

## Magdalen College of the Liberal Arts

### Annual Security Report and Fire Safety Report 2018

The Campus Security Program created and administered by Magdalen College of the Liberal Arts receives its inspiration and focus from various sources, not the least of which is the institution's intention to provide the highest quality Catholic liberal arts education possible. The College believes that the best environment for learning is one in which mutual trust and respect is given to each person and friendship which really seeks the good of the other is nurtured and encouraged in tangible ways.

Another source is the need for law to uphold human dignity when it is challenged and to provide guidance for right action. These two—the ideal environment and the guidance offered by law—have helped Magdalen College of the Liberal Arts to develop and implement a Campus Security Program which reflects its own values while effectively implementing the guidelines and requirements set forth by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

The College is very proud of its program and the part its employees and students play in the effective execution of its principles and guidelines in order to reach and surpass her goals for the sake of its learning community in Warner, NH. While the goals laid out by the requirements of both the *Clery Act* and Magdalen College of the Liberal Arts Campus Security Program are clear, the means and most effective methods may change given the speed with which our present world develops. Consequently, The College commits itself to an on-going review of its Campus Safety policies and procedures in order to ensure their effective implementation and relevance for safeguarding her employees and students.

#### **Preparing the Annual Security Report**

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the Director of Campus Safety prepares Magdalen College of the Liberal Arts's Annual Security Report in cooperation with local law enforcement agencies and designated *Campus Security Authorities*.

This report complies with the *Clery Act*. The report incorporates policies and information concerning Crime Reporting, Timely Warnings, Building Access and Security, Alcohol and Drug Policies, Campus Safety & Crime Prevention Programs, and information on available educational programs, among other matters. The report also includes information regarding disciplinary referrals for drug and alcohol violations. Magdalen College of the Liberal Arts became Title IV eligible in June 2014 and, therefore, is required to include yearly statistics in this report. Also, the College does not have its own security or police department, so it is not required to keep a daily crime log.

To request a copy of the report, please call the Director of Campus Safety at (603) 456-2656, or mail your request to:

**Magdalen College of the Liberal Arts  
511 Kearsarge Mountain Road  
Warner, NH 03278.**

**MAGDALEN COLLEGE OF THE LIBERAL ARTS CLERY ACT - CRIME STATISTICS  
REPORT 2018  
CRIMINAL REPORTS**

Type of Offense	Year	On-Campus	On-Campus Housing	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder and Non-Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>Sexual Offenses</b>					
Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Fondling	2016	1	0	0	0
	2017	1	1	0	0
	2018	1	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>Other Offenses</b>					
Robbery	2016	2	1	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2017	1	1	0	0
	2018	0	0	0	0
Burglary	2016	0	0	0	0
	2017	0	0	0	0
	2018	1	1	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Arson	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

**MAGDALEN COLLEGE OF THE LIBERAL ARTS CLERY ACT - CRIME STATISTICS  
REPORT 2018  
HATE CRIME**

Type of Offense	Year	On-Campus	On-Campus Housing	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder and Non-Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>Sex Offense</b>					
Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Fondling	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Incest	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>Other Offenses</b>					
Robbery	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2016	0	0	0	0
	2017	1	1	0	0
	2018	0	0	0	0
Burglary	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Arson	2016	0	0	0	0
	2017	0	0	0	0

	2018	0	0	0	0
Larceny/Theft	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Simple Assault	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Intimidation	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Damage to Property/Vandalism	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

MAGDALEN COLLEGE OF THE LIBERAL ARTS CLERY ACT - CRIME STATISTICS REPORT 2018 VAWA OFFENSES					
Type of Offense	Year	On-Campus	On-Campus Housing	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Domestic Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Dating Violence	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Stalking	2016	5	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
MAGDALEN COLLEGE OF THE LIBERAL ARTS CLERY ACT - CRIME STATISTICS REPORT 2018 ARRESTS AND DISCIPLINARY REFERRALS					
Type of Offense	Year	On-Campus	On-Campus Housing	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
	2016	0	0	0	0

Weapons Violations	2017	1	1	0	0
	2018	0	0	0	0
Drug Abuse Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Liquor Law Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
<b>Disciplinary Referrals</b>					
Weapons Violations	2016	0	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Drug Abuse Violations	2016	1	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0
Liquor Law Violations	2016	1	0	0	0
	2017	0	0	0	0
	2018	0	0	0	0

<b>MAGDALEN COLLEGE OF THE LIBERAL ARTS CLERY ACT - CRIME STATISTICS REPORT 2018 UNFOUNDED CRIME</b>		
Unfounded Crime Statistics	2016	No Unfounded Crimes
	2017	1
	2018	No Unfounded Crimes

