equipment, coffeemakers, curling and clothing irons, hair dryers, desk fans, lamps, televisions and DVD players.
   - **Appliances not permitted:** Any appliance with exposed heating elements such as: hot plates, toasters, toaster ovens, gas stoves or burners, camping stoves, space heaters, tanning lamps, and all halogen lamps. Appliances that exceed 1000 watts, including personal air conditioners, are prohibited. Fog machines are prohibited unless prior approval from the Office of Residential Life is received. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Housing Operations must be removed from College spaces.

3. Fire Safety - The following fire safety code and college policy violations will be subject to sanction by administrative decision or by the Judicial Board, and may, if the violation results in personal injury to others, damage to College property, or is a repeat offense of the same violation, be reported to the civil authorities for prosecution or fine:

   - **Setting of a Fire:** This includes intentional or accidental fires, even those caused by cooking or smoking in approved areas.
   - **Setting off Fire Alarms:** This includes intentional or accidental fire alarms, even those caused by cooking or smoking in approved areas.
   - **Failing to Evacuate:** When an alarm sounds all occupants MUST vacate the building immediately, to remain in the building during an active alarm is a violation of state and federal fire codes. This includes all residential and academic buildings.
   - **Tampering with, Misusing, or Defeating Fire Protection Equipment:** This includes, but is not limited to: removing or covering emergency exit lights or signage, hanging items of any kind from sprinkler heads or piping, propping open fire doors, disabling or covering smoke detectors, or improperly discharging fire extinguishers or fire hoses. The improper discharge of a fire extinguisher is a significant environmental health concern due to the chemical suppressants it contains (normally consumed when properly applied to a fire) being a severe respiratory irritant, and a distinct hazard to persons with sensitive respiratory conditions.
   - **Possessing and/or Using Flammable Materials:** This includes, but is not limited to: hoverboards, smartboards, balance boards, scooters, and similar electronic devices, camp-stove fuel, fireworks, smoking materials, certain holiday decorations (see below), gasoline, paint thinners, lamp oil, lighter fluid, scented plug-ins, candles, and incense.
   - **Tampering with Any Wiring:** This includes, but is not limited to: electrical equipment, building wiring, cable TV, computer wiring, or overloading electrical outlets with multiple plugs. Only UL-approved grounded (three-prong)
extension cords with an integral surge protector (such as those used for computers) are allowed, ungrounded (two-prong) extension cords of any kind are prohibited.

- **Causing or Contributing to a Fire Safety Hazard**: This includes, but is not limited to: storage of materials in exits, stairwells, hallways, or passageways in any manner that obstructs egress, storing an excessive amount of waste paper or other flammable materials, having ceiling hangings of any kind, or wall hangings covering more than 50 percent of the wall space, and having an excessive amount of personal furniture in any College space. Personal furnishings must be UL-labeled for fire resistance where applicable.

- **Any violation of Town of Brunswick Fire Department regulations**.
- **Any violation of the Holiday Decorations policy, which is available in the Office of Residential Life**.

**Definitions**:

- **Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

- **Fire drill** – A supervised practice of a mandatory evacuation of a building for a fire.

- **Cause of Fire** – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

- **Fire-Related Injury** – 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, employees, visitors, firefighters, or any other individuals.

- **Fire-related death** – 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. Dies within one year of injuries sustained as a result of the fire.

- **Fire Safety System** – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

- **Value of Property Damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

- **On Campus Student Housing Facility** – Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**FIRE REPORT LOG**

a) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.

b) An institution must make an entry or an addition to an entry to the log within two business days of receipt of the information.

c) An institution must make the fire log for the most recent 60-day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

d) The **Clery Public Fire Log** may be viewed online at the safety and security website.

Provisions of the **Campus Fire Safety Right-To-Know Act** require the College to:

1. Collect statistics concerning fire reports in each on-campus student housing facility during the previous year, and annually submit to the Secretary of Education a report on same, including:

   - Number and causes of fires reported
   - Number of fire-related injuries that required treatment at a medical facility
   - Number of fire-related deaths
   - Value of fire-related property damage
2. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems. The Residential Fire Drill Procedures (part of the Residential Fire Drill Policy) from the Office of Environmental Health and Safety provides a building-by-building inventory of the campus fire safety systems. All residential buildings are equipped with sprinkler systems.

3. Document the number of regular mandatory supervised fire drills. Supervised fire drills are conducted by The Office of Safety and Security once per semester.

