

Garrett  
College  
Annual  
Security  
and Fire  
Safety  
Report

2017

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Generated annually in compliance with the Jeanne Clery Disclosure of  
Campus Security policy and Crime Statistics Act

# Garrett College Annual Security and Fire Safety Report 2017

This report is generated annually in compliance with the [Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act](#). The report may be obtained from the [college website](#), by contacting the Campus Safety and Security Office at 301-387-3037, or by emailing them at [security@garrettcollege.edu](mailto:security@garrettcollege.edu). All students, faculty, and staff receive a link to the Annual Security Report through their college email accounts once the report is posted. Hard copies are available in the following locations:

- Campus Safety and Security Office- MT 769
- Human Resources/Personnel- BO 703
- Financial Aid- SC 401
- Library- LRC 500
- Student Services- LC 623
- Laker Hall- 105

Policies and procedures found in the report were adopted from the Student Handbook, which includes the Student Code of Conduct, and the Human Resources manual. Complete versions of these documents can be obtained on the college website or by contacting the Office of Student Services or Human Resources.

## Campus Safety and Security

The Campus Safety and Security Office is under the leadership of the Coordinator of Safety, Security, and Compliance who reports directly to the Vice President of Administrative & Financial Services. The Department is made up of an Assistant Coordinator of Safety and Security who directly supervises the Campus Safety and Security Officers. Current hours of operation for administrative services are Monday through Friday from 8:30 am until 4:30 pm; however, there is a member of Campus Safety and Security available 24 hours a day, 7 days a week.

Campus Safety and Security Officers provide security and safety services and routinely patrol the interior and exterior spaces of the campus, respond to accidents, injuries, and any other incidents that may occur. Campus Safety and Security is responsible for monitoring, maintaining, and enforcing campus alarm systems, parking regulations and incident reporting/statistics gathering. All crimes occurring on campus will be investigated by Campus Safety and Security and referred to law enforcement officials when warranted. Infractions of the [Student Code of Conduct](#) are investigated and the findings are forwarded to the Office of Student Services for further action.

Officers are CPR, First Aid, and AED certified and are trained to respond to incidents that require immediate attention, however, they may request assistance from local police, fire and emergency medical services personnel as needed.

**For any emergency,  
law enforcement, fire and medical emergency services can be reached by dialing 911.**

*It is recommended that the Campus Safety and Security Office's 24 hour contact number, 240-321-5799, be pre-programmed into a cell phone for quick and easy accessibility.*

**All crime victims and witnesses are strongly encouraged to accurately and promptly report all crimes to Campus Safety and Security and the appropriate local law enforcement agency, when the victim of a crime elects to or is unable to make such a report on their own (third party reporting). Doing so allows the College to provide assistance effectively, address any immediate issues or concerns, and ensures accurate statistics for Clery Act reporting.**

## Reporting of Crimes or Incidents

**For any emergency, law enforcement, fire and medical emergency services can be reached by dialing 911.**

To report a crime or emergency to Campus Safety and Security by:

- Telephone:
  - 24 hour number: **240-321-5799**
  - Coordinator of Safety, Security, and Compliance: 301-387-3037
- Email:
  - [security@garrettcollege.edu](mailto:security@garrettcollege.edu)
- Office:
  - Main Security Office is located in the Maintenance Building- MT 769
  - Coordinator of Safety, Security, and Compliance is located in FA 713
  - The Residential Security Office is located in Laker Hall next to Laker 105

To complete an Incident Report, go to the [Campus Safety and Security](#) tab on the college website, and click on the option for the Garrett College Incident Report. Once completed, the report can either be printed and brought to the Campus Safety and Security office or emailed to [security@garrettcollege.edu](mailto:security@garrettcollege.edu).

A Campus Security Authority, or “CSA”, includes four groups of individuals or organizations within or associated with the College that a crime may be reported to. The individuals or groups include the following:

- A campus police or security department;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police or security department (for example: front desk staff);
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (for example: Student Life office; Human Resources); or
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings (for example: peer leaders).

Crimes can be reported to these individuals or groups in addition to the Security department. Designated CSAs on campus have been trained and are aware of their reporting requirement responsibilities.

**All crime victims and witnesses are strongly encouraged to accurately and promptly report all crimes to Campus Safety and Security and the appropriate local law enforcement agency, when the victim of a crime elects to or is unable to make such a report on their own (third party reporting). Doing so allows the College to provide assistance effectively, address any immediate issues or concerns, and ensures accurate statistics for Clery Act reporting.**

## Emergency Response and Evacuations

The College has developed an Emergency Action Plan to aid and assist the college community to respond calmly, effectively, and safely to certain types of campus emergencies. This guide is available on the Campus Security page under, [Emergency Action Plan](#). Also, a [Quick Reference Guide](#) is posted in each classroom and office, as well as in several locations throughout the campus. The College will annually perform exercises and drills to evaluate the plan and training needs, and update as deemed necessary. These tests will occur on all campus locations, including the residence halls and can either be announced or unannounced.