<b>MAGDALEN COLLEGE OF THE LIBERAL ARTS CLERY ACT –ANNUAL FIRE LOG</b>							
Name of Facility	Fires	Cause	Fire Related Injury	Fire Related Death	Property Damage	Fire Sprinkled	Fire Detection
St. Mary's Hall	0	0	0	0	0	0	0
St. Joseph's Hall	0	0	0	0	0	0	0

<b>MAGDALEN COLLEGE OF THE LIBERAL ARTS CLERY ACT –FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES</b>						
<b>Name of Facility</b>	<b>Fire Alarm Monitoring Done On-site</b>	<b>Full Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire Extinguisher Devices</b>	<b>Fire Evacuation Plans and Placards</b>	<b>Number of Evacuation (Fire) Drills Each Calendar Year</b>
St. Mary's Residence Hall	X	X	X	X	X	4
St. Joseph's Residence Hall	X	X	X	X	X	4

### Reporting Crimes and Emergencies

All crime victims and witnesses are strongly encouraged to immediately report the crime to one of the Campus Security Authorities and the Warner Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. If a member of the College community observes a crime or suspected crime, please report the incident to one of the following Campus Security Authorities:

<b>Name</b>	<b>Title</b>	<b>Contact Information</b>
Dr. George Harne	President	gharne@magdalen.edu
Daniel Peterson	Chief Operating Officer	dpeterson@magdalen.edu
Mazel Belt	Director of Campus Safety/ Dean of Students/ Title IX Coordinator	mbelt@magdalen.edu
Samuel Fusini	Dean of Men	sfusini@magdalen.edu
Jeanette Houle	Dean of Women	jhoule@magdalen.edu
Any Resident Assistant		

When reporting an incident, please relate the following information as accurately as possible:

- the nature of the incident
- when and where the incident occurred
- the person(s) involved (name, sex, race, age, height, weight, hair color and style, scars, tattoos, clothing, and anything else which might help in identification)
- the vehicle(s) involved (type, make, license plate number and state of license plate, color, decals, and anything else which might help in identification)
- a detailed description of the property (if any) in question

Crime prevention is everyone's responsibility. Complacency and disinterest are the prime contributors to campus crime. Please be alert to all suspicious activity and report all incidents promptly.

No investigation will be conducted without the consent of the reporting party unless it is determined that there is a significant threat to the community or themselves. All emergencies should follow the same guidelines.

*For off campus options to report crimes and emergencies, please contact one of the following:*

For all emergencies call 9-1-1

Warner Police Department: (603) 456-3433

Warner Volunteer Fire Department: (603) 456-2222

### **Confidential Reporting**

If a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in an incident report which would personally identify the victim without his/her consent.

### **Reporting from Pastoral and/or Professional Counselors**

Pastoral Counselors and Professional Counselors, when acting as such, are not considered to be a CSA and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

#### *Pastoral Counselor*

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

#### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

### **Campus Security Authorities**

"Campus security authority" is a *Clergy Act*-specific term that, for the College's purpose, encompasses four groups of individuals and organizations that meet the following criteria:

- A member of campus police department or a campus security department
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Include individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
- 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.
- 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.

A Campus Security Authority (CSA) is responsible for reporting those allegations of *Clergy Act* crimes that he

or she concludes are made in good faith. (In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.) A CSA is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel.

The following staff and students of Magdalen College of the Liberal Arts are considered Campus Security Authorities:

- **College President**
- **Chief Operating Officer**
- **Director of Campus Safety/Dean of Students**
- **Dean of Men and Dean of Women**
- **Title IX Coordinator**
- **Faculty / Staff Advisors to Student Organizations**
- **Resident Assistants (RAs)**
- **Facilities Lock-up and Un-lock Personnel**

The following Magdalen College of the Liberal Arts staff are not Campus Security Authorities when acting in their capacity as pastoral and/or professional counselors.

- **College Chaplain**

To report a crime, please contact one of the following:

<b>Name</b>	<b>Title</b>	<b>Contact Information</b>
Dr. George Harne	President	gharne@magdalen.edu
Daniel Peterson	Chief Operating Officer	dpeterson@magdalen.edu
Mazel Belt	Director of Campus Safety/ Dean of Students/ Title IX Coordinator	mbelt@magdalen.edu
Samuel Fusini	Dean of Men	sfusini@magdalen.edu
Jeanette Houle	Dean of Women	jhoule@magdalen.edu
Any Resident Assistant		

### **Emergency Notification Procedures/Timely Warning**

In the event that a situation arises, either on or off campus, that, in the judgment of the President, Chief Operating Officer, Dean of Students, or Director of Campus Safety, constitutes an ongoing or continuing threat to the safety, health and well-being of its students and employees, a campus-wide “timely warning” will be issued. The College also notifies its students/employees of local hazards, as they receive notification from the Town of Warner, NH emergency services (police department, fire department, etc.) and the state.

