

2018-2019 Academic Year

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 for the
calendar years of 2015, 2016, and 2017*

Bowdoin College
Office of Safety and Security
9 Bath Road
Brunswick, ME 04011
207-725-3458
bowdoin.edu/security

Bowdoin

Contents

INTRODUCTION	4
THE OFFICE OF SAFETY AND SECURITY	5
Campus Enforcement Authority	5
Campus Security Authority	6
Important Phone Numbers	7
Emergency Procedures	8
Reporting Procedures	9
THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT	10
Developing Information	10
The Family Educational Rights and Privacy Act (FERPA)	10
Annual Security and Fire Safety Report	10
Clery Geographical Map – Main Campus.....	11
Geographic definitions.....	11
Bowdoin College Campus Crime Statistics.....	13
Clery Crime Definitions	16
Violence Against Women Reauthorization Act (VAWA)	17
Judicial Board Annual Report to the Community	18
CAMPUS EMERGENCY MANAGEMENT PLAN (CEMP)	19
Annual Emergency Exercise	20
Mutual Aid Agreements.....	21
EMERGENCY NOTIFICATION SYSTEM	23
Check/Update your emergency contact information.....	23
Shelter-in-Place Procedure	24
Evacuation Procedures	24
Active Shooter – How to Respond.....	24
VIDEO: Run. Hide. Fight. ® Surviving an Active Shooter Event	27
VIDEO: Standard Response Protocol on Campus.....	27
Timely Warnings	29
PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS	30
Security Alerts.....	31
Bicycle Locks and Registrations	31
Blue Light Emergency Phones.....	31
Campus Lighting.....	31
Cybercrime.....	31
Electronic Device Registration	32
Laptop Theft Prevention	32
Lighted Pedestrian Crosswalks	32
Self-Defense Courses	32
Speaking Engagements	32
The Bowdoin Shuttle.....	32
Weekly Security Report	32
HEALTH AND SAFETY IN COLLEGE RESIDENTIAL HALLS.....	33
Fire Safety Report Log.....	34
Clery Fire Statistics.....	36
On-Campus Student Housing Fire Safety Informational Chart	37
Building Access and Security.....	39
Noise Ordinance	40
Noise in the Town of Brunswick	40
Weapons Policy.....	40
MISSING STUDENT POLICY.....	42
ALCOHOL AND ILLEGAL DRUGS	43
The Drug-Free Schools and Communities Act of 1989 (DFSCA).....	43
Alcohol Policy.....	44
Disciplinary Procedures	45
Assessment and Treatment	46

Illegal Drug Policy.....	46
Drug-Free Workplace Act.....	46
Employee Alcohol and drug policy.....	47
Counseling and Treatment.....	47
Marijuana Legalization in Maine.....	50
Illicit/Illegal and misuse of prescription Drug Effects	50
Driving and Drugs in Maine.....	51
What are date rape drugs?	51
Federal Drug Laws.....	53
FREEDOM FROM DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT and GENDER BASED	
VIOLENCE	54
Bias Incident Group.....	54
Campus and Community Index.....	55
Discrimination.....	56
Hazing Policy.....	56
Student Sexual Misconduct and Gender Based Violence	58
Dean, Doctor, and Counselor-on-call Program.....	59
Resources.....	59
Safe Space.....	60
Sexual Assault Bystander Intervention	61
Workplace Violence Prevention	62
Title IX (of the Education Amendments of 1972)	63
Memorandum of Understanding with Local Law Enforcement	63
After reporting an incident	64
Flowchart of Options Available After a Sexual Assault.....	65
How to Support Someone Affected by Sexual or Gender Violence.....	68
Title IX: Compliance and Grievances.....	68
SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION.....	70

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

Dave Profit, Associate Director
Office of Safety and Security
207-798-7136
dprofit@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 comprising 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 policy violations. 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.

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. Officers conduct investigations of all incidents and submit detailed reports. Safety and Security coordinates with the Brunswick Police Department in the investigation of crimes occurring on campus, as outlined in a memorandum of understanding between the College and the Brunswick Police Department. Security officers have the authority to issue parking tickets. There is a 14-day appeal period and fines are billed through the Bursar's Office on a monthly basis.



CAMPUS SECURITY AUTHORITY

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. The Campus Security Authority members are trained annually.

BOWDOIN CAMPUS SECURITY AUTHORITIES			
Department	Contact	Building	
Academic Affairs	Dean, Directors, and Staff	Hawthorne-Longfellow Hall	207-725-3578
Athletics	Directors, Coaches, and Athletic Trainers	Buck Center	207-725-3326
Bowdoin Scientific Station	Directors	Kent Island, Grand Manan, BC, Canada	506-662-9114
Career Planning Center	Director and Advisors	Moulton Union	207-725-3717
Dining Services	Director, Managers, and Staff	Thorne Hall	207-725-3211
Environmental Health and Safety	Associate Director and Staff	Rhodes Hall	207-725-3763
Events and Summer Planning	Directors, Coordinators, and Staff	Coles Tower	207-725-3433
Health Center	Director	Buck Center	207-725-3770
International Programming and Off-Campus Study	Director	Moulton Union	207-725-3473
McKeen Center for Common Good	Director and Staff	Banister Hall	207-798-4133
Outdoor Leadership Center	Directors	39 Harpswell Road	207-725-3346
Registrar's Office	Registrar and Staff	Jewett Hall	207-725-3797
Residential Life	Directors, Staff, and RA Staff	Dudley Coe	207-725-3225
Resource Center for Sexual and Gender Diversity	Director and Staff	24 College Street	207-798-4223
Office of Safety and Security	Security Officers	Rhodes Hall	207-725-3314
Student Activities	Directors and Advisors	Smith Union	207-725-3201
Student Affairs	Deans, Advisors, and Staff	Moulton Union	207-725-3149
Student Employment	Associate Director	216 Maine Street	207-725-3497
Student Aid	Director	Ashby House	207-725-3146
Title IX	Benje Douglas Director of Title IX and Compliance, Gender Violence Prevention and Education	Dudley Coe	207-721-5189
Title IX/HR	Tamara Spoerri Title IX Coordinator, Vice President of Human Resources	216 Maine Street	207-725-3838
Title IX Academic Affairs	Elizabeth McCormack Deputy Title IX Coordinator, Interim Dean for Academic Affairs	Hawthorne-Longfellow Hall	207-725-3578
Title IX	Nicki Pearson Deputy Title IX Coordinator, Senior Woman Administrator	Buck Center	207-725-3329
Upward Bound	Director	82 Federal Street	207-725-3559

IMPORTANT PHONE NUMBERS

EMERGENCY NUMBERS	
Bowdoin Security (Emergency)	207-725-3500
Bowdoin Security (Non-Emergency)	207-725-3314
Brunswick Police/Fire/Medical (Emergency)	9-1-1
Brunswick Police Department (Non-Emergency)	207-725-5521
Mid Coast Hospital	207-729-0181
Mid Coast Walk-In Clinic	207-406-7500
Bowdoin Counseling Services	207-725-3145
Family Crisis Services – Domestic Abuse	800-537-6066
Alcoholics Anonymous	800-737-6237
Planned Parenthood	207-725-8264
American Civil Liberties Union (ACLU)	207-774-5444
Maine Human Rights Commission	207-624-6290
Sexual Assault Support Services of Midcoast Maine (SASSMM)	800-871-7741
Substance Abuse Resource Ctr.	800-499-0027
Maine Drug Enforcement / District Task Force (Cumberland County)	207-822-0380
Adult and Child Abuse	800-452-1999
National Abortion Hotline	800-772-9100
AIDS Hotline	800-851-2437
Human Services Department – Portland Office	800-482-7520
TTY (TELEWRITER PHONES)	
Burton-Little House (Admissions)	207-798-7116
Health Services	207-798-7113
Security Communications Center	207-725-3887
Hawthorne-Longfellow Library, Front Desk	207-798-7115
Moulton Union, 2 Floor, Dean's Office	207-725-3884
Smith Union, Information Desk	207-798-6038

