



# CAMPUS SAFETY

CAMPUS CRIME &  
FIRE SAFETY  
ANNUAL REPORT  
2010

## **Campus Safety at Southern Vermont College**

Southern Vermont College is committed to providing its students, faculty, and staff with a safe campus on which to study, work, and live by making each student and employee aware of how to reduce the possibilities of incidents and create a better campus environment. Southern Vermont College enrolls approximately 550 students and employs approximately 140 staff and faculty members. The campus covers approximately 372 acres. The following describes the policies and procedures of Southern Vermont College in regard to safety and security on campus.

### ***Campus Safety Department***

The Campus Safety Department offices are located in the first floor of Aldis Hall. The department consists of a Director, 5 full-time officers and 1 part-time officer. Campus Safety is also responsible for much of the College's transportation needs and, in that capacity, employs 1 full-time driver and 3 part-time drivers.

Campus Safety Officers are unarmed private security officers and do not possess any powers of arrest. The Department works closely with the Bennington Police Department when necessary and appropriate. The Officers receive training in emergency procedures, first aid, CPR and the proper use of the College's Automatic External Defibrillator (AED).

Campus Safety is staffed 24 hours a day, 7 days a week and conducts regular walking and vehicular patrols of the campus. Campus Safety Officers are charged with being the primary enforcement authority for College policies and regulations, which are outlined in the College Policies and the Student Handbook.

### ***Security and Access – College Facilities***

Campus Safety is responsible for the locking/unlocking of all College buildings, according to the advertised facility schedules. All College Facilities are routinely patrolled by Campus Safety, which is staffed 24 hours a day, 7 days a week, 365 days a year. College staff and faculty members may also request access to College Facilities during off hours as well if the request is scheduled and authorized.

### ***Security and Access – Residence Halls***

Southern Vermont College has 6 residence hall buildings. All College residence halls are locked 24 hours a day and can only be accessed by authorized entry, either by key or by electronic access control systems. All residence hall doors, with exception of bedroom doors, are equipped with automatic door closing devices and door locks that remain locked at all times. In addition, all residence hall windows are equipped with window locks.

All students, faculty, and staff are issued a College ID card which is equipped with electronic access control technology that allows Campus Safety to control their authorized access within Hunter Hall, which is currently the only campus building equipped with electronic access control technology.

In addition to their College ID card, each resident student is issued a set of keys that gives them access to their assigned living area only. Resident students are instructed not to leave their keys unattended and to immediately report any lost/stolen keys. Resident students are also instructed to keep their doors closed/locked at all times when their rooms are unattended and never to prop open any residence hall doors. Students are reminded of these, and other, important security policies through frequent Campus Safety Notifications posted around campus and/or sent out through email. Campus Safety Notifications are important security alerts describing safety and security and/or concerns that effect the College community.

## ***Alcohol and Other Drug Policies***

The College encourages students to make informed decisions regarding alcohol consumption and recognizes that there are times when alcohol will be used in social settings or by students of legal drinking age in private living areas including rooms and suites. The College does not permit the possession or consumption of alcoholic beverages by students under 21 years of age, and it is not permitted in first-year student housing. Community Advisors of legal drinking age assigned to first-year housing may not have alcohol in their rooms. The College adheres to Vermont State alcohol laws. A student who decides to consume alcohol assumes full responsibility and consequences from its use or abuse, both on and off campus.

Southern Vermont College recognizes that substance abuse is a complex social problem. While it is necessary for the College to delineate and enforce regulations concerning alcohol and drugs, the College seeks to foster a positive climate in which those who choose to use legal substances do so responsibly. It is equally important for the College to support those who are dealing with a substance abuse problem.

### **General Regulations**

1. Public intoxication anywhere on campus or at a college event, is considered unacceptable behavior in our community. Public intoxication is defined as alcohol influence/ behavior which causes a disturbance, and/or is harmful to self, others and/or property.
2. Intoxication will not be accepted as an excuse or mitigating circumstance for Student Code of Conduct violations.
3. Possession and use of alcohol beverages by students under the legal drinking age of 21 is prohibited. Any alcohol confiscated by Campus Safety or Residence Hall staff will be disposed of as soon as is reasonably possible.
4. Students 21 years of age or older may possess alcohol and are expected to consume alcohol

responsibly on or off campus. Alcoholic beverages may not be served or given directly or indirectly to students under 21 years of age.

5. The manufacture and/or sale of alcoholic beverages is prohibited in college residence halls.

6. Dispensing or consumption of alcoholic beverages is only permitted in private rooms by students of legal drinking age. Any other dispensing of alcoholic beverages on campus needs to be under the supervision of Sodexo Food Services with the approval from the Director of Residence Life and the Dean of Students. See *College – Sponsored Events with Alcohol*.