In the case of confirmation of a campus wide emergency which puts the majority of persons or campus locations at risk, the warning will be emailed to all Magdalen student/employee email addresses and posted in print in the library, St. Paul’s student lounge, St. Joseph’s and St. Mary’s residence halls, both classroom buildings, and the chapel. In the case of localized emergencies/hazards, or those affecting particular persons/groups, the College will notify those groups via posting in the affected areas, and emails to individuals affected. As the situation progresses, the College may determine the necessity to notify other

groups/locations of campus of the incident. In the case of any incident, the Student Life staff (professional and paraprofessional student RAs) will be apprised initially of all incident details and act as first responders.

As soon as the College has confirmed that a significant emergency or dangerous situation exists, College administration will take steps to protect the safety of the campus community by determining what information to release about the situation and immediately initializing the notification process. The only exception to immediate notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim(s), contain the emergency, respond to the emergency or otherwise mitigate the emergency.

Anyone with information warranting a timely warning should report the circumstances to the Director of Campus Safety or Office of Student Life at (603) 456-2656 or directly to the offices in St. Paul's Multipurpose building. After office hours, all emergencies and hazardous situations should be reported to the Student Life professional staff via cell phone at (603) 731-2782.

### ***Emergency Response Drills***

The Dean of Students is responsible for coordinating with the Facilities Manager and the Campus Safety Committee to schedule and run emergency response drills and evacuation procedures. Residence Hall fire drills are schedule bi-annually and are unannounced. Evacuation drills of other public facilities are performed annually and are announced to the campus community without a specific date/time of the drill. Emergency response and evacuation procedures are provided to the College community in conjunction with one response test per academic year. Copies and sections of the campus emergency plan can also be found on the College website and in the Student Handbook. Printed copies are provided by the Office of Student Life, upon request.

### **Emergency Evacuation and Response Plans**

In the event that an emergency arises, you must immediately contact a member of management and/or the Administration Office so that the proper authorities may be notified. In the event of a medical, fire, natural disaster, etc., you must be certain, when possible, to make sure the task you are doing is left in a safe manner (i.e., machines are turned off) and evacuate yourself and any other persons around you to a secure location. The most appropriate secure location will depend on the type of emergency. The Student Life staff and Resident Assistants are trained in first responder first aid if necessary; first aid kits are available in every building. In order to quickly and efficiently handle all emergency issues, employees, students and guests are required to follow the orders given by management and/or professional authorities.

### ***Medical Emergency***

In the event of a medical emergency, the Chief Operating Officer or his/her designated representative will call 9-1-1 and notify emergency services. The Assistant to the Chief Operating Officer or an appointee will meet and direct medical help to the appropriate area.

### ***Fire Emergency***

In the event of a fire, the Chief Operating Officer or his/her designated representative will notify the fire department. Professional staff, Maintenance staff and Student Life paraprofessional staff are trained in fire safety and are responsible to removing and preventing fire hazards on campus. When a fire alarm sounds, all persons in the building are federally required to exit and should use the designated Fire Exit closest to their location. The evacuation gathering points for the campus buildings are as follows:

- St. Mary's Residence Hall: Classrooms 1-3
- St. Joseph's Residence Hall: Front Patio, St. Paul's Multi-Purpose Building

- St. Paul's Multi-Purpose Building: Student Parking Lot
- Campus Chapel: Student Parking Lot
- Classroom Buildings: Student Parking Lot

The College runs a fire drill in both residence halls once every semester. Each floor all campus buildings are equipped with fire extinguishers and has designated emergency exits and fire escape routes are properly posted.

Students may not tamper with any safety equipment or engage in activities that may jeopardize the safety of themselves or others, and tampering with fire equipment will result in severe disciplinary action. This includes, but is not limited to, damaging or tampering with smoke detectors, fire extinguishers, locks or locking mechanisms, other equipment or pranks that may injure persons or damage equipment that contributes to a safe environment.

All pathways to room doors and windows must be kept clear. Room doors must be able to be opened at least 90 degrees without debris blocking the entry/exit. In accordance with Fire Safety Code and Procedures, all appliances with exposed hot plates and heat sources – space heaters, coffee pots, curling irons, etc. - must have automatic shut-off features. The use in the residence halls of appliances with an open flame or exposed heating coils is strictly prohibited.

Banned appliances include, but are not limited to:

- “George Foreman” grills
- Griddles
- Toasters
- Toaster ovens
- Waffle Irons
- Sun lamps
- Halogen lights
- Non-LED Christmas lights

In accordance with Fire Safety Code and Procedures, the following items are not allowed on campus:

- Incense
- Hookah/Shisha
- Candles with burnt wicks

In accordance with Fire Safety Code and Procedures, the following fire hazards are not allowed in the residence halls:

- Gas Cans
- Fireworks (excluding ground snaps and sparklers)
- Oil Lamps
- Electrical cords under loose rugs
- Overloaded electrical plugs

The above lists are not all inclusive, and students are encouraged to use common discretion. All questions concerning items appropriate for campus use should be directed to the Office of Student Life.