GENERAL NUMBERS	
Bowdoin College	207-725-3000
President	207-725-3221
Office of the Dean for Academic Affairs	207-725-3578
Office of the Dean of Student Affairs	207-725-3149
Office of Residential Life	207-725-3225
Athletics	207-725-3326
Bookstore	207-725-3204
Bowdoin Career Planning	207-725-3717
Bowdoin Shuttle	207-725-3337
Campus Scheduling	207-725-3421
Center for Learning and Teaching	207-725-3006
Copy Center	207-725-3533
Counseling Service	207-725-3145
Dining Service	207-725-3211
Dinner Menu Hotline	207-725-3898
Events Office	207-725-3433
Hatch Science Library	207-725-3004
Health Services	207-725-3770
Information Desk, Smith Union	207-725-3375
Information Technology	207-725-3614
• Student Help Desk	207-725-5050
• Faculty/Staff Help Desk	207-725-3030
Hawthorne-Longfellow Library	207-725-3280
Mail Center	207-725-3302
Office of the Registrar	207-725-3521
Student Activities	207-725-3536
Student Aid Office	207-725-3144
Student Employment Office	207-725-3386

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 can not 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

REPORTING PROCEDURES

If you observe a crime or suspicious situation, or see a safety problem, immediately notify the Office of Safety and Security. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 207-725-3314. For security emergencies, dial 207-725-3500. You may also dial 9-1-1 for Brunswick police, fire, and emergency medical response.

The Office of Safety and Security is responsible for the reporting and follow-up of any criminal incident that occurs on the Bowdoin College campus, 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. To ensure that timely warnings are issued and that accurate statistics are included in this annual disclosure; Please immediately report any criminal offenses to a member of the Office of Safety and Security, or to your respective dean, director, department head, or campus security authority.

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. They may also contact a designated campus security authority who will then consult with safety and security.

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 jurisdiction. Out of courtesy, The Brunswick Police Department may inform Bowdoin security of off-campus situations involving students but they are not “required” to notify the College. Law enforcement authorities routinely work with and communicate with safety and security on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus. Students in these cases may be subject to arrest by the local police and college disciplinary proceedings through the Office of the Dean of Students.

Anonymous Reporting Procedures

If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Bowdoin College system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, 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. The purpose of an anonymous report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. 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 with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Bowdoin College. To file an anonymous report, call the Office of Safety and Security at 207-725-3314, write to 6040 College Station, Brunswick, ME 04011 or email security@bowdoin.edu.

Reporting to Pastoral and Professional Counselors

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 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 encouraged, they are not required to report crimes for inclusion into the annual disclosure of crime statistics, if they deem it appropriate, they can inform the counseled person of the procedures to report crimes on a voluntary basis for inclusion in campus crime statistics.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The [Clery Act](#) requires the distribution of an annual security and fire safety report (ASFSR) to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The ASFSR includes statistics for the previous three years concerning reported crimes that occurred on campus, 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 crimes reported to the Office of Safety and Security or to a campus security authority, regardless of the ultimate disposition of the reported crime. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings.

DEVELOPING INFORMATION

The annual preparation of crime statistics involves coordination among statistics collection by the Office of Safety and Security, the Office of the Dean of Student Affairs, the Brunswick Police Department (BPD), the Cumberland County Sheriff's Department (CCSO), the Maine State Police (MSP), and the Royal Canadian Mounted Police (RCMP). This coordination also occurs in the gathering of statistical data from those with "significant responsibility for students and campus activities". The Office of Safety and Security updates all campus safety and security information for submission to the Student Handbook and the campus crime report. The Office of Safety and Security contacts appropriate law enforcement agencies with jurisdiction over campus and non-campus properties to collect annual statistics and prepare a daily crime log describing reported incidents. A copy of the daily log may be obtained at The Office of Safety and Security, 9 Bath Road, Brunswick, Maine, or it may be viewed online at the Office of Safety and Security webpage.

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.

ANNUAL SECURITY AND FIRE SAFETY REPORT

This [Annual Security and Fire Safety Report](#) information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Office of Safety and Security. Each fall, e-mail notification is made to students and employees providing website address access for this report. The URL is also included on the websites of Human Resources and Admissions to inform prospective students and employees. You can link directly to the site at www.bowdoin.edu/security. Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting the Office of Safety and Security, Rhodes Hall, 207-725-3458. The [Clery Act Public Crime and Fire Log](#) may be viewed online at the [Office of Safety and Security website](#).

CLERY GEOGRAPHICAL MAP – MAIN CAMPUS



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
- 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.

Source: The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2016



Schiller Coastal Studies Boat Program



Schiller Coastal Studies Terrestrial Lab



Schiller Coastal Studies Farm House



Outing Club Cabin



Merritt Island



Smith Boathouse



Kent Island

BOWDOIN COLLEGE CAMPUS CRIME STATISTICS

Clery Crime Statistics	On-Campus				Non-Campus Property	Public Property
Offense Type	Year	Residences	Other	Total	Total	Total
CRIMINAL HOMICIDE						
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
SEX OFFENSES						
Rape	2017	8	1	9	0	0
	2016	12	0	12	0	0
	2015	11	0	11	0	0
Fondling	2017	1	0	1	0	0
	2016	0	6	6	0	0
	2015	0	0	0	0	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
OTHER CRIMINAL OFFENSES						
Robbery	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

Clery Crime Statistics	On-Campus				Non-Campus Property	Public Property
Offense Type	Year	Residences	Other	Total	Total	Total
OTHER CRIMINAL OFFENSES						
Burglary	2017	1	2	3	0	0
	2016	0	1	1	0	0
	2015	1	0	1	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	1	0	0
ARRESTS						
Liquor Law Violations	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Drug Law Violations	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Illegal Weapons Possession	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
JUDICIAL REFERRALS (DISCIPLINARY ACTIONS)						
Liquor Law Violations	2017	57	18	75	0	2
	2016	128	26	154	0	4
	2015	141	23	164	0	11
Drug Law Violations	2017	15	6	21	0	0
	2016	14	3	17	0	0
	2015	25	5	30	0	0
Illegal Weapons Possession	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

Clery Crime Statistics	On-Campus				Non-Campus Property	Public Property
Offense Type	Year	Residences	Other	Total	Total	Total
UNFOUNDED CRIMES						
Totaled Unfounded Crimes	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
VAWA (VIOLENCE AGAINST WOMEN ACT)						
Dating Violence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Stalking	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	2	2	0	0

HATE CRIMES	
On Campus Student Housing, On Campus, Non-Campus, Public Property	Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, National Origin
Murder/Non-Negligent Manslaughter	0
Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Simple Assault	0
Larceny-theft	0
Intimidation	0
Destruction, Damage, Vandalism of Property	0

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.

Sex Offense: 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.

NOTE: These basic crime definitions listed above are from *The Handbook for Campus Safety and Security Reporting-2016 Edition*.

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 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) Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b) The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:
 - The reporting party's statement;
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
 - c) The term *dating violence* excludes acts covered under the definition of *domestic violence*.