Campus Safety and Security and the campus Emergency Preparedness and Response Team (EPRT) have received training in Incident Command and Responding to Critical Incidents on Campus. In the event of an actual emergency, the campus community will be notified through phone recordings, text message, email, and the Garrett College web site. First responders to a reported emergency are Campus Safety and Security, as well as local law enforcement, and fire and rescue personnel if deemed necessary.

In the event of a serious incident that poses an immediate threat to the campus community, Campus Safety and Security and the college Administration will collaborate to determine the content of the message and will use some or all of the methods described to communicate the threat. Updates on the threat will also be disseminated through these methods.

## Timely Warnings and Emergency Notifications

A timely warning is issued in response to specified crimes that occur on or around campus. An emergency notification is required for any immediate threat to the health and safety of the college community.

Multiple methods are in place to ensure that members of the college community receive updated information regarding weather closings/delays and incidents that occur on or around campus. When necessary, important information is disseminated through e2 campus, an emergency notification system that informs subscribers through emails and text messages. Students and employees can access the sign up page for e2 campus by selecting the following link:

<http://www.e2campus.net/my/garrettcollege/signup.htm>

The College also sends notification through the use of the College Weather Line, radio and television alerts, and messages on the [College's website](#) as well as the official [Garrett College Facebook](#) page, [Garrett Campus Security Facebook](#), [GC Campus Security Twitter](#) and other social media outlets.

Garrett College must withhold as confidential the names and other “personally identifying information or personal information” of victims. In that regard, it is the decision of the College administration, with the safety and security of the campus community in mind, to determine the content of an alert, ensure compliance with the law, and when that alert is distributed. It is the responsibility of Campus Safety and Security to carry out the notification process.

## Campus Daily Crime Log

In accordance with 34 CFR 668.46(f), Garrett College Security maintains a daily crime log which reports criminal incidents and alleged criminal incidents that are reported to Campus Safety and Security. This log is available on the college Campus Security tab, under [Daily Crime Log](#), on the College webpage. This log is also available in hard copy format for review in the Campus Security office.

## Privacy and Confidentiality

The College must abide by the Family Educational Rights and Privacy Act (FERPA). The policy of the College is to protect and distribute a student's educational records, including, but not limited to any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. A summation of the policy can be found [here](#); to view the policy in entirety, refer to the "Notices" section of the [Garrett College Catalogue](#).

The College shall protect the privacy of individuals involved in a report of discrimination or sexual misconduct to the extent allowed by state and federal law and college policy. A report of discrimination or sexual misconduct may result in the gathering of extremely sensitive information about individuals in the college community. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by Maryland law to notify child protective services and/or local law enforcement. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. More information on confidentiality in reporting can be found in section II of the [Sexual Misconduct Policy](#).

## **Access to Campus Facilities**

Members of the college community, guests, and visitors have access to facilities during normal hours of business. Certain employees have been granted access to their offices and support spaces during non-operating hours through the use of the card access system. If at any time an individual needs access to a location on campus, as long as they have been granted permission, Campus Safety and Security is available to unlock. Also, if a college employee needs to access their office after hours, it is requested that they contact Campus Safety and Security to inform them of their presence. Students are not permitted to be in college facilities such as classrooms and the gymnasium without proper supervision from a designated college official.

## **Maintenance and Security of Campus Facilities**

Garrett College maintains a strong commitment to campus safety and security. As part of routine patrols, Campus Safety and Security inspects interior and exterior doors on campus to ensure locking mechanisms are working properly. Doors are secured to campus facilities when rooms are not scheduled for use or during non-operating hours. Any door or lock issue needs to be reported immediately to the Safety and Security Officer on duty or to the Facilities department for repair.

Proper lighting is also an important component of an effective crime prevention program. Inspections and replacement of interior and exterior lighting is completed on a regular basis.

Parking lots and other public areas are routinely patrolled by Campus Safety and Security. These patrols are conducted at random to increase visibility and act as a preventative measure against vandals or thieves.

Garrett College is entering into its final phase of a three-year plan to install camera surveillance across its campus and satellite locations, beginning with priority locations. Systems located at the 687 Mosser Road campus, as well as, the Community Aquatic and Recreation Complex (CARC), and residence halls are operational at this time. Facilities where video surveillance is in use will have notification posted at the entrances. The final phase will begin to assess exterior locations and the outreach centers located across the county

## Relationship with Local Law Enforcement

Campus Safety and Security officers do not have arrest powers or carry weapons, but do possess the authority to ask persons for identification and to determine whether individuals have lawful business at Garrett College. Garrett College maintains a good working relationship with both the [Garrett County Sheriff's Department](#) (301-334-1911) and the [Maryland State Police](#) (301-387-1101). In compliance with House Bill 571 in the state of Maryland, Garrett College has established Memorandums of Understanding (MOUs) with both local law enforcement agencies. The MOUs outline the working relationship between the college and law enforcement offices and are updated on an annual basis.