7. Kegs or alcohol in common source containers are prohibited unless served by Sodexo Food Services with the approval of the Director of Residence Life and Dean of Students.

8. Privately obtained alcoholic beverages may not be brought into an organized College sponsored event.

9. Open containers (can, bottle, box, cups, flasks, etc.) with alcohol beverages, or items which once contained alcoholic beverages, are only permitted in private rooms by individuals of legal drinking age.

10. Empty beer containers, hard liquor or wine containers, packaging or bottle caps cannot be used for decorative purposes for any students under the age of 21, nor in any common area, including all suites, hallways, and lounges regardless of age. Such containers or associated prohibited items may be used as proof of an alcohol violation policy.

11. Drinking games and associated paraphernalia (i.e. beer funnels, beer pong tables, etc.) are prohibited due to concern of inappropriate and unsafe consumption of alcohol. Such paraphernalia may be subject to confiscation by Campus Safety or residence hall staff and will not be returned.

12. Alcohol may not be stored in a suite, common area, common area closet, or bathroom. It must be kept in a bedroom in which the owner of the alcohol is of legal age.

13. Driving under the influence of alcohol is strictly prohibited.

14. Any student who arrives in class and the instructor believes may be under the influence of alcohol or other drugs may be asked to leave. In

addition, the instructor is encouraged to document the incident and forward it to the Dean of Students.

15. Open containers (can, bottle, box, cups, flasks, etc.) with alcoholic beverages are only permitted in private rooms by individuals of legal drinking age.

16. When transporting alcohol on campus, all containers must be unopened and may not be open until the individual of legal drinking age reaches their room. Individuals under the age of 21 may not transport alcohol.

### **State Laws and Local Ordinances: Alcohol**

1. Vermont law provides that no person shall sell or furnish any alcoholic beverages to any person who is under the age of 21. Violators generally may face a fine not less than \$500 and up to \$2,000 and/or imprisonment up to two years, and/or civil actions for damages. Where the underage person is involved in a related motor vehicle accident as an operator and death or serious bodily injury results, violators may be imprisoned for up to five years and fined up to \$10,000.

2. No person shall knowingly enable the consumption of alcoholic beverages by a person under the age of 21; "enable" under this Vermont law means to create a direct and immediate opportunity for a person to consume alcoholic beverages, including where there is no charge for such beverages. The potential penalties for violation of this provision are as those detailed in the section above.

3. Individuals knowingly aiding any person under the age of 21 in procuring alcoholic beverages, or who falsely represent their age for the purpose of procuring/consuming alcoholic beverages, may face a fine of not more than \$500 and/or imprisonment of not more than 30 days.

4. Anyone who sells alcoholic beverages without a license may be punished by fine and/or imprisonment. If admission is charged at an event where alcohol is served, sponsors must have obtained a license.

5. State law prohibits Southern Vermont College from providing alcohol at College events unless a licensed caterer (approved by the College) has been contracted for the event. Students/guests are required by law to present, when asked, proof of age in the form of a current valid driver's license, passport, or state-issued identification card.

6. Town of Bennington open container ordinances prohibit consumption of alcoholic beverages in public areas and in or on motor vehicles, either moving or stationary. Violators are punishable by a fine not exceeding \$100 or imprisonment not exceeding 30 days or both.

### **College-Sponsored Events with Alcohol**

1. Any club, organization, or College department wishing to host a function with alcohol must work with the Sodexo Food Services Manager to apply for a liquor license at least 30 days prior to the event. Student clubs or organizations must first seek the approval of the Director of Residence Life and the Dean of Students to sponsor a function with alcohol.

2. College clubs or organizations may not sponsor alcohol activities or gatherings in campus housing.

3. Clubs, organizations, or College departments may tastefully advertise alcohol for an event if the event is approved as per #1 and the signs are approved by the Director of Campus Programs. The focus of the event should be primary and not the alcohol.

4. Kegs and alcohol in common source containers are prohibited unless served by Sodexo Food Service with approval from the Director of Residence Life and the Dean of Students. At any party or catered function, alcoholic beverages must only be served by two trained service staff from Sodexo. Sodexo Food Services Manager will assist with the ratio of alcohol/non-alcoholic beverage/food.

5. Market value needs to be charged for the price of drinks.

6. Students 21 years of age and older who want to purchase alcohol need to wear a specific wristband or similar marking signifying they are allowed possession, as well as be listed on Sodexo's master

list. In addition, guests who are 21 years of age or older must show two forms of ID in order to consume alcohol.

7. Areas where alcohol can be consumed need to be separate from the general event area. For example, alcohol should not be allowed on the dance floor or areas intermixed with underage students.