2. **Domestic violence:** A felony or misdemeanor crime of violence committed by any of the following individuals:
 - 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) 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 as a specific person that would cause *a reasonable person* to fear for the person's safety or the safety of others *or* suffer substantial emotional distress. A course of conduct is two or more acts, including, but not limited to:
 - Acts in the 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.
 - Substantial emotional distress is significant mental suffering or anguish that may, *but does not necessarily require*, medical or other professional treatment or counseling.
 - A reasonable person is one under *similar circumstances and with similar identities to the victim*.

JUDICIAL BOARD ANNUAL 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](#).



CAMPUS EMERGENCY MANAGEMENT PLAN (CEMP)

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 \(CEMP\)](#).

Five Phases of Emergency Management



ANNUAL EMERGENCY EXERCISE

The College conducts an annual exercise of the Campus Emergency Management Plan (CEMP) each academic year. The Campus Emergency Management Team (CEMT) and representatives of local 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 lockdown, 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

- CEMT review (adoption of the Standard Response Protocol) January 29, 2016, 11:00am
- Lockout drill, March 3, 2016, 3:00pm, (announced)
- Lockout drill, September 28, 2016, 11:00am, (announced)
- CEMT training and review, January 12, 2017, 9:00am
- Lockout drill, March 6, 2017, (announced)
- Tabletop Exercise, June 6, 2017, 8:00am, Topic: Response to an ammonia Leak
- CEMT training and review, January 11, 2018, 9:30am
- Flu Preparedness Meeting, January 31, 2018, 11:00am,
- Lockdown drill, March 07, 2018, 11:00am, (announced)
- Tabletop Exercise, June 07, 2018, 8:00am, Topic: Active shooter
- Lockout drill, September, 26, 2018, 11:00am, (announced)
- CEMT training, Continuation of June 7, 2018 tabletop, January 16, 2018, 9:00am, (announced)
- Lockout drill, March 06, 2018, announced



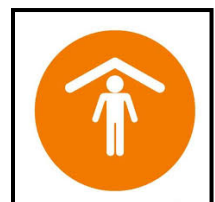
LOCKDOWN



LOCKOUT



EVACUATE



SHELTER

MUTUAL AID AGREEMENTS

Bowdoin College maintains a mutual aid agreements with the Brunswick police, fire and emergency medical, and with Mid Coast Hospital. These agreements specify the following:

The College will provide access to and copies of its emergency planning documents, including annual updates; familiarize the agencies with the physical layout of the College, including access and emergency egress routes, and the location and properties of the hazardous materials being handled at the College; and include the agencies' personnel in its emergency planning process, training, and exercises. The named agencies will provide services as needed or requested by the College, to include police, fire and emergency medical response and support.

CEMP QUESTIONS AND ANSWERS

1. What is a Disaster?

A disaster is any event that may seriously impair 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. 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.



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.

9. Who can answer my questions about the College's emergency planning?

Randy Nichols, Director
Office of Safety and Security
207-725-3458
rnichols@bowdoin.edu

Dave Profit, Associate Director
Office of Safety and Security
207-725-7136
dprofit@bowdoin.edu

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

EMERGENCY NOTIFICATION SYSTEM

The Bowdoin Emergency Notification System (Blackboard Connect) uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the College is, would be able to communicate information and instructions in the event of an emergency. Emergency messages are sent simultaneously via voice mail, email, and/or text messaging to all of 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 campus wide.



In the event of a campus emergency, the College will immediately alert the Bowdoin community to the nature of the emergency and provide safety instructions, unless the notification would, in the professional judgment of campus security authorities, compromise the efforts of emergency responders. 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 all of the numbers and addresses on file for each person.

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 as a whole.

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 [Address/Contact 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-Please 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 that 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.
- [Administrative and Academic Fire Drill Plan](#) – Introduction, roles, and schedule.

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)

- a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officer
 - Do not attempt to move wounded people
 - **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:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement
- c. To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
- d. If the active shooter is nearby:
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
- e. If evacuation and hiding out are not possible:
 - Remain calm
 - **Call 9-1-1, if possible, to alert police to the active shooter's location**
 - If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter (FIGHT)

- a. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in where the last shots were heard.

- Officers usually arrive in teams of 2-4
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

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 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
[Homeland Security](#)

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.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

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

STAFF

Lead safety strategy
Take attendance



© Copyright 2009-2015, All Rights Reserved. The "I Love U Guys" Foundation, Bailey, CO. More info at <http://iloveuguyz.org>. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions.

TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Office of Safety and Security will post timely warnings for the college community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and help prevent similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Office of Safety and Security, a campus security authority, or to the Brunswick Police Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director, or his designee, considering all available facts, including whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. When issuing timely warnings Bowdoin must withhold as confidential the name(s) and other identifying information of the victim(s) the Office of Safety and Security issues timely warnings for the following incidents: Criminal Homicide, Aggravated Assault, Sex Offenses, Robbery, Burglary, Motor Vehicle Theft, major incidents of Arson, other crimes as determined necessary by Director of Safety and Security, or designee.

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.

A timely warning and updates may be distributed 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 community regarding an emergency situation on the Bowdoin campus.
- **College email and voicemail**
- **Safety and Security website:** [Timely Warnings and Security Alerts](#)
- **Campus Digests**
- **Fliers** posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks, and administrative buildings.
- **Local area radio and television stations and print media.**

A copy of the timely warnings will be filed in the corresponding case file. The Office of Safety and Security may also issue “security alerts”, when necessary, to apprise the Bowdoin community of safety issues and concerns. These alerts will include information and recommendations so that members of the Bowdoin community may make informed decisions about personal safety.

The Office of Safety and Security also maintains a daily crime log that contains crimes reported to the department. The daily crime log is available at the Office of Safety and Security administrative offices in Rhodes Hall, or on the safety and security website.

PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS

PERSONAL SECURITY

- On-campus never hesitate to call security at 207-725-3314 if you see suspicious activity, need help de-escalating a situation, if you or someone else are in danger or in an uncomfortable situation.
- Never take your personal safety for granted.
- Avoid walking alone at night; if possible walk with a friend and stick to well-lit, well-traveled areas. Call The Bowdoin Shuttle at 207-725-3337 for a ride.
- Know the locations of campus blue light emergency phones.
- Check out your car interior and your surroundings before opening the door.
- Always lock your vehicle, bicycle, or motorcycles. Keep valuable property out of sight and park in well-lit areas.
- Have your car keys and residence keys in hand.
- Stay alert. Send the message you are calm, confident, and know where you are going. Stand up for yourself by being assertive, but not aggressive, with potential victimizers.
- Trust your instincts - if someone or something makes you uneasy, walk directly to a place where there are other people.
- Try to use public ATMs only during the daytime - have your card ready and don't approach it if you feel uneasy about the people nearby.
- Don't flash large amounts cash or valuable property. Carry small amounts of cash.
- Immediately inform Security of any bullying, victimizations, or threats.
- Limit your alcohol consumption, and leave social functions that are getting loud, crowded, or have too many people drinking excessively.
- Make friends and socialize with other students. This could help prevent being singled out by an aggressor.
- Enroll in violence prevention classes (e.g., FAST Defense) to learn about the protective skills needed to avoid threatening situations, including recognizing danger, critical thinking and decision making.
- 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.

RESIDENCE

- Don't let unauthorized people "tailgate" through card access controlled doors into residence halls.
- Keep exterior doors to residence halls locked at all times. Please help keep unwanted guests or intruders from entering your living area by monitoring who you allow into your residence.
- **DO NOT PROP INTERIOR OR EXTERIOR DOORS.** Always lock doors and windows at night. Never compromise your safety for a roommate who asks you to leave the door unlocked.
- Do not leave identification, wallets, checkbooks, jewelry, cameras, laptops, iPods and other valuables in open view.
- Registered electronic devices with security.
- Keep a list of your valuables and record serial numbers if there is one.
- Do not loan your keys or OneCard to anyone. Report lost or stolen cards immediately so that your card can be deactivated.
- Program your phone's speed dial memory with emergency numbers like the shuttle 207-725-3337, security communication center 207-725-3314 as well as family and friends.
- Know your neighbors and don't be reluctant to report illegal activities and suspicious behavior.