Dependent upon the circumstances of an incident, Campus Safety and Security can and will contact and involve law enforcement if necessary or requested by an individual. Annual meetings are arranged between the College and local law enforcement concerning crime in the area and to address and report issues seen within the college community as well as the local community. State and local law enforcement are requested to contact the Campus Safety and Security Department when on campus to respect the rights and privacy of our students and employees.

## Off-Campus Crime

Garrett College Campus Safety and Security has no jurisdiction over off-campus facilities and areas, or on public property located around the campus. Criminal activity is monitored and reported by local and state law enforcement to the College if necessary. Should a violation of local, state, or federal law arise, Campus Safety and Security will cooperate with law enforcement to share information and address the situation. Students or employees who are convicted of criminal acts outside/off of campus while enrolled or employed at the College may be subject to disciplinary proceedings, up to and including expulsion or termination of employment.

To address off-campus behavior and to assist in providing a safe community for our campus and neighbors, Garrett College and the Garrett County Sheriff's Department are working together on a community policing effort, where the Sheriff's Department is patrolling the off-campus areas located around the campus and on the campus as well. This written agreement is reviewed and/or renewed annually.

## Awareness and Crime Prevention Programs

Garrett College consistently strives to be pro-active; preventing crimes from occurring rather than reacting to past crimes or incidents. Internal college offices such as Safety and Security and Student Life, as well as the local health department and local law enforcement, work together to offer safety and security related workshops for the campus community throughout the year, which include, but are not limited to drug and alcohol prevention, sexual assault/date rape prevention, campus fire safety, and suicide awareness. College offices also provide pamphlets and brochures and information of activities and programs that may occur on campus as well as within the community.

The College and local community are committed to providing on-going educational and awareness programs which are defined as, “community wide or audience specific programming, initiatives and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration”. This programming will include the following topics:

- Personal Self Defense Awareness
- Relationship Wellness
- Youth Violence Prevention
- National Alcohol Awareness
- National Safety Month
- Sexual Assault Awareness Month
- Alcohol and Drug Addiction Recovery
- Suicide Prevention
- Domestic Violence Awareness
- National Drunk and Drugged Driving Prevention
- Domestic Violence Awareness Month
- Campus Safety Month

For an up-to-date calendar of awareness and crime prevention programs please contact the Campus Safety and Security office, the Student Life office, or visit the [Calendar](#) on the Garrett College website.

A mandatory orientation and welcome fair is also conducted for incoming students at the beginning of the semester. Topics covered during this time include emergency preparedness and response, fire safety, personal safety, incident reporting procedures, substance abuse awareness, and sexual misconduct. Included in the orientation process is access to the College’s primary sexual misconduct prevention program entitled “[Not Anymore](#)”. This is a self-guided on-line training in relation to sexual misconduct on college campuses and is required of all incoming students as well as faculty and staff. Program access is sent to the college community through their official College email address.

**Safety and security on campus involves the participation of everyone. At Garrett College, we strongly encourage students and employees to be responsible for their own safety as well as the safety of others.**

## **Anti- Harassment/Discrimination Policy- approved 11/18/14**

Garrett College prohibits harassment or discrimination against any person on the basis of race, ethnicity, religion, gender, age, sexual orientation, veteran status, or physical or mental disability. This policy applies to and includes, but is not necessarily limited to, access to employment, equitable employment practices, access to educational programs, and access to services for individuals in these protected classes. The College will abide by all applicable requirements of state and Federal law prohibiting harassment or discrimination, mainly Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Maryland Fair Employment Practices Act.

Specific categories of harassment and discrimination that fall under this policy include those in relation to hate crimes and sexual misconduct.

Hate Crime is defined as any act of intimidation, harassment, physical force or threat of physical force directed against any person, their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, religious belief, sex, age, disability, gender identity or sexual orientation, with the intention of causing fear or intimidation; or with the intent to deter or resulting in the deterrence of the free exercise or enjoyment of any rights or privileges secured by the Constitution or the laws of the United State or Maryland whether or not performed under color of law.

Sexual Misconduct includes, but is not limited to, the following prohibited forms of discrimination and harassment: sexual harassment, gender-based harassment, sexual assault, non-consensual sexual contact, sexual exploitation, dating violence, domestic violence, and stalking.

All reported violations of this policy will be investigated and adjudicated according to College policy (through Student Code of Conduct or Human Resources Manual).

Garrett College prohibits all forms of sexual and gender based harassment and misconduct, including but not limited to, sexual harassment, gender-based harassment, sexual assault, non-consensual sexual contact, sexual exploitation, dating violence, domestic violence, and stalking that may occur between people of the same or different sexes, gender identities or expressions, or sexual orientation.

All members of the College community, including students, faculty, administrators, staff, volunteers, vendors, visitors, and individuals having any relationship (official business) with the College or on College property are expected to adhere to this policy. This policy applies to conduct which occurs on College property or at College- sanctioned events or programs that take place off campus, including College trips or internships.