4. Document policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and fire education and training programs provided to students, faculty, and staff. The following guidance documents are available pursuant to this provision:
   - Student Handbook
     - Office of Environmental Health and Safety
     - Residential Life Policies
     - Holiday Decorations Policy
     - Outdoor Grilling Policy

5. Document plans for future improvements in fire safety, if determined necessary by the College.
   Significant updates were made to the campus fire safety systems in 2007-08, including the installation of: CO detectors in all residential spaces; ADA compliant strobes and alarms for specific students; and a wireless reporting system, to allow all campus buildings to enunciate alarms directly to the Communications Center.

6. Make, keep, and maintain a log recording all fires in on-campus student housing facilities, including the nature, date, time, and location, and make annual reports to the campus community on such fires.
   All campus fire reports are recorded and maintained electronically by the Office of Safety and Security in conjunction with the Office of Environmental Health and Safety.

Students and employees should report all fires to the Office of Safety and Security at 207-725-3500.

For more information, please contact:

Randy Nichols, Executive Director
Office of Safety and Security
207-725-3474
rnichols@bowdoin.edu

Michael Halko
Associate Director of Environmental Health and Safety
mhalko@bowdoin.edu
207-798-4282
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Year</th>
<th>Apt Unit A-X 1-4</th>
<th>Total Fires in each Building</th>
<th>Cause of Fire</th>
<th>Category of Fire</th>
<th>Fire Related Injuries</th>
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<th>Value of Property Damage by Fire</th>
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## FIRES IN ON-CAMPUS STUDENT HOUSING FACILITIES

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<th>Total Fires in each Building</th>
<th>Cause of Fire</th>
<th>Category of Fire</th>
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### FIRES IN ON-CAMPUS STUDENT HOUSING FACILITIES

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<th>Building Name</th>
<th>Year</th>
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<th>Total Fires in each Building</th>
<th>Cause of Fire</th>
<th>Category of Fire</th>
<th>Fire Related Injuries</th>
<th>Fire Related Deaths</th>
<th>Value of Property Damage by Fire</th>
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</table>

**Fire Categories**

- **Unintentional Fire** – A fire that does not involve an intentional human act to ignite or spread into an area where the fire should not be.
- **Intentional Fire** – A fire that is ignited, or that results from the deliberate action, in circumstances where the person knows there should not be a fire.
- **Undetermined Fire** – A fire in which the cause cannot be determined.
<table>
<thead>
<tr>
<th>Building Name</th>
<th>#Annual Evacuation/ drills</th>
<th>Primary Rallying Point</th>
<th>Secondary Rallying Point</th>
<th>Evacuation Plans &amp; Placards</th>
<th>SA*</th>
<th>RB*</th>
<th>NG*</th>
<th>CO*</th>
<th>SPR*</th>
<th>HAZ*</th>
<th>Fire Extinguisher Devices</th>
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<tr>
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<td>Main quad in front of Hubbard Hall</td>
<td>Traffic circle, South Campus Drive</td>
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<tr>
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<td>Parking lot between Helmreich/ Mustard Houses</td>
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*Key

SA = Stand-alone smoke detectors present (in combination with a report-back system unless otherwise noted)
RB = Report-back detectors present, automatic alarm
NG = Natural gas detectors present
CO = Carbon monoxide detectors present
SPR = Sprinklers present
HAZ = High-hazard suppression systems present (Commercial Kitchens, Chemical Storage, Electronics)
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Annual Evacuation/ drills</th>
<th>Primary Rallying Point</th>
<th>Secondary Rallying Point</th>
<th>Evacuation Plans &amp; Placards</th>
<th>SA *</th>
<th>RB*</th>
<th>NG *</th>
<th>CO *</th>
<th>SPR *</th>
<th>HAZ *</th>
<th>Fire Extinguisher Devices</th>
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<tbody>
<tr>
<td>Howell House</td>
<td>Fall</td>
<td>Rear parking lot</td>
<td>South side yard</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Hyde Hall</td>
<td>Fall</td>
<td>Main quad in from of Hubbard Hall</td>
<td>South Campus Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Ladd House</td>
<td>Fall</td>
<td>Front lawn</td>
<td>Rear lawn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>MacMillan House</td>
<td>Fall</td>
<td>Front lawn of Quinby House</td>
<td>West side lawn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Maine Hall</td>
<td>Fall</td>
<td>Main quad in front of the Chapel</td>
<td>North Campus Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Mayflower Apartments</td>
<td>Fall</td>
<td>Sidewalk across Belmont St</td>
<td>Down Belmont St towards campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Moore Hall</td>
<td>Fall</td>
<td>Coe quad</td>
<td>East side parking area</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>Osher Hall</td>
<td>Fall</td>
<td>Lawn behind Ladd House</td>
<td>Parking lot across Coffin St</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Pine Street Apartments</td>
<td>Fall</td>
<td>Main parking lot</td>
<td>Cemetery across Pine St</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Quinby House</td>
<td>Fall</td>
<td>Front lawn</td>
<td>Ashby House parking lot</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<td>Reed House</td>
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<td>East parking lot</td>
<td>West side lawn</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td>Russwurm House</td>
<td>Fall</td>
<td>East parking lot</td>
<td>Front lawn of Baxter House</td>
<td>X</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>Smith House</td>
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<td>In front of garage</td>
<td>Convenience store parking lot</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Stowe Hall</td>
<td>Fall</td>
<td>Lawn behind Ladd House</td>
<td>Playground across South St</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Stowe House Inn</td>
<td>Fall</td>
<td>Main parking lot</td>
<td>Rear parking lot</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>West Hall</td>
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<td>Lawn behind Ladd House</td>
<td>Playground across South St</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Winthrop Hall</td>
<td>Fall</td>
<td>Lawn in front of Adams Hall</td>
<td>Main quad in front of Mass Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>