TIMELY WARNINGS AND SECURITY ALERTS

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](#) via e-mail and the safety and security portion of the Bowdoin website. E-mails are sent to all members of the Bowdoin College community and all alerts are contained on the 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 [bike registration](#) and bicycles only need to be registered once.



BLUE LIGHT EMERGENCY PHONES

[Blue light emergency 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.



CAMPUS LIGHTING

Light fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Facilities Department for evaluation. 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.



Phishing is a significant risk for students and employees. If cyber criminals are able to successfully phish for your login credentials, they then have access to your personal information, your email, and any other resources you may use. Human Resources and payroll databases are a prime target for cyber criminals. You can protect your personal information now by signing up for two-step login. To sign up, contact the Service Desk, 207-725-3030, or the Information Security Office, 207-725-3471.

Bowdoin IT offers to talk to groups around campus, both employees and students, about any information security topics you may be interested in. If there are questions about a specific topic or you would like to learn

more about information security you can contact the Information Security Office at extension 4248 or 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 an [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.



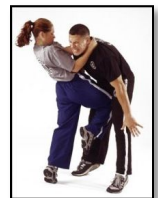
LIGHTED PEDESTRIAN CROSSWALKS

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.



SPEAKING ENGAGEMENTS

Members of safety and security regularly visit on-campus and off-campus student residences to present information regarding personal safety, alcohol and drug education, and crime prevention. To request a safety meeting for your room or residence hall, contact the Office of Safety and Security administrative office at (207-725-3458).

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 all 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.



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:

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 Residence Hall Policy.

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; stereo equipment; computer equipment; coffeemakers; curling and clothing irons; hair dryers; desk fans; extension cords; lamps; television sets; VCRs; 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. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Residential Life must be removed from College spaces.

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 residences 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 camp-stove fuel, fireworks, smoking materials, certain holiday decorations, gasoline, paint thinners, lamp oils, 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) electrical 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 (available from 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 SAFETY 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 Act 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](#), Section B - Health and Safety in College Residential Halls, Number 3 –Fire Safety from the Office of the Dean of Student Affairs.
 - [Office of Environmental Health and Safety](#) and the [Residential Life Policies](#) for additional health and safety policies
 - [Holiday Decorations Policy](#) and [Open-Air Fire Policy](#) from the Office of Facilities Management.
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:

Ted Stam

Director of Facilities Operations &
Maintenance, Facilities Management
tstam@bowdoin.edu
207-798-4282

Randy Nichols, Director

Office of Safety and Security
207-725-3474
rnichols@bowdoin.edu



CLERY FIRE STATISTICS

Fires On-Campus Student Housing Facility								
Year	Residential Facilities Date/Time	Street Address	Total Fires in Each Building	Cause of Fire	Category of Fire	Fire Related Injuries	Fire Related Deaths	Value of Property Damaged by Fire
2017	Ladd Feb 11 23:35	14 College St.	1	Plastic spatula left on hot burner	Unintentional	0	0	\$0
	Brunswick Apt E-J Oct 9 19:40	279 Maine St	1	An object left inside oven	Unintentional	0	0	\$0
2016	Brunswick Apt R-X Apr 1 18:14	281 Maine St.	1	Student burned tortillas in oven, causing them to ignite	Unintentional	0	0	\$0
	Russwurm Apr 20 17:32	6-8 College St.	1	Cooking grease caused an electric stove burner to flame	Unintentional	0	0	\$0
2015	Brunswick Apt M-O Jul 25 14:11	281 Maine St.	1	A pan of brownies burned on stove burner. Smoke damage and chemical clean up required	Unintentional	0	0	\$746.00
	Coles Tower Sep 22 09:30	5 Coles Tower Dr.	1	A small paper poster mount on an elevator wall was partially burned with a lighter or match	Intentional	0	0	\$0
	Stowe House Inn Feb 07 02:29	63 Federal St.	1	A cardboard pizza box that was place in an oven caught fire activating smoke alarm	Unintentional	0	0	\$0
Cause Categories		Unintentional (Cooking, Smoking Materials, Open Flames, Electrical, Heating Equipment, Hazardous Products, Machinery/Industrial, Natural, or other) Intentional Undetermined						

ON-CAMPUS STUDENT HOUSING FIRE SAFETY INFORMATIONAL CHART

Building Name	#Annual Evacuation/ drills	Primary Rallying Point	Secondary Rallying Point	Evacuation Plans & Placards	SA *	RB *	NG *	CO *	SPR *	HAZ *	Fire Extinguisher Devices
Appleton Hall	Fall	Main quad in front of Hubbard Hall	Traffic circle, South Campus Drive	X	X	X	X	X	X		X
Baxter House	Fall	Side Lawn between Baxter and Stowe	Front lawn	X	X	X			X		X
Brunswick Apartments A-B, C-D, E-J, K-L, M-O, P-Q, R-X	Spring	Brunswick quad	Front lawns across Longfellow St	X	X	X			X		X
Burnett House	Spring	Page St parking lot	Across Page St, behind Mustard House	X	X	X		X	X		X
Chamberlain Hall	Spring	Lawn between Chamberlain and Craft Center	Lawn between Chamberlain and Thorne Halls	X	X	X	X	X	X		X
Coleman Hall	Spring	H-L Library quad	Traffic circle, South Campus Drive	X	X	X	X	X	X		X
Coles Tower	Spring	Lawn between Coles and Craft Center	Front lawn of Baxter House	X	X	X	X	X	X		X
College Street-30	Fall	Lawn in front of Counseling Services	Rear parking lot	X	X	X		X	X	X	X
Harpwell-52	Fall	Front Lot	Back Lot	X	X	X	X	X	X		X
Harpwell Street Apts	Spring	Watson Arena parking lot	Soccer fields	X		X		X	X		X
Helmreich House	Spring	Rear parking lot	Parking lot between Helmreich/ Mustard Houses	X	X	X		X	X		X
Howard Hall	Fall	Lawn behind Ladd House	Front lawn of Baxter House	X	X	X			X		X
*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)										

Building Name	Annual Evacuation/ drills	Primary Rallying Point	Secondary Rallying Point	Evacuation Plans & Placards	SA *	RB *	NG *	CO *	SPR *	HAZ *	Fire Extinguisher Devices
Howell House	Spring	Rear parking lot	South side yard	X		X		X	X	X	X
Hyde Hall	Fall	Main quad in front of Hubbard Hall	South Campus Drive	X	X	X	X	X	X		X
Ladd House	Fall	Front lawn	Rear lawn	X		X		X	X	X	X
MacMillan House	Spring	Front lawn of Quinby House	West side lawn	X		X		X	X	X	X
Maine Hall	Fall	Main quad in front of the Chapel	North Campus Drive	X	X	X	X	X	X		X
Mayflower Apartments	Spring	Sidewalk across Belmont St	Down Belmont St towards campus	X	X	X		X	X		X
Moore Hall	Fall	Coe quad	East side parking area	X	X	X	X	X	X		X
Osher Hall	Fall	Lawn behind Ladd House	Parking lot across Coffin St	X	X	X	X	X	X	X	X
Pine Street Apartments	Spring	Main parking lot	Cemetery across Pine St	X		X		X	X		X
Quinby House	Spring	Front lawn	Ashby House parking lot	X		X		X	X		X
Reed House	Spring	East parking lot	West side lawn	X	X	X		X	X		X
Russworm House	Fall	East parking lot	Front lawn of Baxter House	X	X	X			X	X	X
Smith House	Fall	In front of garage	Convenience store parking lot	X	X	X	X	X	X		X
Stowe Hall	Fall	Lawn behind Ladd House	Playground across South St	X	X	X		X	X		X
Stowe House Inn	Spring	Main parking lot	Rear parking lot	X	X			X	X		X
West Hall	Fall	Lawn behind Ladd House	Playground across South St	X	X	X	X	X	X		X
Winthrop Hall	Fall	Lawn in front of Adams Hall	Main quad in front of Mass Hall	X	X	X	X	X	X		X
*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)										

BUILDING ACCESS AND SECURITY

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 needed for an employee's work may be obtained from Facilities Management upon proper authorization. For everyone's 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 (e.g., 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 faculty, staff, and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled regularly by safety and security officers, and many entrances are monitored by security cameras.