Title IX of the Education Amendments of 1972 requires the College to not discriminate on the basis of sex. Prohibited sex discrimination covers sexual harassment, including sexual violence. Examples of the types of conduct prohibited are included further in the Sexual Misconduct Policy Information Guide.

**Title IX Coordinators:**

Shelley Menear, Coordinator of Safety, Security and Compliance  
Office: FA-713  
Phone Number: 301-387-3037  
Email: shelley.menear@garrettcollege.edu

Janis Bush, Director of Human Resources  
Office: BO- 703A  
Phone Number: 301-387-3049  
Email: Janis.bush@garrettcollege.edu

**Title IX Investigators:**

Denise Friend, Coordinator of Distance Learning and Instructional Design  
Office: LC-630  
Phone Number: 301-387-3125  
Email: denise.friend@garrettcollege.edu

Eric Hallenbeck, Assistant Coordinator of Athletics  
Office: CARC Gym 953  
Phone Number: 301-387-3331  
Email: eric.hallenbeck@garrettcollege.edu

Rich Schofield, Student Conduct Officer  
Office: LC-641  
Phone Number: 301-387-3119  
Email: rich.schofield@garrettcollege.edu

## Sexual Misconduct Policy- updated 6/1/16

Title IX of the Education Amendments of 1972 requires the College to not discriminate on the basis of sex. Prohibited sex discrimination includes sexual harassment, including sexual violence. Examples of the types of conduct prohibited are discussed further in the Sexual Misconduct Policy Information Guide.

Inquiries concerning the application of Title IX to reports of sexual misconduct may be referred to the College's Title IX Coordinator or to the Department of Education's Office of Civil Rights. Garrett College's Title IX Coordinator and Title IX team membership information can be found in the Title IX Compliance section of this document (page 10).

In accordance with House Bill 571 in the state of Maryland, Garrett College has entered into a Memorandum of Understanding with the [Garrett County Dove Center](#). The College and Dove Center are working together to combat sexual violence and domestic violence on campus through programming and education, as well as, providing services for victims such as counseling and confidential reporting.

Further information on the College's [Sexual Misconduct Policy](#), reporting procedures, available resources, awareness and prevention education and programming, and more can be found on the [Security](#) page on the website.

## Maryland Sex Offender Registry

Maryland law requires that sex offenders, if they are going to live, work, or attend school in the State, must register with state or local authorities upon their release from incarceration, once a year thereafter, and when they change their place of residence.

The Maryland Sex Offender Registry is available on-line at <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml> and provides photos and information, including the charges, of registered offenders in the state of Maryland.

The United States Department of Justice also offers the Dru Sjodin National Sex Offender Public Website on-line at <http://www.nsopw.gov/Core/Conditions.aspx> providing information on registered offenders from all 50 states.

## Alcohol and Substance Abuse Policy (updated 7/18/17)

In compliance with the Federal Drug-Free Workplace Act of 1988; the Federal Drug-free Schools and Communities Act of 1989; the Maryland Drug and Alcohol Abuse Control Plan of 1990; and the Maryland Higher Education Commissioner's policies of 1990, Garrett College is dedicated in spirit and in compliance with the law to a drug-free workplace and educational environment.

Students and employees are expected and required to be in appropriate mental and physical condition and to be free from the influence of alcohol or drugs. Alcohol use is not permitted on campus except under limited conditions that require the approval of the President (see section policy 2011- Alcohol Beverages at Events Held on Garrett College Property).

The unlawful manufacture, distribution, sale, possession, or use of illicit substances and the illegal use of alcohol as a part of any Garrett College activity, are absolutely prohibited, in accordance with all applicable federal, state, and local laws.

Violations of this policy by employees or students will result in disciplinary action, up to and including dismissal, consistent with normal college policy and procedure (See Student Code of Conduct and Human Resources Manual for possible sanctions). In addition, any violations may have legal consequences consistent with local, state, and federal law.

The College recognizes alcohol and substance abuse as a major health problem as well as a potential safety and security issue. Students and employees needing assistance in dealing with such problems are encouraged to use community or campus assistance services. Contact information for these services can be found on the "resources" page (26) of this report. The College will maintain a program to increase the awareness of the College community about:

- The dangers of alcohol and substance abuse. All students, staff and faculty will be advised individually through mail, email, advertisements, sessions, awareness programs, and through other appropriate avenues.
- The availability of alcohol and substance abuse counseling and rehabilitation programs. The College will distribute a description of drug or alcohol counseling, treatment, rehabilitation, or re-entry programs available to the College community at least once per year.

Throughout the year, the College will hold special programs on alcohol and substance abuse prevention. Times, dates, and locations of these event will be advertised in advance to the college community on the College website, the intranet, and emailed to students' college accounts. In addition, effective Fall 2017, all incoming full-time students will be required to complete training in reference to opioid and heroin prevention and awareness.

Employees in need of assistance may be referred by area supervisors, department heads, administrators, or security personnel. Drug counseling and rehabilitation program information can be obtained through the College's Director of Human Resources. More information is also available on the [Security](#) webpage.