### **Missing Student**

In the event that a student is missing, students, staff or faculty should promptly report the missing person to a Dean from the Student Life Office. All missing person reports must be referred immediately to the local

law enforcement agency, Warner Town Police. Before a student is declared missing, the Dean of Students, Assistant Dean(s) of Students or a staff member with similar responsibilities, will contact the student's friends, roommates and other associates to determine possible locations of the student. The College staff should try to personally contact the student via phone, email, social media messages, and other means of communication, as well as having other students contact the possibly missing student. Students, faculty, staff or others concerned about the whereabouts of another individual should collect the following information:

- Where/when/with whom the missing person was last seen
- Where/when/with whom the missing person was supposed to be
- The missing persons contact information (phone number, email, etc.), and that of their friends, roommates, family and close associates
- Possible threats to the missing person's safety
- All reasons to suspect that the person is legitimately missing and/or in danger

If the location of the missing student is not determined within 24 hours, local law enforcement personnel are to be notified, unless the local law enforcement agency was the entity that made the determination that the student is missing. The College staff should notify local law enforcement prior to 24 hours should they have reason to suspect the missing person is in any sort of danger.

Students have the option of providing the College with a specific person/persons whom the College should notify within 24 hours of the determination that the student is missing, if the student has been determined missing by the local law enforcement. Submissions of contact information can be made in the Office of Student Life. The contact information will be registered confidentially and will only be accessible to authorized campus officials and will only be disclosed to local law enforcement in the case of a missing person(s) investigation. If students are under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying the listed contact person(s).

### **Working relationship with state and local police agencies**

Magdalen College of the Liberal Arts is committed to cooperating with state and local police agencies in the prevention of crimes and ensuring the safety of the College's employees and students.

### **Security of, and access to, campus facilities, including campus residences**

During the Academic Year, access is permitted to all campus buildings, notwithstanding any policies in the Student Handbook, for students, parents, employees, visitors and guests of the college community. (All visitors should check in with the receptionist, located in St. Paul's multipurpose building during regular office hours.)

*Classroom buildings* are open 6:00 AM- APPROX. 6:00 PM, Monday through Friday.

*Residence Halls* are open 6:30am-12:00am, Sunday-Thursday and 6:30 a.m.-1:00 a.m., Friday-Saturday. On evenings and weekends, Residence Life staff and Resident Assistants are assigned to ensure access is limited to authorized students, employees, authorized visitors and guests. These student personnel make regular rounds of their respective residences in order to ensure proper security is maintained throughout their shifts. Their rounds include checking all emergency exits to ensure they are properly secured and checking the facilities for all health and safety hazards. Rounds may include checking with students on the first floor to ensure their room windows are properly secured. Anyone found in violation of College policy may be subject to fines and serious disciplinary action.

*The College Chapel* is open 6:00am-12:00am, seven days a week unless scheduled events require its staying open later.

*The St. Paul's Multi-Purpose Building*, which houses the student center, administrative offices, library, and dining hall, is open from 6:00am-12:00am, Sunday through Thursday, and 6:00am-1:00am Friday and Saturday.

The Maintenance Building is open 8:00am-6:00pm, Monday through Friday, and 7:00am -12:00pm on Saturdays. It is closed on Sundays.

The College reserves the right to give or deny access to any area in case of emergency.

### ***Facilities Lock-up and Un-lock Personnel***

Magdalen College of the Liberal Arts Facilities Lock-up Personnel are work study students who have responsibility for campus and building access outside of regular office hours. Their responsibilities include: locking up campus buildings at designated times, securing all doors, windows and exits to public campus buildings, and “doing rounds” throughout the evening to make sure that buildings and equipment are operating safely and efficiently. Facilities Lock-up Personnel secure all campus buildings except the residence halls. Resident Assistants (RAs) perform the same “lock-up” functions for the residence halls.

Facilities Lock-up Personnel have no authority to arrest individuals. If an incident arises which requires police intervention, they should contact the Warner police department or, in cases of emergency, call 9-1-1, and notify the Student Life professional staff immediately.

### ***Security Considerations Used in the Maintenance of Campus Facilities***

All workplace accidents, incidents, or injuries, no matter how small, must be reported immediately to a member of management. Prompt reporting is the responsibility of all employees.

In addition to these internal reports, Workers’ Compensation Law requires the College to complete accident reports. These reports identify hazards that exist in the work site or are part of the work process. By tracking and analyzing accidents, it is possible to detect problems and associated trends. Besides personal injury reports, there are also reports that cover vehicle accidents, property damage, and supervisory investigations of accidents.