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

All Bowdoin residence halls and undergraduate apartments are kept locked at all times and 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.

Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by safety and security.

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.



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.

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 that 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 the Office 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.

Guidelines for authorized secure weapons storage

1. Requests for authorization to store weapons on campus are to be directed to the Director of the Office of Safety and Security.
2. Access to the weapons storage room will be controlled by the Office of Safety and Security.
3. Students wishing to access their weapons must contact the Office of Safety and Security in advance, 207-725-3314.
4. 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.
5. Students must have weapons in a protective case when transporting them to and from the Office of Safety and Security.
6. Students must present their Bowdoin photo identification to a security officer to be checked against a Master Access List.
7. Students will sign a log sheet recording access to their weapon.

The 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. Please direct any questions regarding this policy to the Director of the Office of Safety and Security at 207-725-3458.



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 SOP 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.

The complete policy may be viewed under the [Missing Student Policy](#) in the [Student Handbook](#).

ALCOHOL AND ILLEGAL DRUGS

THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 (DFSCA)

The most recent version of Bowdoin College's Drug and Alcohol Abuse Prevention Program (DAAPP) can be located online with this link [Alcohol and Illegal Drug Policy](#). Additional policies, academic honor and social code, applicable disciplinary sanctions, health risks, counseling and treatment, processes, goals, and objectives can be found on this website and within the DAAPP. The biennial report, developed in accordance with DFSCA of 1989, can be obtained at the Office of Residential Life, located in Dudley Coe building on the first floor, or by calling 207-725-3225. Students, staff, and faculty are informed each year about the DAAPP and the DFSCA and how to obtain copies.

INTRODUCTION

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, the specific alcohol and drug policies established by Bowdoin College are 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 policies 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 to seek help from Bowdoin Security, Residential Life Student Staff, medical or counseling professionals, and/or local or state police out of fear of disciplinary action.

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/factsheets>

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 in College residences. Hard liquor with an alcohol content of more than 10 percent alcohol by volume that is found in campus residences by Security will be confiscated. Generally, this excludes beer, malt beverages, wine, hard liquor mixes, champagne and hard cider.

3. Drinking Games

Drinking games, encouraging the rapid ingestion of alcohol, are not permitted. Such games include, but are not limited to Quarters, Beer Pong, Beirut, Power Hour, and Flip Cup. 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 of Students.

6. **Restricted Areas**

Drinking in public places (including 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, 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 Function**

All student-sponsored parties or social events at which alcohol will be served must complete the party registration process. Click [here](#) to view this rule in its entirety as it covers: *Duties and Obligations of Hosts, Registration Process, and Additional Requirements*.

8. **Pub Regulation**

- a. 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 any alcohol into the Pub.
- b. 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.
- c. Only Bowdoin College student identification and/or an official Maine or other state identification will be accepted as verification of legal age.
- d. If, in the judgment of any Pub bartender, an individual appears intoxicated, additional service will be refused.
- e. 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.

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 alcohol regulations 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 warning 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 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 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 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 Service or Counseling Service 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 particular 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 Health Promotion. 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 appropriate.

ILLEGAL DRUG POLICY

Bowdoin College expects its students and employees to comply with all the requirements of federal and Maine state law. As such, the unlawful possession, use, or distribution of illicit 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, preempt state law and, therefore, apply on Bowdoin's campus. 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 comes to the attention of the Office of the Dean of Students will generally be referred to the Counseling Service or another drug treatment program. Depending on the circumstances, the student may also be subject to disciplinary action.

Students who sell illegal or prescription drugs will be subjected to disciplinary action by the College. If the Office of the Dean of Students receives reliable information or other evidence that a student has been or is currently involved in the trafficking of illegal or prescription drugs, or has been or is in possession of such amounts or associated paraphernalia as to make this a reasonable presumption, then the student will be asked to resign from Bowdoin College. Should the student refuse to resign, then the Dean of Students may temporarily suspend the student pending a formal hearing by the Judicial Board for permanent dismissal.

Students who are accused of placing illegal or prescription drugs in the beverages or food of others will be subject to the same disciplinary procedures as those accused of selling illegal drugs.

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

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 or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student under the influence of illegal drugs or who possesses or consumes illegal drugs at Bowdoin is subject to College disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

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 the College Counseling Service or Employee Assistance Program.

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.

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. The Counseling Service 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 the Counseling Service if they are concerned about a friend or family member's alcohol or drug use. The Counseling Service 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 the Counseling Service 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 also inpatient hospitalization for chemical dependency.

Where to Get Help

Campus Resources:

[Bowdoin College Health Services](#): 207-725-3770

[Bowdoin College Counseling Services](#): 207-725-3145

Geno Ring, LDAC, 207-319-4104

Community Resources:

[Alcoholics Anonymous for Bath-Brunswick](#), Hotline 1-800-737-6237

[Addiction Resource Center](#), Brunswick, 1-800-244-3805

Geno Ring, LDAC, 207-319-4104

Inpatient Rehabilitation Services:

Mercy Hospital, Portland, 207-879-3600

Employee Assistance Program:

[Anthem EAP](#) 1-800-647-9151



Peter Buck Center for Health and Fitness

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 drivers 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:

- 18, 19 and 20 year olds – Civil Violation
- 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 [law](#) 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.

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: <https://www.maine.gov/dhhs/samhs/osa/>

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](#) 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. Rather, it could be an acquaintance or stranger.

The three most common date rape drugs are:

- **Gamma Hydroxybutyric Acid** (aka: GHB, Liquid Ecstasy) 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 "ecstasy" (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

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.



FREEDOM FROM DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT AND GENDER BASED VIOLENCE

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, 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 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 on the basis of 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.

CONTACT

Benje Douglas, the Director of Title IX and Compliance, is the College's Title IX Coordinator. He connects students to resources available on campus and in the community surrounding instances of sexual misconduct, gender based violence, and Title IX compliance. He may be reached at 24 College Street, Brunswick, Maine 207- 721-5189 or by email at bdouglas@bowdoin.edu.

Tama Spoerri, the Vice President for Human Resources is the individual designated by the College to coordinate its efforts to comply with the applicable anti-discrimination, equal opportunity and affirmative action regulations and laws and MHRA, Title IX, Title VII, Section 504. Questions about the College's discrimination policy or the [Freedom from Discrimination and Harassment Policy](#) should be directed to: Tama Spoerri may be reached at 216 Maine Street, 3rd floor, Brunswick, Maine, 207-725-3838 or tspoerri@bowdoin.edu

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.