## Missing Student Notification

On-campus housing is defined as a dormitory or other residential facility located on an institution's campus. Garrett College offers two residential halls for its on-campus students: Garrett Hall and Laker Hall. Should the situation arise where it is believed that an on-campus student is missing, Campus Safety and Security has adopted the following procedures:

At the beginning of each academic year, students residing in on-campus housing will be informed by the Residence Life Office that the College will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Residence Life Office.
- If the student is under 18 years of age and not an emancipated individual, Garrett is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.
- The College will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- If Campus Safety and Security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the College will initiate the emergency contact procedures in accordance with the student's designation.

Garrett will abide by the following notification procedure for a missing student who resides in on-campus housing:

- Once the College receives a missing student report, the following offices will be notified:
  - Campus Safety and Security
  - Director of Student Development
  - Residence Life Office
- Any official missing person report relating to this student shall be referred immediately to Campus Safety and Security.
- If Campus Safety and Security, after investigating the official report, determines the student has been missing for more than 24 hours, the College will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

## Campus Crime and Preparation of the Annual Security Report

Garrett College is committed to accurate reporting of crimes that occur within what is considered “Clery Geography”. Further definitions of what makes up Clery Geography are described later in this section.

Statistics are compiled from information contained within official incident reports as well as data collected from area law enforcement when applicable. All crimes reported to a campus security authority, regardless of whether an investigation is initiated, are included within this report. Garrett College will not withhold, or subsequently remove, a reported crime from our statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

This report is prepared by the Coordinator of Safety, Security and Compliance, and reported by law to the Office of Postsecondary Education. The statistics below are the official crime statistics reported for Garrett College in accordance with Clery Act reporting.

They can also be viewed on-line at <http://ope.ed.gov/security/GetOneInstitutionData.aspx> and by entering OPE ID: 01001400. The following statistics are for years 2014-2016 and are required to be updated every year by October 1.

Crime statistics are required to be reported based upon an institution’s “Clery Geography” or areas that meet the definitions of the following:

- a. Campus- (1) any building or property owned or controlled by an 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, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in clause (1) that is owned or controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
- b. 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 that is 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.
- c. Public property- all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- d. Patrol- Clery Geography also refers to the locations/areas included with the patrol jurisdiction of the campus security department.

For purposes of this report, the following are the definitions of the general categories of crime statistics that Garrett College is required to disclose in accordance to the Clery Act. These definitions come from the Federal Bureau of Investigations (FBI) *Uniform Crime Reporting Handbook*, which is a nationwide cooperative statistical effort in which city, university and college, county, State, Tribal, and Federal law enforcement agencies voluntarily report data on crimes brought to their attention and serves as the basis for the definitions of crimes listed below:

### I. Primary Crimes

- a. Criminal homicide- separated into two categories:
  - i. **Murder and Non-Negligent Manslaughter** is defined as *the willful (non-negligent) killing of one human being by another.*
  - ii. **Negligent Manslaughter** is defined as *the killing of another person through gross negligence or the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.*
- b. Sex Offenses- is defined as *any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.*

- i. **Rape** is defined as *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.*
    - ii. **Fondling** is defined as *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.*
    - iii. **Incest** is defined as *nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
    - iv. **Statutory rape** is defined as *nonforcible sexual intercourse with a person who is under the statutory age of consent.*
  - c. **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.*
  - d. **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. For this the UCR considers a **weapon** to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime.*
  - e. **Burglary-** *the unlawful entry of a structure to commit a felony or a theft.*
  - f. **Motor Vehicle Theft-** *the theft or attempted theft of a motor vehicle.*
  - g. **Arson-** *any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.*
- II. **Hate Crimes-** *a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias (a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability).*
- a. **Race-** *A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.*
  - b. **Religion-** *A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.*
  - c. **Gender-** *A preformed negative opinion or attitude toward a group of persons because those persons are male or female*
  - d. **Gender Identity-** *A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.*
  - e. **Sexual Orientation-** *A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.*
  - f. **Ethnicity-** *A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including shared religion) and/or ideology that stresses common ancestry.*
  - g. **National origin-** *A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.*

- h. Disability- *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.*
- III. **Hate Crime Categories**- are separated into two categories:
- a. Group one (all defined in section I as primary crimes):
- i. Murder and Non-negligent manslaughter
  - ii. Forcible sex offenses
  - iii. Non-forcible sex offenses
  - iv. Robbery
  - v. Aggravated assault
  - vi. Burglary
  - vii. Motor vehicle theft
  - viii. Arson
- b. Group two:
- i. Larceny- *the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*
  - ii. Simple Assault- *the unlawful physical attack by one person upon another where neither the offender displays a weapon, not 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.*
  - iii. 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.*
  - iv. 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.*
- IV. **Arrests and Disciplinary Referrals**
- a. Arrest- *persons processed by arrest, citation or summons.*
- b. Disciplinary Referral- *the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction*
- c. Violations of the law that are counted:
- i. Weapons- *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.*
  - ii. 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.*
  - iii. 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.*
- V. **Violence Against Women Act Crimes**
- a. 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; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in*

*the relationship; includes but is not limited to, sexual or physical abuse or the threat of such abuse.*

- b. **Domestic Violence-** *a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving grant monies under VAWA, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*
- c. **Stalking-** *engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.*

In certain situations, crime statistics are reported using the Hierarchy Rule, which as the requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution's Clery Act statistics. Exceptions to the Hierarchy Rule apply to Arson, Sexual Assaults, Hate Crimes, and VAWA Offenses.