8. Campus Safety Officers need to be present at any student event where alcohol is being served. The number of officers needed will be dependent on the expected number of attendees. Cost of the Campus Safety officers will be paid by the sponsoring organization.

9. No alcohol-related events may be scheduled for students Sundays through Thursdays.

### **College Drug Policy**

The following constitute violations of the College's Drug policy:

1. The presence, possession, sale, distribution, manufacturing, or use of any drug(s) currently classified by the State of Vermont or the Federal Government as a narcotic drug including, but not limited to marijuana, LSD, cocaine, MDMA (ecstasy), heroin, and other illicit drugs is prohibited anywhere on campus including campus sponsored events and personal automobiles parked on campus property.

2. Possession of drug related paraphernalia (including, but not limited to roach clips, pipes, bongs, water-pipes, cocaine spoons, hypodermic needles, rolling papers) or any item containing drug residue is prohibited. These items will be confiscated.

3. Unauthorized possession, improper use, sale, distribution, and/or manufacturing of medication or prescription drugs are prohibited. Possession and use of prescription medication is only permitted with a valid prescription belonging to that individual.

### **State and Federal Drug Regulations: Drugs**

1. State and federal laws provide for potentially severe and, in some cases, mandatory penalties in the forms of fines, imprisonment, and seizure of

property for persons who knowingly and unlawfully possess illegal drugs for use or sale.

2. Federal regulations permit revocation of federal student aid to anyone prosecuted and convicted of a drug offense.

### **Substance Abuse Counseling, Support and Information**

Southern Vermont College supports programs aimed at the prevention of substance abuse by College employees and students. The College will provide preventative educational programs for students and may refer employees/students experiencing substance dependency related problems for counseling and assistance. The College's Alcohol and other Drug Policy describes general expectations for behavior and cannot guarantee that substance-related regulations will be honored by everyone. The College must therefore rely on the judgment of students, faculty, and staff to observe and abide by all regulations.

Counseling Services provides counseling, education, consultation, and referrals for students with substance-related problems that may include concern about another person's use and/or abuse. A counselor is available to meet with any Southern Vermont College student. Use of Counseling Services for substance related issues is confidential. Individual privacy will be respected unless otherwise required by law.

### **On-Campus Resources**

Counseling Services: Counseling is generally available Monday through Friday from 9:00 a.m. to 5:00 p.m. To schedule an appointment, call 802-447-6343. In case of an emergency, contact the Southern Vermont College Security Office or contact emergency medical services by calling 9-911.

Security Office 802-447-4001

Main Switchboard 802-442-5427

### **Off-Campus Community Resources**

Alcoholics Anonymous 802-447-1285

Narcotics Anonymous 802-773-5757

PAVE (Project Against Violent Encounters) 802-442-2111

## **Health Risks**

**Alcohol**--Alcohol consumption causes a number of changes in behavior and physiology. Even low doses of alcohol significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued use may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

While legal use of alcohol may be accepted socially, abstinence is a preferred choice for many people in the College community. A larger percentage of college-aged students do not drink or drink infrequently as compared to those who drink often or to excess. Each individual must make a responsible decision about alcohol use. For some individuals, the use of alcohol can lead to academic problems, personal problems, and/or legal problems. Alcohol may interfere or interrupt the education process.

**Marijuana/Cannabis/Hashish**--The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increase risk of lung cancer.

**Hallucinogens**--Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**Cocaine/Crack**--Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, freebase rock cocaine, is extremely addictive and

can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and death.

**Methamphetamines**--Methamphetamine use causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing strokes. Other effects include respiratory problems, irregular heartbeat, dental deterioration, and extreme anorexia. Its use can result in cardiovascular collapse and death.

**Heroin**--Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in addiction, coma, or death due to a reduction in heart rate.

**Ecstasy**--Ecstasy is related to mescaline and methamphetamine. Its use permanently depletes the body's serotonin reserves, affects memory, heightens anxiety, and has led to death in some users.

## ***Weapons Policy***

Possessing/using firearms, explosives/fireworks, or other weapons on College property is strictly prohibited. Students who work for the Sheriff's or Police Departments must make arrangements to store their firearms off campus. Contact the Director of Campus Safety if you have questions.

1. The possession, use, or storage of any explosive material on College property or at any College function.
2. The possession, use, or storage anywhere on College property (including the Residence Halls) of any object designed to inflict injury. Possession and/or use of firearms, explosive chemicals, gasoline, ammunition, bows and arrows, swords, and other similar items are prohibited.
3. Threatening the possession or use of weapons or explosives is prohibited. This includes threats made verbally, by phone, by email, by text message, or by any other means of electronic or other communication.