The Bias Incident Group:

Clayton S. Rose President (Chair)	Kate Stern Associate Dean of Students for Diversity and Inclusion and Co-Director Center for Sexuality, Women & Gender, Student Activities
Benje Douglas Director of Gender Violence Prevention and Education, Director of Title IX and Compliance	Michael Reed Senior Vice President for Inclusion and Diversity
Bernie Hershberger Dir. Counseling Service and Wellness Programs	Randy Nichols Director of Safety and Security
Guy Mark Foster Associate Professor of English	Scott W. Hood Vice President for Communications and Public Affairs
H. Roy Partridge Special Asst. Pres. for Multicultural Affairs	Tim Foster Dean of Student Affairs
Hillary Thompson Assistant Professor of English	Gardenia Pimentel '19 Aine Lawlor '21

CAMPUS AND COMMUNITY INDEX

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;
- 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.

Responses to frequently asked questions are available on the Bowdoin website link below.

[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.

DISCRIMINATION

Respect for the rights of all and for the differences among us is essential for the Bowdoin community.

Discrimination or harassment of others because of race, ethnicity, nation of origin, religious affiliation, gender, age, sexual orientation, gender identity and/or expression, physical disability, or other characteristics has no place in an intellectual community. 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, criminal prosecution may be pursued.

[HAZING POLICY](#)

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, however, that attempt to build these bonds between members must do so in an affirming way without coercion 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.

College Policy and Maine Law

Hazing is strictly prohibited at Bowdoin by College policy and by Maine law. Violation of the hazing policy may subject an individual or recognized organization or team to disciplinary action, either administrative or via the Judicial Board, with penalties up to and including suspension or dismissal for individuals and suspension or termination in the case of a student organization or team. In addition to incurring serious College-imposed consequences for violations of Bowdoin policy, students and organizations may be subject to criminal prosecution by legal authorities for violation of the Maine injurious hazing 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.”

Bowdoin defines hazing more broadly as: Any activity that is part of an initiation, participation, or affiliation in a group that 1) physically or psychologically humiliates, degrades, abuses, or endangers--regardless of a person's willingness to participate; 2) results in the disruption of the educational process or the impairment of academic performance; or 3) violates College policy or state law. This applies to behavior on or off campus. 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. Examples of hazing include but are not limited to the following: physical threats or abuse of any kind; encouraging or requiring a person to consume alcohol, drugs, or foreign or unusual substances; forcing a student into a violation of the 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; requiring a shaved head or the wearing of conspicuous apparel in public; and depriving a person of sleep.

Identifying Hazing

Hazing is a form of victimization. It is premeditated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or of activities that demonstrate disregard for another person's dignity or well-being. A level of coercion is often involved, i.e. those being hazed either couldn't or didn't feel they could opt out because of the peer pressure involved and the desire to belong to the group.

The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Here are some key questions to consider:

- Is a person or group being singled out because of status?
- Are the activities being planned in advance?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Is there a concern about safety?
- Is there a level of coercion and peer pressure involved and how easily are people able to opt out?
- Will current members refuse to do exactly what the new members are being asked to do?
- Do the activities interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Is alcohol involved?
- Is there a sexual element to the activity?
- Do any activities violate College policy or federal, state or local 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 generally differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

There are new-member activities that are positive and/or educationally valid, e.g. community service projects, movie nights, ropes course training, tournaments around team history, etc. Ask if you would have any reservations describing the activity to parents, grandparents, a professor, dean, police officer or judge; or ask how you would feel if the activity was photographed and appeared in the *Orient* or on Facebook, YouTube, or local TV. If either or both would unsettle you, then the activity probably constitutes hazing.

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. As such, no student, College employee, College volunteer, student organization, athletic team, or other College-recognized group or association shall conduct or condone hazing activities, consensual or not.

Taking Action

When in doubt about an activity, ask a dean or a coach or other College employee who works with student organizations or teams. They can provide additional examples of behaviors that might constitute hazing, examples of positive group bonding activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support.

At Bowdoin, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Security if they encounter activities that put others in physical or psychological harm or discomfort as long as they can do so without jeopardizing their own safety or the safety of others. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before things get out of hand. Bowdoin students and employees should notify appropriate College officials

(Security, deans in the Office of Student Affairs, 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 an anonymous letter to an appropriate College official or asking a College official that the report remain anonymous.

STUDENT SEXUAL MISCONDUCT AND GENDER BASED VIOLENCE

This Policy covers reports of alleged Sexual Misconduct and Gender Based Violence involving Bowdoin College students. The health, safety and well-being of students is the College's primary concern. If you or someone you know may be the victim of any form of Sexual Misconduct or Gender Based Violence, as defined below, you are strongly urged to seek immediate assistance from the appropriate community resource. Assistance can be obtained 24 hours a day, seven days a week from:

- * Police (Town of Brunswick): 9-1-1 or 207-725-6620
- * Sexual Assault Support Services of Midcoast Maine (SASSMM): 800-871-7741
- * Family Crisis Services: 866-834-4357
- * Midcoast Hospital: 9-1-1 or 207-729-0181
- * Bowdoin Office of Safety and Security: x3500 or 207-725-3500

Seeking assistance immediately is important to protect yourself and the members of the College community and to preserve physical and other evidence. You are also strongly urged to contact the Title IX Coordinator, **Benje Douglas**, as soon as reasonably possible to report any Sexual Misconduct or Gender Based Violence you believe may have occurred. Benje can be reached at **207-721-5189** or by email at bdouglas@bowdoin.edu. Benje is available to help connect students to the resources available on campus and in the community, including making reports to law enforcement, as well as to explain the processes available through this Policy.

If you or someone you know may be the victim of Sexual Misconduct or Gender Based Violence by a member of the College's faculty or staff, you may report such misconduct or file a complaint with the Deputy Title IX Coordinator for Employees and Visitors. Bowdoin College's Deputy Title IX Coordinator for Employees and Visitors is the Vice President for Human Resources, Tamara Spoerri. Tama can be reached at (207) 725-3838 or by email at tspoerri@bowdoin.edu.

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>.

Student Sexual Misconduct and Gender Based Violence Policy

I. [INTRODUCTION](#) *(click links below)*

- [A. Overview of College Procedures](#)
- [B. Definitions](#)
- [C. Geographic Jurisdiction](#)
- [D. Confidential Resources](#)
- [E. Procedural Options](#)
- [F. Supporters and Advisors to the Parties](#)
- [G. Timing of Complaints and Availability of Procedures](#)
- [H. Retaliation](#)
- [I. Other Related Misconduct](#)
- [J. Criminal Proceedings](#)

II. [THE PROCESS: INITIAL STEPS](#)

- A. Intake Meeting with Complainant
- B. Complainant Wishes to Pursue Formal or Alternative Resolution
- C. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality
- D. Interim Measures

III. FORMAL RESOLUTION

- A. Formal Complaint
- B. Investigation
- C. Appeal of Investigator's Determination
- D. Convening of Panel and Challenges to Panel Composition
- E. Pre-Decision Board Preparation
- F. Complainant Changes Election to Alternative Resolution
- G. Respondent Elects to Accept Responsibility
- H. Privacy of the Process
- I. Panel Proceedings

IV. ALTERNATIVE RESOLUTION

- A. Purpose of Alternative Resolution
- B. Board Office
- C. Process of Alternative Resolution
- D. Outcomes of Alternative Resolution
- E. Confidentiality of Alternative Resolution
- F. Election of Formal Resolution

V. POLICY INTERPRETATION AND AMENDMENTS

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.

RESOURCES

The College is committed to providing information regarding on- and off- campus services and resources to survivors of sexual misconduct and sexual assault. Any of the resources listed below can assist a student to access the full range of services available.