## Primary Crimes Statistics

Primary Crimes - On campus	Total occurrences On campus		
Criminal offense	2014	2015	2016
a. <b><u>Murder/Non-negligent manslaughter</u></b>	0	0	0
b. <b><u>Negligent manslaughter</u></b>	0	0	0
c. <b><u>Sex offenses- Forcible</u></b>	0	0	0
1. <b><u>Rape</u></b>	1	0	0
2. <b><u>Fondling</u></b>	0	0	0
d. <b><u>Sex offenses- Non-forcible</u></b>	0	0	0
1. <b><u>Incest</u></b>	0	0	0
2. <b><u>Statutory Rape</u></b>	0	0	0
e. <b><u>Robbery</u></b>	0	0	0
f. <b><u>Aggravated assault</u></b>	0	3	6
g. <b><u>Burglary</u></b>	0	0	2
h. <b><u>Motor vehicle theft</u></b>	0	0	0
i. <b><u>Arson</u></b>	0	0	0

Primary Crimes - On-campus Student Housing Facilities	Total occurrences in On-Campus Student Housing Facilities		
Criminal offense	2014	2015	2016
a. <b><u>Murder/Non-negligent manslaughter</u></b>	0	0	0
b. <b><u>Negligent manslaughter</u></b>	0	0	0
c. <b><u>Sex offenses- Forcible</u></b>	0	0	0
1. <b><u>Rape</u></b>	1	0	0
2. <b><u>Fondling</u></b>	0	0	0
d. <b><u>Sex offenses- Non-forcible</u></b>	0	0	0
1. <b><u>Incest</u></b>	0	0	0
2. <b><u>Statutory Rape</u></b>	0	0	0
e. <b><u>Robbery</u></b>	0	0	0
f. <b><u>Aggravated assault</u></b>	0	3	6
g. <b><u>Burglary</u></b>	0	0	2
h. <b><u>Motor vehicle theft</u></b>	0	0	0
i. <b><u>Arson</u></b>	0	0	0

Primary Crimes - Noncampus	Total occurrences in or on Noncampus buildings or properties		
Criminal offense	2014	2015	2016
<b>a. <u>Murder/Non-negligent manslaughter</u></b>	0	0	0
<b>b. <u>Negligent manslaughter</u></b>	0	0	0
<b>c. <u>Sex offenses- Forcible</u></b>	0	0	0
<b>1. Rape</b>	0	0	0
<b>2. Fondling</b>	0	0	0
<b>d. <u>Sex offenses- Non-forcible</u></b>	0	0	0
<b>1. Incest</b>	0	0	0
<b>2. Statutory Rape</b>	0	0	0
<b>e. <u>Robbery</u></b>	0	0	0
<b>f. <u>Aggravated assault</u></b>	0	0	0
<b>g. <u>Burglary</u></b>	0	0	0
<b>h. <u>Motor vehicle theft</u></b>	0	0	0
<b>i. <u>Arson</u></b>	0	0	0

Primary Crimes- Public Property	Total occurrences on Public Property		
Criminal offense	2014	2015	2016
<b>a. <u>Murder/Non-negligent manslaughter</u></b>	0	0	0
<b>b. <u>Negligent manslaughter</u></b>	0	0	0
<b>c. <u>Sex offenses- Forcible</u></b>	0	0	0
<b>1. Rape</b>	0	0	0
<b>2. Fondling</b>	0	0	0
<b>d. <u>Sex offenses- Non-forcible</u></b>	0	0	0
<b>1. Incest</b>	0	0	0
<b>2. Statutory Rape</b>	0	0	0
<b>e. <u>Robbery</u></b>	0	0	0
<b>f. <u>Aggravated assault</u></b>	0	0	0
<b>g. <u>Burglary</u></b>	0	0	0
<b>h. <u>Motor vehicle theft</u></b>	0	0	0
<b>i. <u>Arson</u></b>	0	0	0

## Hate Crime Statistics

Hate Crimes - On campus	Occurrences of Hate crimes										
	Total by year			Category of Bias for crimes reported in 2016							
	2014	2015	2016	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Fondling</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Incest</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Statutory Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e. <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	2	0	0	0	0	0	0	0	0	0