*Key

SA = Stand-alone smoke detectors present (in combination with a report-back system unless otherwise noted)
RB = Report-back detectors present, automatic alarm
NG = Natural gas detectors present
CO = Carbon monoxide detectors present
SPR = Sprinklers present
HAZ = High-hazard suppression systems present (Commercial Kitchens, Chemical Storage, Electronics)
ANNUAL SECURITY AND FIRE SAFETY REPORT REFERENCES

The following internal/external websites and data were used to compile the information in this report.

Website References

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<td>Civil Rights</td>
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<td>Commendations, Complaints, or Inquiries Form</td>
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<td>Dean of Students Office</td>
<td>DEA Drug Fact Sheet</td>
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<td>Diversity and Inclusion</td>
<td>Driving and Drugs in Maine</td>
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<td>Electronic device registration</td>
<td>Employee Assistance Program, Anthem EAP</td>
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<td>Freedom from Discrimination, Harassment, Sexual Misconduct and Gender-Based Violence Policy</td>
<td>Family Crisis Services</td>
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<td>Hazing Policy</td>
<td>FERPA</td>
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<td>Health Services</td>
<td>Maine.gov/substance abuse</td>
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<td>Human Resources</td>
<td>Maine Sex Offender Registry</td>
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<tr>
<td>Inclusion and Diversity</td>
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<tr>
<td>Missing Student Policy</td>
<td>Mid Coast Hospital</td>
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<tr>
<td>Office of Religious and Spiritual Life</td>
<td>National Domestic Violence Hotline</td>
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<tr>
<td>Office of the Dean for Academic Affairs</td>
<td>National Teen Dating Violence Helpline</td>
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<tr>
<td>Office of the Registrar</td>
<td>Rape, Abuse &amp; Incest National Network</td>
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<td>Office of Student Aid</td>
<td>Recreational Marijuana in Maine Law</td>
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<td>Public crime and fire log</td>
<td>Sexual Assault Support Services of Mid Coast Maine</td>
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<tr>
<td>Residential Fire Drill Procedures</td>
<td>Standard Response Protocol</td>
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<td>Residential Life</td>
<td>STOP THEFT</td>
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<td>Student Sexual Misconduct and Gender-Based Violence Policy</td>
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<td>Title IX</td>
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<td>Voluntary or Confidential Incident Reporting Form</td>
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<td>Weapons Policy</td>
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Internal and External References

- Bowdoin Annual Security and Fire Safety Report for 2018-2019
- Bowdoin Public Crime Log
- Bowdoin Public Fire Log
- Title IX Data
- NACCOP 2019 Webinars and Handouts
- Stanley Securities White Papers
- State of Maine
- The Handbook for Campus Safety 2016
COMMENDATIONS, COMPLAINTS, AND INQUIRIES

Your opinion matters to us! If you have a commendation, complaint, or inquiry you may complete this online form. Commendations will be shared with the officer or department, legitimate complaints will be taken seriously and handled efficiently, and inquiries will be answered by member of the Office of Safety and Security as soon as we can.

Bowdoin College is a member of the International Association of Campus Law Enforcement Administrators (IACLEA) and the Maine College and University Security Directors Association (MCUSDA) for operational coordination, support, and training.

Please Note: The information in this publication was accurate at the time of publication. However, Bowdoin College reserves the right to make changes at any time without prior notice to any of the information, including but not limited to course offerings, degree requirements, regulations, policies, procedures and charges. The College provides the information herein solely for the convenience of the reader and to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

The Annual Security and Fire Safety Report for Bowdoin College is available on line at Office of Safety and Security.