When investigating any accident and completing the appropriate incident report, supervisors must first determine what happened and how it could have been prevented. Supervisors should inspect the scene, interview the victim and witnesses as soon as possible, and take photographs and/or sketches of the scene, if appropriate. This action to record evidence of an incident should occur immediately, or within 24 hours of the incident, unless a serious issue prevents the immediate gathering of evidence.

Information regarding personal injuries, vehicle accidents, and property damage is to be collected and analyzed by the College’s Joint Loss Management Committee. Analysis may reveal repeated safety/security infractions, incidents, or trends. It may provide an estimation of the probability of risk and associated loss. Once a hazardous trend is detected, a concentrated effort must be organized to address the situation so it may be effectively reduced or eliminated. Such a system of trend and data analysis may also produce a method for measuring the success or failure of any corrective action.

### **Campus Safety and Crime Prevention**

Student Life Staff, especially Residence Life Directors and RAs, have several meetings beginning shortly after orientation week in which they distribute information to all students regarding personal safety and the importance of good judgment. These programs have two parts: (1) a presentation on the appropriate material and (2) an open forum discussion on policies and making decisions that will keep members of the community

safe. Students are also trained during Fall Orientation weekend in a Campus Safety meeting, which includes materials on general safety tips, reporting procedures, bystander intervention, etc. At this meeting the following tips for personal safety and security are presented and discussed:

When walking or jogging

- Go with someone
- Stay away from isolated areas
- Try to stay near street lights
- Wear reflectors on the road
- Dress sensibly: tight pants, clogs, or heels make movement difficult
- Don't hitchhike

When going out

- Let someone in your room or in the dorm know where you are going
- Only take enough money with you for the evening with a little extra
- If you're going to be later than arranged get in the habit of calling your roommates or someone on campus to let them know

If you're being followed

- Cross the street or change direction
- Keep looking back so the person knows you can't be surprised
- Go to a well lighted area: enter a store, house, residence hall, classroom, or library anywhere there are people
- Notice and remember as much as possible about the person so you can give a good description

Where you live

- Do not use emergency exits except in case of emergency
- Do not prop locked doors open
- Do not let strangers into the college's buildings
- Put the Dean On-Call and your RA on your mobile phone's speed dial.

### ***Bystander Intervention***

All members of the Magdalen College of the Liberal Arts community are responsible for campus safety and for reporting crimes and *Clergy Act* violations. If a student or another member of the community suspects that someone is being harassed, abused or discriminated against, they should not ignore it. Bystanders can take positive, safe steps to intervene for others by:

- Asking the person being harassed if they want to talk or need help
- Expressing observations and concerns to an RA, Dean or other a Campus Security Authority

### **Student Alcohol and Drug Policy**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on College property or at a College-sponsored activity is strictly prohibited. Local, state, and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or other drugs. These laws carry penalties for violations, including monetary fines and imprisonment.

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. There are obvious risks, such as suffering a hangover, being charged with driving under the influence

or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Unwanted sexual activity
- Sexually transmitted diseases, including HIV/AIDS
- Jeopardizing future career prospects (e.g., admission to law school, government employment)

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to other students and the public.

The Student Life Staff can help students who have problems related to alcohol and drug use to connect with counselors and/or programs in the area. The College offers free and confidential shuttles to all licensed medical services/professionals.

Individuals whose performance is impaired as a result of the use or abuse of drugs or alcohol (either on or off campus); who illegally use or abuse drugs or alcohol on campus; who violate any provision of the Student Alcohol and Drug Policy are subject to severe sanctions. These can include required completion of an appropriate rehabilitation program, suspension, expulsion, and referral to law enforcement authorities.

In addition, the possession and/or use of alcohol on campus is prohibited. Beer or wine may be occasionally made available at formal dinners in honor of visiting dignitaries or celebrations of significant feasts. Authorization of the use of alcohol on campus rests with the President and will be in compliance with state law and regulations. Otherwise, the possession of empty alcoholic beverage containers on campus or at College-sponsored events is prohibited; any level of intoxication on campus or at College sponsored events is prohibited.

### ***Drug Policy***

Federal and state laws control the possession, use, and sale of drugs and include severe penalties for violations. Magdalen College of the Liberal Arts prohibits the illegal possession or transfer of any illicit drug so defined under state or federal law, and views the use, possession, or sale of any illicit drug as contradictory to the welfare of both the person and the College community. The harmful effects of drug abuse on physical and mental health are well established, as are the costs of such actions both academically and legally.

It is critical that all members of the community understand and anticipate the College's response to individual cases of illegal use, possession, transfer, distribution, and trafficking in illicit drugs or the attempt, solicitation, or conspiracy to commit any such offenses. The College has zero-tolerance for violations of the College Drug Policy.