Hate Crimes - On-campus Student Housing Facilities	Occurrences of Hate crimes										
	Total by year			Category of Bias for crimes reported in 2016							
	2014	2015	2016	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Fondling</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Incest</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Statutory Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e. <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	1	0	0	0	0	0	0	0	0	0

Hate Crimes - Noncampus	Occurrences of Hate crimes										
	Total by year			Category of Bias for crimes reported in 2016							
	2014	2015	2016	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Fondling</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Incest</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Statutory Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e. <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property	Occurrences of Hate crimes										
	Total by year			Category of Bias for crimes reported in 2016							
	2014	2015	2016	Race	Religion	Gender	Gender Identity	Sexual Orientation	Ethnicity	National Origin	Disability
<b>a. <u>Murder/ Non-negligent manslaughter</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>b. <u>Sex offenses- Forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Fondling</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>c. <u>Sex offenses- Non-forcible</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>1. <u>Incest</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>2. <u>Statutory Rape</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>d. <u>Robbery</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>e. <u>Aggravated assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>f. <u>Burglary</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>g. <u>Motor vehicle theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>h. <u>Arson</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>i. <u>Simple assault</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>j. <u>Larceny-theft</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>k. <u>Intimidation</u></b>	0	0	0	0	0	0	0	0	0	0	0
<b>l. <u>Destruction/damage/ vandalism of property</u></b>	0	0	0	0	0	0	0	0	0	0	0

## Arrest Statistics

Arrests - On campus	Number of Arrests		
Law Violation	2014 <sup>1</sup>	2015	2016 <sup>2</sup>
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	3	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - On-campus Student Housing Facilities	Number of Arrests		
Law Violation	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	3	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Noncampus	Number of Arrests		
Law Violation	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Arrests - Public Property	Number of Arrests		
Crime	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	2	0
c. <u>Liquor law violations</u>	0	4	0

Arrests – Reported by Local Police*	Number of Arrests		
Crime	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

\*Only for statistics provided by local law enforcement agencies for our Clery geography that cannot be separated into the reportable geographic areas

<sup>1</sup> Effective 10/1/14- Maryland decriminalized possession of marijuana less than 10 grams.

<sup>2</sup> Effective 2/20/16- Maryland decriminalized possession of paraphernalia.

## Unfounded Crimes

Of the crimes that occur in the Clery geography, this section includes those that were unfounded, meaning a reported crime is investigated by law enforcement authorities and found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfound a crime.

Unfounded Crimes	2014	2015	2016
<b>Total unfounded crimes</b>	0	0	0

## Disciplinary Action Statistics

Disciplinary Actions - On campus	Number of persons referred for Disciplinary Action		
Law Violation	2014	2015	2016 <sup>3</sup>
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	2	2	4
<b>b. <u>Drug abuse violations</u></b>	20	16	0
<b>c. <u>Liquor law violations</u></b>	35	39	8

Disciplinary Actions - On-campus Student Housing Facilities	Number of persons referred for Disciplinary Action		
Law Violation	2014	2015	2016
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	2	2	4
<b>b. <u>Drug abuse violations</u></b>	18	16	0
<b>c. <u>Liquor law violations</u></b>	31	39	8

Disciplinary Actions - Noncampus	Number of persons referred for Disciplinary Action		
Law Violation	2014	2015	2016
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	0	0
<b>b. <u>Drug abuse violations</u></b>	0	0	0
<b>c. <u>Liquor law violations</u></b>	0	0	0

Disciplinary Actions - Public Property	Number of persons referred for Disciplinary Action		
Law Violation	2014	2015	2016
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	0	0
<b>b. <u>Drug abuse violations</u></b>	0	0	0
<b>c. <u>Liquor law violations</u></b>	3	0	0

Disciplinary Actions – Reported by Local Police*	Number of persons referred for Disciplinary Action		
Law Violation	2014	2015	2016
<b>a. <u>Weapons: carrying, possessing, etc.</u></b>	0	0	0
<b>b. <u>Drug abuse violations</u></b>	0	0	0
<b>c. <u>Liquor law violations</u></b>	3	0	0

\*Only for statistics provided by local law enforcement agencies for our Clery geography that cannot be separated into the reportable geographic area

<sup>3</sup> Changes to Maryland laws, increased staff presence, education and awareness programming, and zero tolerance policies have reduced the number of reported violations.

## VAWA Crimes

VAWA crimes- On campus	Number of incidents		
Violation	2014	2015	2016
<b>a. Dating Violence</b>	0	3	10
<b>b. Domestic Violence</b>	1	0	0
<b>c. Stalking</b>	0	2	0

VAWA Crimes- On-campus Student Housing Facilities	Number of incidents		
Violation	2014	2015	2016
<b>a. Dating Violence</b>	0	2	10
<b>b. Domestic Violence</b>	1	0	0
<b>c. Stalking</b>	0	2	0

VAWA Crimes- Noncampus	Number of incidents		
Violation	2014	2015	2016
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

VAWA Crimes- Public Property	Number of incidents		
Violation	2014	2015	2016
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

VAWA Crimes- Reported by Local Police*	Number of incidents		
Violation	2014	2015	2016
<b>a. Dating Violence</b>	0	0	0
<b>b. Domestic Violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

\*Only for statistics provided by local law enforcement agencies for our Clery geography that cannot be separated into the reportable geographic areas

## Fire Safety Report

The Campus Fire Safety Right-to-Know Act became federal law with the passage of the Higher Education Opportunity Act of 2008. This law requires campuses that maintain college housing to compile data for on-campus housing fires and to complete an annual report with this data. The collection of fire statistics in on-campus student housing prior to this year was not federally mandated.