## ***Sexual Misconduct Policies and Information***

### **Sexual Misconduct**

Physical abuse, sexual abuse, detention, intimidation, or threats of violence to any person (student, faculty, staff, employee, or guest) on any part of the College campus, at any College-sponsored event, or at off-campus sites involving Southern Vermont College students will be considered a serious violation. Physical and sexual violence shall be defined as inflicting physical or sexual injury or imposing the threat of physical or sexual injury or intimidation by threat of physical or sexual injury. Violations include, but are not limited to, pushing, punching, slapping, use of a weapon to cause injury, sexual force, or the threat of such action.

Sexual Misconduct is defined as any physical act of a sexual nature perpetuated against any individual without consent or when an individual is unable to freely give consent. Acts of a sexual nature include, but are not limited to, touching or attempted touching of an unwilling person's breasts, buttocks, inner thighs, groin or genitalia, either directly or indirectly; and/or rape, forcible sodomy, or sexual penetration (however slight) of another person's oral, anal or genital opening with any object. Sexual conduct also includes sexual exploitation, defined as taking nonconsensual, unjust sexual advantage of another for one's benefit or the benefit of another party. These acts may or may not be accompanied by the use of coercion, intimidation, or through advantage gained by the use of alcohol or other drugs.

Sexual assault has occurred when a person engages in a sexual act with another person and:

1. Compels the other person to participate in a sexual act without the consent of the other person; by threatening the other person; or by placing the other person in fear that any person will suffer imminent bodily injury; or
2. Has impaired substantially the ability of the other person to appraise or control conduct by

administering or employing drugs or intoxicants without the knowledge or against the will of the other person; or

3. The individual is unable to give consent if one is asleep, drugged, intoxicated, unconscious, a minor (under the age of 16) or mentally impaired or incapacitated. Signs that a person is intoxicated, incapacitated, or otherwise unable to give consent include, but are not limited to: slurred speech, loss of coordination, passing out for any period of time, vomiting and verbalized feeling of being nauseous. Both partners must clearly communicate their willingness and permission to engage in sexual activity. Consent is not the absence of the word "no". Failure to resist sexual advances, silence and/or prior relationship does not constitute consent.

Further, the College's policy defines sexual misconduct as occurring when a person does not view specific sexual contact as desirable or if he or she finds it necessary to resist sexual advances in any way. A verbal "no" (no matter how indecisive) or resistance (no matter how passive) constitutes a lack of consent. This policy applies to all members of the College community and its guests regardless of the gender of the parties involved and regardless of the previous actions or personality of any individual.

When a formal complaint has been put forward, the College may proceed with its process concerning sexual misconduct before, during or after any criminal or civil court proceedings involving the same event.

Students found responsible for violating this policy will be subject to severe disciplinary sanctions up to and including separation from the College (as outlined in the "Most Serious Community Violations" section of the Student Handbook). Complaints involving an individual not associated with the College may require resolution with local law enforcement agencies, depending on the nature of the individual's relationship with the College. Complaints involving an employee of the College will be handled under separate procedures for addressing employee misconduct.

## **Sexual Harassment**

Southern Vermont College strives to create and maintain a working and learning environment in which people are treated with dignity, decency and respect. The environment of the College is characterized by mutual trust and the absence of intimidation, oppression and exploitation. Faculty, staff, and students are able to work and learn in a safe, yet stimulating atmosphere. For these reasons, SVC does not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of faculty, staff, and students, SVC seeks to prevent, correct and, when necessary, sanction behavior that violates this policy.

All faculty, staff, and students, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or student who violates this policy.

Any SVC faculty or staff member who is found to have engaged in conduct prohibited under this Policy is subject to disciplinary action according to procedures in the *Human Resources Policies, Procedures and Benefits Manual*. Any SVC student who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action according to the procedures in this *Student Handbook*.

### **1. Discrimination:**

a) It is a violation of this policy to discriminate in the provision of employment or educational opportunities, to create discriminatory work or learning conditions, or to use discriminatory evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, sex, national origin, age, religion, disability status, military/veteran status, or sexual orientation.

b) Discrimination of this kind is also prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964;

Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1975; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act; the Equal Pay Act, and Vermont discrimination statutes.

c) Discrimination in violation of this policy will be subject to severe sanctions.

### **2. Harassment:**

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment, and SVC will take appropriate action to swiftly address any unlawful harassment. Harassment is defined as verbal or physical conduct that has as its effect to threaten, intimidate or coerce. Also included are verbal taunting (including racial and ethnic slurs) which, in the employee's or the student's opinion, impairs his or her ability to perform his or her job or studies.

Examples of inappropriate conduct are:

(1) Verbal: Insulting comments, epithets, slurs or negative stereotyping, regarding a person's nationality, origin, race, color, religion, age, gender, sexual orientation, disability or other protected status.

(2) Non-verbal: Distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, disability, or other protected status.