The College is not a law enforcement agency and does not assess the penalties specified in state and federal laws. Adjudication of violations of the Drug Policy, however, may reflect current medical and legal standards related to different classes of illicit drugs. Additionally, the College will cooperate with local, state, and federal authorities. Student Life Staff reserves the right to confiscate observed drug paraphernalia or apparently illegal drugs, and to search, without warning, all campus buildings/property for suspected evidence of drugs. Confiscated drugs and drug paraphernalia are turned over to law enforcement authorities, who may initiate an investigation. Drug offenses that involve immediate and substantial danger to the community will be reported to the appropriate authorities at once and may result in immediate temporary suspension.

A violation of federal, state, or local laws concerning drugs is a violation of College regulations and is subject to College disciplinary action up to and including expulsion. Students are accountable for their own decisions regarding the use of illicit drugs; they are also responsible for knowing and complying with applicable College regulations and local, state and federal laws related to illicit drugs.

### ***College Policy for Students***

These regulations apply to all students of Magdalen College of the Liberal Arts. They also apply in connection with student programs, events, and activities officially recognized by, and under the jurisdiction of, the College and its recognized student organizations, both on- and off-campus. Violation of these regulations may subject an individual or organization to disciplinary action.

I. No student shall possess, use, transfer, distribute, manufacture or attempt to manufacture, or traffic in illicit drugs in violation of state or federal law or attempt, solicit or conspire to commit any such offenses. In addition, the College prohibits the possession or use of drug paraphernalia. Violation of this policy may subject an individual or recognized organization to disciplinary action.

II. The College relies on outside educational programs, cooperation with area experts, and disciplinary procedures to minimize the use of illicit drugs. Students are urged to seek help for themselves or on behalf of others in any matter of drug usage. Student Life Staff and Chaplains may be consulted when a student is in need of assistance; as well the Student Life Staff can help students who have problems related to alcohol and drug use to connect with counselors and/or rehabilitation/substance abuse assistance programs in the area.

III. Whenever, in the opinion of the Dean of Students, there is sufficient and credible information or other evidence from within the College or without that a student is or has been distributing, transferring or trafficking in illicit drugs or attempting, soliciting or conspiring to commit any of these offenses with others, or is or has been in possession of such amounts as to make this a reasonable supposition, the student may be temporarily suspended by the Dean of Students until the Board of Discipline hears the case.

### ***Adjudication of Violations of the Drug Policy***

Violation of the Drug Policy will subject students to a College disciplinary hearing that may result in sanctions ranging, from verbal reprimands with a referral to a drug education program, or expulsion from the College, depending upon the nature and circumstances of the case. Sanctions are not automatic.

In determining the appropriate sanction for violation of the policy, the Dean of Students, his or her designee and/or the Board of Discipline will, at a minimum, consider the following circumstances:

1. The details of the violation committed (who, what, when, where, how);
2. The amount and nature of the drug(s) involved;
3. The level of knowledge and intent of the student(s);
4. Delivery or attempted delivery of drugs; and
5. Prior offenses of the student(s).

This list is not exhaustive and other circumstances may be considered in the determination of a sanction. There may also be legal consequences for criminal charges that may result from the use, possession or distribution of illegal drugs.

### ***State and Federal Drug Laws***

The following summary of some pertinent drug laws is not exhaustive and is subject to change. If students have questions concerning the scope and applications of the law, they should consult legal counsel.

Importantly, any person who is convicted of possession or trafficking of a controlled drug under a state or federal drug statute will be ineligible for Federal benefits for a proscribed period of time. This includes the Federal benefit of Federal Financial Aid. 21 U.S.C.A. § 862. For more detailed information on federal laws regarding drug offenses and penalties see 21 USC Part D or contact the Office of the General Counsel at (603) 646-2444.

All students are reminded that it is illegal under New Hampshire law to:

1. Possess, manufacture, control, sell, purchase, administer, transport, dispense, possess with an intent to sell, package or repackage any controlled drug or controlled drug analog. Penalties for this offense vary according to the nature and the amount of the drug. See NH RSA 318-B:26 for a list of all penalties.
2. Deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing that it is intended to be used to plant, grow, harvest, manufacture, produce, process, prepare, test, analyze, pack, store, conceal, ingest, inhale, or otherwise introduce into the controlled substance into the human body. NH RSA 318-B:2. Violation is a misdemeanor, up to one year in jail, up to \$2,000 fine.
3. Drive a motor vehicle while under the influence of any controlled drug. NH RSA 265-A:2. Violation is a Class B misdemeanor, minimum fine of \$750, completion of impaired driver intervention program, revocation of privilege to drive for minimum of 9 months, and possible drug or alcohol treatment.

### ***Alcohol and Drug Abuse Education***

Any student who requires counseling for drug and/or alcohol abuse should seek the necessary assistance. Student Life Staff have a directory of counselors in the area. In addition, a directory of Narcotics Anonymous or Alcoholics Anonymous meetings in the area is available from the Student Life Office.