On-Campus Resources

- [Bowdoin College Security](#) (ext. 3314, or for emergencies ext. 3500)
- Dean-on-call, Doctor-on-call, Counselor-on-call (ext. 3314 after hours)
- [Counseling Center](#) (ext. 3145)
- [Peter Buck Health Center](#) (207-725-3770)
- [Employee Assistance Program, Anthem EAP](#) (800-647-9151)
- [Human Resources](#) (ext. 3837)
- [Office of the Dean for Academic Affairs](#) (ext. 3578)
- [Dean of Students Office](#) (ext. 3229)
- Safe Space (contact Residential Life Staff or Dean's Office for names of student members)
- [Diversity and Inclusion](#) (ext. 7039)
- [Residential Life](#) (Proctors, RAs, office ext. 3225)
- **Off-Campus Resources**
- [Brunswick Police Department](#) (9-1-1 or 207-725-6620)
- [Mid Coast Hospital](#) (207-729-0181)
- [Sexual Assault Support Services of Mid Coast Maine](#) (SASSMM) (800-871-7741 statewide or 800-822-5999 in local area)
- [Family Crisis Services](#) (800-537-6066, Brunswick Office 442-0106, 24 Hour Hotline 866-834-4357)
- [Rape, Abuse & Incest National Network](#) (800-656-HOPE)
- [National Domestic Violence Hotline](#) (800-799-7233)
- [Domestic Abuse Helpline for Men and Women](#) (888-7HELPLINE)
- [National Dating Violence Helpline](#) (866-331-9474)

COMMUNITY EDUCATION ABOUT SEXUAL ASSAULT AND SEXUAL MISCONDUCT

The Office of the Dean 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.

SAFE SPACE

Safe Space is a group of trained students dedicated to supporting people who have experienced sexual harassment, sexual assault, or sexual misconduct. Safe Space offers people who have experienced sexual harassment, sexual assault or sexual misconduct an opportunity to share their experiences in a confidential and supportive atmosphere. Members of Safe Space are trained by counselors from the Sexual Assault Support Services of Mid Coast Maine and can be reached through campus mail, e-mail, or by telephone to answer questions and provide support. As part of their mission of support, Safe Space members sponsor a number of activities throughout the year aimed at educating Bowdoin students about sexual harassment and sexual assault. Members are available to discuss these issues with all students and members of the community. Names of members are available from Proctors and Resident Assistants as well as the Office of the Dean of Student Affairs, Counseling Services, Health Services, and Security.

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.

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 women.
- 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 as a means 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 at all times 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.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following **Personal Safety Tips**:

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Safety and Security if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to the Office of Safety and Security.
- Make a mental note of suspicious strangers in case a later crisis does occur.

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
- 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.)

TITLE IX (OF THE EDUCATION AMENDMENTS OF 1972)

[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 Title IX and Compliance, Benje Douglas. The Director of Title IX and Compliance is the individual designated by the College to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns about Title IX, Section 504 should be directed to:

Benje Douglas
 Director of Title IX and Compliance
 24 College Street
 Brunswick, ME 04011
 207-721-5189
bdouglas@bowdoin.edu

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 in order 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.

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:

2. 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 Midcoast Maine ([SASSMM](#)): 800-822-5999*
- Family Crisis Services: 866-834-4357*

3. 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

4. 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, as long as their actions did not put another student or the community at risk.

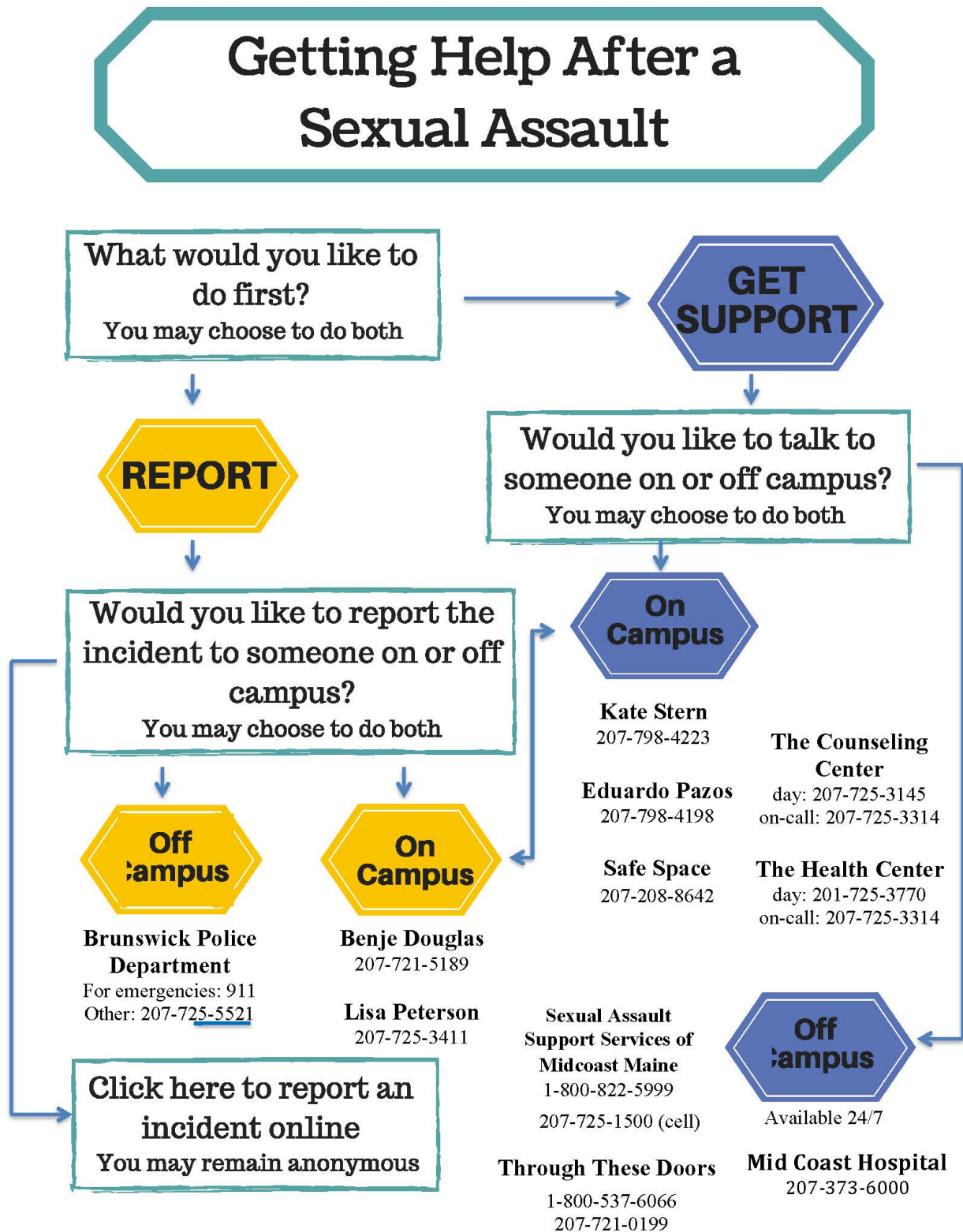
The Title IX Office is located at 24 College Street, at the corner of College and Coffin.

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.

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>).