### **3. Sexual Harassment:**

Sexual harassment is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. According to these statutes, sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect

of creating an intimidating, hostile, or offensive working or learning environment."

Unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment, when:

a) such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; or

b) acceptance or rejection of such advances or requests is used as a basis for an employment or educational decision; or

c) such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or

d) such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and therefore interferes with work or learning effectiveness.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

(1) Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

(2) Non-verbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.

(3) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

There are three types of sexual harassment:

1. "*Quid pro quo*" harassment, where submission to harassment is used as the basis for employment or educational decisions.

*Quid pro quo* harassment occurs when employee benefits such as raises, promotions, working hours, etc., or student benefits such as grades, assignments, recommendations, etc. are directly linked to compliance with sexual advances.

Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment. Example: A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.

2. "Hostile work or learning environment," where the harassment creates an offensive and unpleasant working or learning environment.

Hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work or educational environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. Again, it is recognized that the academic setting is distinct from the workplace in that latitude is required for professional judgment in determining

the appropriate content and presentation of academic material.

3. "Gender-based hostility", where an individual or individuals are harassed because of their gender.

### **Sexual Assault: Information and Resources**

If you are the victim of a sexual assault, the College can provide support and resources to help you determine your options. The College recommends that you follow these steps as possible courses of action:

· **Get to a safe place:** Campus Safety, the Residence Life staff, Health Services, the Counseling Office, and the Dean of Students can provide assistance to you. The office locations and phone numbers are listed in the Resource section. After hours and on weekends, Campus Safety can help you as can the Administrator on Call (AOC) or Community Advisor (CA). To reach the AOC, contact Campus Safety to request that the AOC be contacted.

· **Seek medical attention:** Southwestern Vermont Medical Center personnel are trained to help you through this process. The College Health Services Office or Campus Safety can help you get to the hospital.

- One of the options the survivor will have at the hospital is to have a "rape kit" done. A rape kit is used to collect evidence that could be used if the case were to go through the court system. In order to be effective, rape kits need to be done within five to six days after the rape (the sooner the better). A specially trained SANE nurse (Sexual Assault Nurse Examiner) will collect the evidence for the rape kit. A survivor does not have to commit to going through the court system; however, it is recommended that a rape kit be done in case the survivor wants to pursue the matter legally at a later time.
- At the very least, if the survivor does not wish to go to the hospital, s/he should go

to Health Services or seek medical assistance off campus.

- If the survivor believes s/he may have been drugged and sexually assaulted, it is important to be tested for drugs as soon as possible before the drugs leave the system.

· **Seek emotional support:** Community agencies and the College Counseling office can provide emotional and counseling support. In addition, a PAVE (Project Against Violent Encounters) volunteer is a very good resource to 1) be a support person and advocate for the survivor and 2) provide information for the survivor regarding off-campus options.

· **Report the assault to College authorities:** Reporting the incident to the Campus Safety Office, Residence Life staff, Counseling Office, or Dean of Students can initiate the support services you will need to help you through the process. When contacting one of these offices, the survivor will be given options that may be pursued.

· **Consider legal action:** You should report the incident to local authorities as soon as possible. Campus Safety can help you with this step as can a PAVE volunteer.

### **On-Campus Resources**

Campus Safety Office 802-447-4001  
Campus Safety Cell Phone 802-384-1648  
Counseling Office 802-447-6343  
Dean of Students 802-447-6323  
Health Services 802-447-4355  
Residence Life Office 802-447-4013

### **Off-Campus Community Resources**

PAVE (Project Against Violent Encounters) 802-442-2111

PAVE offers assistance to victims of domestic and sexual violence.

United Counseling Services (UCS) 802-442-5491

UCS is a comprehensive behavioral and developmental system of care benefiting the residents of the community. Services include education, prevention, early intervention, support, and treatment.

Rape Crisis Emergency Line 800-489-7273

Bennington Police Department 802-442-1030  
State Attorney's Office 802-442-8116  
Southwestern Vermont Medical Center (SVMC)  
802-442-6361  
SVMC is a 99-bed community with emergency services. The hospital is located within one mile of SVC.

## **Sexual Harassment: Information and Resources**

### **What those who are harassed should do:**

a) SVC wants to stop inappropriate behavior, especially before it becomes a violation of law. The College cannot solve a problem of which it is not aware. Report inappropriate behavior.

b) Review the complaint procedures set forth in this document.

· Contact the **Director of Human Resources** to file a complaint against a *faculty or staff member*. If the **Director of Human Resources** is unavailable or if you are uncomfortable reporting to the **Director of Human Resources**, you may report to the **Chief Operating Officer**.

· Contact the **Dean of Students** to initiate a complaint against a *student*. If the **Dean of Students** is unavailable or if you feel uncomfortable reporting to the **Dean of Students**, you may report to the **Director of Human Resources**.