### ***Student Off-Campus Criminal Activity***

Any student's behavior on campus or off campus that seriously disturbs the peace of the collegiate community, the local community, or damages the College's reputation will cause the student to be subject to a disciplinary hearing and possible suspension and/or expulsion. Students arrested for off-campus criminal activity or in any way receiving discipline from local, state or federal law officials for illegal activity will be subject to a College disciplinary hearing and possible suspension and/or expulsion.

### **Sexual Assault**

#### ***Programs for Sexual Assault Education***

The College provides literature on sexual assault education and risk reduction through the Student Life Office. In addition, the College provides information on programs offered in the local and surrounding community.

#### ***Sexual Assault Prevention and Response Programs***

The College annually trains all its faculty, staff and students on methods to prevent, respond to reports of, sexual assault. The training is integrated into the Fall Orientation weekend programs and supplemented for students with residence hall meetings throughout the academic year. Additional training is provided to CSAs and, in particular, to Resident Assistants, who come in more frequent contact with victims of sexual assault and related violence. The Title IX Coordinator is responsible for the updated training and maintenance of

campus awareness on current issues of sexual assault, and handles all reports of incidents according to federal and state requirements.

### ***Reporting sexual assault***

If one becomes aware of a victim of a sexual assault, one's first priority should be to get to a place of safety. He or she should then obtain necessary medical treatment for the victim. The College strongly urges that a victim of sexual assault report the incident in a timely manner to a member of the College staff, so that the College can assist the victim in receiving proper medical treatment and receiving all necessary help to file a police report and respond to the violation appropriately. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Security Authority and/or the Warner Police Department. Filing a grievance report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from CSA.

Filing a police report will

- Ensure that a victim of sexual assault receives the necessary medical treatment and assistance
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, use the restroom, or change clothing prior to a medical/legal exam)
- Ensure that a victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Board of Discipline, or only the latter. The Director of Campus Safety, Student Life staff member or another designated Campus Security Authority will support the victim in his or her decision and put him or her in touch with professional services to educate them about the available options. Counseling and support services are available outside the College through the Rape and Domestic Violence Crisis Center.

College disciplinary proceedings are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training and is a member of the College community to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. If either the accused or the victim of such proceedings wish to appeal the final result, they may do so according to the Appeal Process detailed in the Student Handbook. A student found guilty of sexual misconduct could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### ***Registry of Sex-Offenders***

Information regarding registered sex offenders is available at the New Hampshire Department of Safety <http://www4.egov.nh.gov/nsor/>.

### ***Domestic Violence Policy***

Domestic violence is abusive behavior that is physical, sexual and/or psychological and is intended to establish and maintain control over a partner.

Magdalen College of the Liberal Arts will not tolerate domestic violence including harassment of any employee or student while on our campuses and other facilities. This includes physical, verbal and non-verbal

threats, threatening behavior, related actions against Magdalen employees, students, visitors, guests or other individuals by anyone on Magdalen property that may result in physical or emotional injury or otherwise place one's safety and productivity at risk. Any employee or student who threatens, harasses or abuses someone at the institution or uses college resources such as work time, offices or classrooms, phones, fax machines, mail, email or other means to threaten, harass, or abuse someone may be subject to disciplinary action which may include dismissal and/or expulsion. Disciplinary action may also be taken against students or employees who are arrested, convicted or issued a permanent injunction as a result of domestic violence when such action has a direct connection to the student's performance or the employee's duties at the college.

Individuals who apply for or obtain a protective or restraining order that lists Magdalen College of the Liberal Arts campus or other facilities as protected areas, should provide the Director of Campus Security with a copy of the related petition and declarations and/or the temporary or permanent protective or restraining order. Staff and students are directed to call the local 9-1-1 operator as a first response in case of an immediate threat or emergency situation.

Domestic violence victims and perpetrators are encouraged to tell a trusted class instructor, co-worker, supervisor or manager, human resources and/or a Title IX Coordinator and/or Campus Security Authority about their situation and ask for assistance. Work schedule adjustments or leave may also be provided if necessary for assistance with domestic violence situations in compliance with state and federal law. All reports of domestic violence will be treated with confidentiality and respect for the privacy of the reporting individual(s) as far as is reasonable in compliance with federal and state law, and will be directed to the Title IX Coordinator. Reports of employee misconduct will be immediately referred to the Chief Operating Officer. Reports of student misconduct will be immediately referred to the Office of Student Life. There will be no reprisals taken against an employee or student solely for being a victim of harassment in the workplace or as a member of the College community.

The victim of a domestic violence may choose for the investigation to be pursued through the criminal justice system and the Board of Discipline, or only the latter. The Director of Campus Safety, Student Life staff member or another designated Campus Security Authority will support the victim in his or her decision and put him or her in touch with professional services to educate them about the available options. Counseling and support services are available outside the College through the Rape and Domestic Violence Crisis Center.