FLOWCHART OF OPTIONS AVAILABLE AFTER A SEXUAL ASSAULT



For Employees:

For alleged sex discrimination, sexual misconduct, or gender based violence complaints against or involving employees and/or student employees, as well as other aspects of the College's equal opportunity or affirmative action or harassment policy inquiries or complaints may be made to:

The Title IX Deputy Coordinator:

Tamara Spoerri
 Vice President for Human Resources, Title IX Deputy Coordinator
 216 Maine Street, 3rd floor
 Brunswick, ME 04011
 207-725-3838
tspoerri@bowdoin.edu

For all student inquiries regarding Title IX:

Benje Douglas
 Director of Title IX and Compliance
 24 College Street
 Brunswick, ME 04011
 207-721-5189
bdouglas@bowdoin.edu

For Faculty inquiries regarding Title IX, the Title IX Deputy Coordinator is:

Elizabeth McCormack
 Interim Dean for Academic Affairs
 216 Hawthorne-Longfellow Hall
 207-725-3426
emccorma@bowdoin.edu

For Athletics inquiries regarding Title IX, the Title IX Deputy Coordinator is:

Nicki Pearson
 Associate Director of Athletics & Senior Women's Administrator
 Head Coach Women's Field Hockey
 Buck Center, Second Floor
 Brunswick, ME 04011
 207-725-3329
npearson@bowdoin.edu

Working in a harassment-free environment is the right of every Bowdoin College employee. If an employee or student experiences any unlawful harassment, violence or discrimination, (s)he should promptly report it to a supervisor or department head, or to one of the Title IX Coordinators listed above. An investigation of the matter will be initiated and appropriate action taken. No employee may retaliate against someone who files a complaint of unlawful harassment; such retaliation will subject the offender to additional charges and sanctions under the policy. However, if the College determines that an intentionally false or malicious complaint has been made under this [freedom from discrimination, harassment, sexual misconduct and gender based violence policy](#), disciplinary action will be taken against the individuals filing the complaint or providing false information regarding the complaint.

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 or not 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.

RESOURCES

Members of the Bowdoin community may wish to use the following services for consultation and/or support:

On-Campus Resources

- Bowdoin College Security (Ext. 3314 or for emergencies Ext. 3500)
- Counseling Center (Ext. 3145)
- Peter Buck Health Center (Ext. 3236)
- Employee Assistance Program 1-800-647-9151 or AnthemEAP.com
- Human Resources (Ext. 3837)
- Office of the Dean for Academic Affairs (Ext. 3578)
- Office of the Dean of Student Affairs (Ext. 3228)
- Safe Space (contact Residential Life Staff or Dean's Office for names of student members)
- Women's Resource Center (Ext. 3620)
- Workplace Advisors (listed above)

Community Resources

- Sexual Assault Support Services of Midcoast ME (2207-725-2181, 1-800-871-7741
124 Maine Street, Brunswick, ME)
- Brunswick Police Department (9-1-1 or 207-725-5521)
- Mid Coast Hospital (207-725-0181)

If the complainant alleges that a criminal sexual violation has occurred, and chooses to inform the police, the College will provide support to the complainant through such volunteers, community resources and employees of the College as appropriate.

HOW TO SUPPORT SOMEONE AFFECTED BY SEXUAL OR GENDER VIOLENCE

1. Listen
2. Believe

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

Please **do** the following

- Assure them that it is not their fault
- Assure them that they did the best they could
- Suggest that they talk to someone
- Assure them that they are not alone
- Be sensitive to their need for privacy
- Stay calm and be patient; give them time
- Offer to go with them to [report the incident](#) and to seek out [resources](#)
- Explain their options (use this flowchart, or refer to the available resources)
- Use active listening skills to tune into the survivor's concerns and priorities, as these may be different from what you perceive their priorities to be

Please **avoid** the following

- Avoid asking questions out of curiosity
- Try not to express shock, disgust, or anger, or judgement
- Do not press for details
- Avoid asking questions without a reason to ask them
- Do not minimize, deny, or blame them for their experience
- Try not to touch the survivor without their permission
- Do not put words in a survivor's mouth or tell them how they are feeling
- Do not make decisions for the survivor
- Avoid making promises or guarantees, such as, "you're going to be fine," or "of course your family will be supportive"

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. If you have any questions about how to support someone, or how to support yourself, reach out to one of the available [resources](#). The Sexual Assault Support Services of Midcoast Maine ([SASSMM](#)) is an excellent resource for both survivors and supporters; contact them at 1-800-822-5999 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

TITLE IX: COMPLIANCE AND GRIEVANCES

Grievance Procedure for Student Complaints Regarding Sex Discrimination and Discrimination On The Basis of Physical and Mental Disability

1. Resolution by Informal Negotiation

A student who feels he/she has been discriminated against because of sex or disability should first seek a resolution of this problem through informal negotiation. The student can bring his/her concern to the attention of the department chair or administrator in whose department the problem has occurred or to the attention of the dean for academic affairs. The department chair, administrator, or dean who has been informed of the problem will then seek to discuss the issue with all parties concerned and achieve a resolution satisfactory to all. If no resolution is reached through informal negotiation, the department chair, dean, or administrator should inform the dean of student affairs who will refer the problem to a grievance committee. At this time, the student alleging discrimination will be asked to prepare a written statement of allegations.

a) **The Grievance Committee for Student Complaints of Sex Discrimination or Discrimination on the Basis of Physical or Mental Disability**

Composition: The composition of the grievance committee for student complaints regarding sex discrimination or discrimination on the basis of disability in cases regarding academic affairs will differ from that of the grievance committee for student complaints regarding non-academic affairs. The grievance committee for student complaints regarding academic affairs consists of four faculty members and two students, with equal representation of men and women, in addition to the chair, the dean for academic affairs serving ex officio. The grievance committee for student complaints regarding non-academic affairs consists of four faculty members and four students, with equal representation of men and women in addition to the chair, the dean for academic affairs serving ex officio. In either case, the faculty members of the grievance committee are chosen by the Faculty Governance Committee, and the student members are chosen by the Student Assembly Executive Board. In case any member of the committee is unable to participate in a hearing because of a conflict of interest, an alternate member chosen by the procedure outlined above will replace him/her.

b) **Conduct of Hearings:** Grievance hearings will be conducted by the grievance committee. Both the student who brings the grievance, the faculty member, or administrator against whom the grievance is lodged are free to make statements and bring witnesses. The grievance committee may seek additional information or testimony it finds relevant to resolving the complaint. A student may be represented at the hearing by a member of the Bowdoin faculty or staff or by another student. Parties may have legal counsel present only with the consent of the committee. A written record will be kept of all hearings before this committee. The record will indicate the persons present, will summarize the assertions presented to the committee, and will state the conclusion of the committee together with the reasons for arriving at that conclusion.

c) **Recommendation of the Committee:** When all parties to the grievance have completed their presentations and the grievance committee has solicited all information it finds relevant, the committee shall make a recommendation to the president regarding the appropriate resolution of the grievance.

2. PROCEDURES FOR OTHER GRIEVANCES

Other grievances that students may have concerning their professors ought first to be discussed with the professor involved, then with the student's academic advisor. The problem may also be brought to the attention of a member of the student affairs staff, who may decide to handle it personally or may choose to refer the matter to the dean of student affairs and the dean for academic affairs. In responding to student grievances, the deans must balance two considerations: the importance of protecting the professor's academic freedom and authority to conduct the class as he or she sees fit, and the student's right to be fairly treated.

Please refer to:

- Campus [Title IX](#)
- Employee Handbook [Freedom from Discrimination, Harassment, Sexual Misconduct & Gender Based Violence](#) policy
- Student Handbook [Student Sexual Misconduct Policy and Procedures](#) policy
- [Preventing sexual and gender-based violence](#)

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 (AWCPSA) 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.

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 Campus Crime, Fire, Alcohol, and Illegal Drugs report for Bowdoin College is available on line at [Office of Safety and Security](#).



Bowdoin