· Contact the **Chief Operating Officer** to initiate a complaint against a non-SVC community member (contractor, vendor, etc.). If the **Chief Operating Officer** is unavailable you may report to the **Director of Human Resources**.

The complainant (faculty, staff or student making the complaint) may file a verbal complaint in person with the appropriate party referenced above in part b, or may use written forms of communication. Note: It is not a prerequisite for filing a complaint with the College that the complainant needs first confront the alleged violator.

### **What to do if you observe discrimination or harassment:**

If you become aware of discrimination or harassment, either from personal observation or as a result of an employee or student coming forward, you should immediately report it to the **Director of Human Resources or alternate** (faculty or staff alleged violator); the **Dean of Students or alternate** (student alleged violator); **Chief Operating Officer** (non-SVC community member).

*Special reporting situations:* Allegations of discrimination or harassment alleged against the Human Resources Director should be reported to the President. Allegations of discrimination or harassment by the President should be reported to the Chair of the Board of Trustees.

Any person using the complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual's employment or educational status. While reporting such incidents can be a difficult personal experience, allowing discrimination or harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, faculty, staff, and students are required to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

## **RESPONSIBILITIES**

All SVC faculty, staff, and students must share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the complainant.

### ***Duty to Report***

*Administrators, Managers, Supervisors and Faculty have the special legal responsibility to act promptly to eliminate any discrimination or harassment that exists in their areas of responsibilities, including not only employment but educational programs and student life. If an*

*Administrator, Supervisor, Manager, or Faculty knows, believes, or suspects that discrimination, harassment or retaliation is occurring, or receives information that discrimination, harassment or retaliation might be occurring, he or she must take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the injured person, developing a specific account of the actions, omissions or occurrences that are alleged to be discriminatory or harassing, and consultation with the Human Resources Director.*

### **CONFIDENTIALITY**

- a) SVC wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The College recognizes that individuals may be concerned about the confidentiality of information they share, and will strive to preserve confidentiality to the fullest extent possible.
- b) The Counseling Office provides confidential counseling services to SVC students. The Employee Assistance Program provides confidential counseling services to employees. Persons wishing to discuss confidentially an incident of possible discrimination, harassment or retaliation, or persons seeking information and advice without committing to future action, are encouraged to contact the Office of Counseling or the Employee Assistance Program. The role of the counselor in such cases will be limited to personal counseling and treatment of the person. Faculty, staff, or students seeking guidance from licensed counselors may invoke a privilege of confidentiality. Faculty, staff, or students who seek confidential advice from counselors **will not be deemed to have filed a formal complaint with SVC.**
- c) SVC will take prompt responsive action once informed that discrimination, harassment or retaliation has occurred or may be occurring by conducting an investigation.

d) Confidentiality will be maintained to the extent practicable. During the investigative process, any information gathered, or any notes or documents written by or received by the person(s) conducting the investigation will be shared only with those who have a legitimate need to know and as required by law.

### **RETALIATION**

- 1) No hardship, no loss or benefit, and no penalty may be imposed on an employee or student as punishment for:
  - a) Filing or responding to a bona fide complaint of discrimination or harassment;
  - b) Appearing as a witness in the investigation of a complaint; or
  - c) Serving as, or assisting, an investigator or otherwise acting to enforce the policy.
- 2) Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions.

### **DISCRIMINATION/HARASSMENT AWARENESS EDUCATION**

The **Human Resources Director** will ensure that appropriate Discrimination/Harassment Awareness Education is provided to SVC faculty and staff. The **Dean of Students** will ensure that appropriate Discrimination/Harassment Awareness Education is provided to all SVC students.

### ***Vermont State Sex Offender Registry***

The Vermont State Sex Offender Registry was established in 1996 and is maintained by the Vermont Criminal Information Center (VCIC). Local law enforcement agencies and the Vermont Crime Information Center are authorized to release relevant registry information to the public when the requestor can articulate a specific concern about their safety or the safety of another. State statute requires that the requestor provide the name of a subject as the basis for the query. Queries made to law enforcement agencies or VCIC may not be done by street address or town.

Registry information can be obtained in several ways:

**Internet:** Sex Offender Registry inquiries can be made online at [http://www.dps.state.vt.us/cjs/s\\_registry.htm](http://www.dps.state.vt.us/cjs/s_registry.htm).

This site does not contain the names of all the registered sex offenders in Vermont. Please contact your local law enforcement agency or the Vermont Sex Offender Registry at 802-241-5400 for further information.

**Telephone:** Sex Offender Registry inquiries can be made by phone by calling (802)241-5400.

**Local Police Department:** Sex Offender Registry inquiries can be made at the Bennington Police Department, which is located at 118 South Street in downtown Bennington.