College disciplinary proceedings are detailed in the *Student Handbook*. The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training and is a member of the College community to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. If either the accused or the victim of such proceedings wish to appeal the final result, they may do so according to the Appeal Process detailed in the *Student Handbook*. A student found guilty of sexual misconduct could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### **Dating Violence Policy**

Dating violence (or "relationship abuse") is emotional, psychological, physical, sexual, or financial abuse (or, sometimes, a combination of these) perpetrated over a sustained period of time in order to gain and/or maintain power and control in a dating relationship.

Magdalen College of the Liberal Arts will not tolerate dating violence including harassment of any student while on our campuses and other facilities. This includes physical, verbal and non-verbal threats, threatening

behavior, related actions against Magdalen employees, students, visitors, guests or other individuals by anyone on Magdalen property that may result in physical or emotional injury or otherwise place one's safety and productivity at risk. Any student who threatens, harasses or abuses someone at the institution or uses college resources such as work time, offices or classrooms, phones, fax machines, mail, email or other means to threaten, harass, or abuse someone may be subject to disciplinary action which may include dismissal and/or expulsion. Disciplinary action may also be taken against students who are arrested, convicted or issued a permanent injunction as a result of dating violence when such action has a direct connection to the student's performance at the college.

Individuals who apply for or obtain a protective or restraining order that lists Magdalen College of the Liberal Arts campus or other facilities as protected areas, should provide the Director of Campus Safety with a copy of the related petition and declarations and/or the temporary or permanent protective or restraining order. Staff and students are directed to call the local 9-1-1 operator as a first response in case of an immediate threat or emergency situation.

Dating violence victims and perpetrators are encouraged to tell a trusted instructor, co-worker, supervisor or manager, human resources and/or a Title IX Coordinator and/or Campus Security Authority about their situation and ask for assistance. Work schedule adjustments or leave may also be provided if necessary for assistance with domestic violence situations in compliance with state and federal law. All reports of domestic violence will be treated with confidentiality and respect for the privacy of the reporting individual(s) as far as it is reasonable in compliance with federal and state law and will be directed to the Campus Security Authority. Reports of student misconduct will be immediately referred to the Office of Student Life and/or the Campus Security Authority. If either the accused or the victim of such proceedings wish to appeal the final result, they may do so according to the Appeal Process detailed in the *Student Handbook*. There will be no reprisals taken against an employee or student solely for being a victim of harassment in the workplace or as a member of the College community.

Students can find resources to off-campus professional physical and mental health resources through the Office of Student Life.

### **Stalking Incidents Policy**

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A "course of conduct" can be defined as a pattern of behavior composed of two or more acts over a period of time, however short, that evidence a continuity of purpose. A "reasonable person" standard asks if a reasonable person in similar circumstances would be made afraid by the perpetrator's behavior. A reasonable person fear standard can help avoid various subjective perceptions of fear, as different people may not be fearful of the same things.

Magdalen College of the Liberal Arts will not tolerate incidents of stalking including harassment of any employee or student while on our campuses and other facilities. This includes physical, verbal and non-verbal threats, threatening behavior, related actions against Magdalen employees, students, visitors, guests or other individuals by anyone on Magdalen property that may result in physical or emotional injury or otherwise place one's safety and productivity at risk. Any employee or student who threatens, harasses or abuses someone at the institution or uses college resources such as work time, offices or classrooms, phones, fax machines, mail, email or other means to threaten, harass, or abuse someone may be subject to disciplinary action which may include dismissal and/or expulsion. Disciplinary action may also be taken against students or employees who are arrested, convicted or issued a permanent injunction as a result of stalking incidents when such action has a direct connection to the student's performance or the employee's duties at the college.

Individuals who apply for or obtain a protective or restraining order that lists Magdalen College of the Liberal Arts campus or other facilities as protected areas, should provide the Campus Security Authority with a copy

of the related petition and declarations and/or the temporary or permanent protective or restraining order. Staff and students are directed to call the local 9-1-1- operator as a first response in case of an immediate threat or emergency situation.

Victims of stalking, witnesses and perpetrators are encouraged to tell a trusted instructor, co-worker, supervisor or manager, human resources and/or a Title IX Coordinator and/or Campus Security Authority about their situation and ask for assistance. Work schedule adjustments or leave may also be provided if necessary for assistance with stalking situations in compliance with state and federal law. All reports of domestic violence will be treated with confidentiality and respect for the privacy of the reporting individual(s) as far as is reasonable in compliance with federal and state law, and will be directed to the Campus Security Authority. Reports of employee misconduct will be immediately referred to the Chief Operating Officer. Reports of student misconduct will be immediately referred to the Office of Student Life. There will be no reprisals taken against an employee or student solely for being a victim of harassment in the workplace or as a member of the College community.

Students can find resources to off-campus professional physical and mental health resources through the Office of Student Life.