Garrett College maintains two residence halls on-campus for students: Laker Hall and Garrett Hall.

Laker Hall is equipped with the following fire protection systems:

- Stand-alone smoke detectors in all apartments. Handicap rooms have smoke detectors connected to the central alarm system.
- Fire alarm pull stations, bells horns, and/or strobe lights in all common areas.
- Wet charged sprinkler system. Sprinkler heads are temperature activated. System is supplied by the Municipal County Water System.
- Emergency lights in corridors and stairwells.
- Fire extinguishers in each corridor, kitchen, and laundry room.
- Fire hydrants in proximity to the residence hall.

Garrett Hall is equipped with the following fire protection systems:

- Stand-alone smoke detectors in all apartments. Fire alarm pull stations, bells horns, and/or strobe lights in all common areas.
- Wet charged sprinkler system. Sprinkler heads are temperature activated. System is supplied by the Municipal County Water System.
- Emergency lights in corridors and stairwells.
- Fire extinguishers in each corridor, kitchen, and laundry room.
- Fire hydrants in proximity to the residence hall.

The fire safety systems do NOT call-out, so if alarms do sound, one should contact the Campus Safety and Security office at 240-321-5799. If 911 is called directly, make a follow up call to Campus Safety and Security so they may meet and facilitate the evacuation process as well as the fire department response.

A fire log for residence hall facilities is maintained by the Campus Safety and Security office as well as the Residence Life office. The log may be viewed anytime during regular business hours, Monday through Friday, in Laker 105. The log records information concerning fires occurring inside a campus residence hall.

Fire drills are scheduled in residence hall facilities at least once per semester. All residents and guests are required to evacuate the building when an alarm is activated. During a fire alarm, evacuate the building by using stairs and moving at least 100 feet away from the building (the parking lot located by the CAOS building is the designated evacuation site). Do not block parking lots or service roads and entrance areas as these may be needed by emergency responders. No one should leave in a vehicle nor enter another building during this time either so that staff can account for all individuals.

Drills will be evaluated for their effectiveness by Campus Safety and Security and Residence Life staff. Residence Life staff receives fire safety training from the Campus Safety and Security Department annually. Students, faculty, and staff receiving fire safety as well as other emergency preparedness training throughout the year.

Smoking and any type of open flame is not permitted within Residence Hall facilities. This includes candles, incense or any type of flame cooking devices. Additional prohibited items can be found in the [Res Hall Guide](#).

Summary of Fires

Name of Facility	2014			2015			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Garrett Hall	0	0	0	0	0	0	0	0	0
Laker Hall	2	0	0	3	0	0	6	4	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>0</b>

2016 Fire Summary

<u>Category of Fire</u>	<u>Cause of Fire</u>	<u>Fire-related injuries</u>	<u>Fire-related deaths</u>	<u>Property damage</u>
1 Unintentional	Electrical- laptop fire	3	0	\$100-\$999
2 Unintentional	Cooking	0	0	\$0-\$99
3 Unintentional	Cooking	0	0	\$0-\$99
4 Unintentional	Cooking	0	0	\$0-\$99
5 Unintentional	Cooking	0	0	\$0-\$99
6 Unintentional	Cooking	1	0	\$0-\$99
		<b>4</b>	<b>0</b>	

## Resources and Contact Information

### ON CAMPUS RESOURCES

Campus Safety and Security	24 hours: 240-321-5799
Student Services	301-387-3749
Human Resources	301-387-3049
Title IX Coordinator	301-387-3037

### COUNTY RESOURCES

Garrett County Sheriff's Department	301-334-1911
Maryland State Police Barrack W	301-387-1011
Garrett County Health Department- Main Line	301-334-7777
Garrett County Health Department- Addictions	304-387-7670
Garrett Regional Medical Center	301-533-4000
Garrett County Social Services	301-533-3000
Garrett County Emergency Management	301-387-1929
The Dove Center	301-334-9000 or 800-656-HOPE(4673)
Mountain Laurel Medical Center	301-533-3300
Mountain Haven Wellness & Recovery Center	301-334-1314

### HOTLINES

Alcohol and Drug Helpline	1-800-821-4357
Substance Abuse & Mental Health National Helpline	1-800-662-HELP(4357)
National Suicide Prevention Lifeline	1-800-273-8255
Maryland Youth Crisis Hotline	1-800-422-0009
Domestic Violence Crisis Referral	1-800-MDHELPS