## ***Crime Prevention***

Southern Vermont College regularly sponsors programs intended to raise awareness of safety and security issues on campus. Campus Safety officers provide, upon request, on-campus security escort services 24 hours a day. Campus Safety and Residence Life staffs regularly reinforce important safety and security topics through bulletins, safety alerts, posters and brochures.

## ***Crime Reporting***

All members of the College community are encouraged to immediately report any/all criminal activities, violation of College policies and regulations, or any other emergency situation to the Campus Safety Department. Campus Safety can be contacted by dialing extension 4001 from any campus phone, by dialing (802)447-4001 from any off-campus phone, or by calling the Campus Safety Officer's duty cell phone at (802)384-1648. A Campus Safety Officer will immediately be sent to assist the caller or victim, and the Bennington Police will be notified if necessary.

Members of the College community have a number of ways to make a report of criminal activity or violation of College policy. Incidents may be reported to Campus Safety, Residence Life Staff, the Dean of Student's Office or any other College official who, in turn, will make proper notification to the appropriate College department for follow-up.

Members of the College community may also choose to make reports to a College official on a voluntary, confidential basis. Statistics from these confidential reports will be included in the College's Annual Crime Statistics Report.

In some instances, members of the College community may choose to inform only the College's Counseling Center or Health Services or a criminal offense committed against them. In these cases the report will remain confidential and the crime statistics will not be included in the College's Annual Report unless the reporting community member also makes the report to another College official.

## ***Annual Crime Statistics Preparation***

In accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", the Southern Vermont College Campus Safety Department compiles annual crime statistics for the College.

Crime reports are received in a variety of ways. They can be either directly reported by a victim, observed by a Campus Safety Officer, or reported as third-party information by a College official.

The Director of Campus Safety is responsible for preparing the College's Annual Crime Report. This report is available in a printed format in the Campus Safety office, on the College's website ([http://www.svc.edu/student/crime\\_statistics.html](http://www.svc.edu/student/crime_statistics.html)) and may also be found on the U.S. Department of Education website. The statistics for this report are gathered from Campus Safety incident reports, Residence Life incident reports and any reports made to other College officials. Crime statistics for

this report are gathered on an annual basis and are calculated according to the calendar year, as opposed to the academic year. The crime statistics for the previous four calendar years are available on the following pages.

### ***Timely Warning Report Procedures – Campus Notification System***

Campus Safety is also responsible for making timely warning notifications to the College community. In instances where there may be a threat to the College community, a timely warning notification to the community may be necessary and appropriate. These notices are called Campus Safety Notifications. Such notifications can be made in several ways including, but not limited to, electronic mail, voice mail and printed flyers.

Additionally, in September 2008 the College introduced the Campus Notification System. This system, which is powered by the Omnilert E2Campus technology, enables authorized College administrators/staff to send instant notifications to the College community via e-mail and any text-message capable electronic device (cell phones, pagers, PDA's, etc.). The system is used only for situations requiring notification of the entire College community. These instances include campus closings or delays (not individual class cancellations), emergency situations and major facility or technology failures. The Campus Notification System is an "opt-in" system, which requires that users create their own account. More information and the Campus Notification System sign-up page can be located by clicking on "Sign up – Emergency Closing Notification System" online at [www.svc.edu](http://www.svc.edu).

### ***Emergency Response Procedures***

In case of emergency, Southern Vermont College utilizes a number of communication

methods to notify the College community. These methods include, but are not limited to, electronic mail, voice mail, printed flyers, radio and/or television announcements, webpage postings, or Campus Notification System messages. Specific circumstances of each individual incident are used to determine which communication method(s) are utilized.

The Director of Campus Safety has primary responsibility for making appropriate emergency response notifications and, when possible, will work in consultation with the Dean of Students and/or Chief Operating Officer prior to distribution of the message(s). In addition to the Director of Campus Safety, the following individuals are also authorized to issue emergency response notifications;

- Chief Financial Officer/Chief Operating Officer
- Dean of Students
- Director of Information Technology
- Director of Communications
- Director of Facilities

### ***Missing Student Policy***

Upon receipt of the report of a missing residential student, the Campus Safety and/or Residence Life departments will immediately begin an investigation to determine the veracity of the report. This investigation may include, but is not limited to: wellbeing checks of the student's assigned residence hall room; check of the College's access control system to determine if the student can be tracked with any recent access card activity; interviews with roommates, suitemates, classmates, friends; consultation with various College departments such as Dean of Students office, Provost's office, Health Services, Counseling Services, Dining Services, Information Technology or others as necessary and appropriate.

If, as a result of the investigation, the student is determined to be missing for more than 24 hours the College will notify the Bennington Police Department and the student's parent(s)/guardians(s) no more than 24 hours after

such determination. If the student is under the age of 18 and not emancipated, notification will be done immediately upon determination of the missing status. If the investigation uncovers suspicious or otherwise concerning circumstances, the College may determine that immediate notification of the Bennington Police Department is necessary as well.

## *Fire Safety Report*

### **Residence Hall Fire Safety Systems**

All fire alarm systems on the Southern Vermont College campus are setup to directly notify the College's 24-hour alarm monitoring company, Property Protection Management (PPM), in case of an alarm activation or other non-emergency trouble signal. In turn, PPM will immediately notify the Bennington Rural Fire Department of the alarm activation for timely activation of the fire department apparatus and personnel.

#### *Aldis, Bowen, Cady, Darby, Ellinwood Halls*

All bedroom and common areas are equipped with smoke detectors which are hard-wired and connected to the building's fire alarm system. Each building's fire alarm system is equipped with strobe lights and horns for visible and audible fire emergency alerting in all bedroom and common areas as well. Additionally, there are fire alarm pull stations and fire extinguishers located in hallways and stairwells on each floor of each building. These buildings are not equipped with sprinkler systems.

#### *Hunter Hall*

All bedroom and common areas are equipped with smoke detectors which are hard-wired and connected to the building's fire alarm system. The building's fire alarm system is equipped with strobe lights and horns for visible and audible fire emergency alerting in all bedroom and common areas as well. Additionally, there are fire alarm pull stations and

fire extinguishers located in hallways and stairwells on each floor of the building. This building is also equipped with a wet sprinkler system, which is also connected to the building's overall fire system.

### **Residence Hall Fire Safety Policies**

Fire regulations allow for a maximum occupancy of 32 people in a living room area and an eight-person maximum in any double-occupancy bedroom.

Smoke and heat detectors are only part of fire safety. While the residence halls are as fireproof as practicable, each room may contain combustible personal possessions, and the following rules are necessary:

- Students must comply with all restrictions related to electrical appliances.
- Candles, incense, camp stoves, lanterns, hurricane lamps and other items with open flames are prohibited.
- Fireworks, explosives, volatile liquids, car batteries, ski-waxing materials, fuel and firearms/ammunition are not permitted.
- Smoke machines may not be used in the residence halls
- Flammable materials such as fuel cans, lighter fluid and gas engine vehicles are prohibited.
- Live holiday trees and decorations are prohibited.
- Holiday or string lights in rooms or lounges are permitted if they are UL listed. They may not be hung from the ceiling, outside of windows or near fire detectors.
- Wooden constructions (lofts, overstuffed chairs, etc.) that change the combustible mass of the bedroom or suite are prohibited.
- Room contents may never obstruct doors, passageways, heat vents, or living rooms.
- Tapestries, fabrics, posters, fishnets, or other items that may ignite may not be hung from ceilings, hung near beds, hung or draped over lamps, or placed on ceiling light fixtures. Only 20 percent of each wall and door surface may be covered.

- Open fires are only permitted on campus as part of a College sanctioned event. The College sanctioned group is required to obtain a fire permit through the Director of Facilities and notify Campus Safety of the event.
- Barbeques and hibachis are permitted but must remain at least 50 feet away from any College building.

**Fire Safety Equipment:** Fire safety equipment is critical for safety and includes, but is not limited to, smoke detectors, fire extinguishers, heat sensors, emergency/exit signs, emergency lights and fire hydrants. Tampering with, vandalizing, misusing, damaging, or removing fire safety equipment is prohibited and considered a serious violation of policy. Students violating this policy may be subject to a \$500 fine in addition to any repair or replacement costs.

**Fire Drills:** Fire drills are conducted periodically throughout the year. Residents are required to vacate campus buildings whenever a fire alarm sounds.

**Fire Evacuation:** All fire alarms must be treated as actual emergencies. When an alarm sounds:

- Students are required to vacate campus buildings and follow all directions from the housing staff, security personnel, or the fire department.
- If you reside in Hunter Hall: leave the building at the nearest exit and make your way to the designated gathering area at the southeast end (towards the orchard) of the Hunter Hall access road, approx. 75 ft away from the lower level atrium entrance of the hall.
- If you reside in Aldis, Bowen, Cady , Darby or Ellinwood Hall OR are in the Computer Lab or Dining Hall at the time of the alarm: Go to the Mountaineer Athletic Center parking lot. Aldis, Bowen and Cady Hall students should exit to the parking lot side of the building if possible. Darby and Ellinwood Hall students should exit to the courtyard side of the building if possible.

- Once outside, residents may not reenter the building until directed to do so by Campus Safety or other authorized personnel.

**Appliances:** The following is a list of electrical appliances that are permitted in the Residence Halls. Any electrical appliance used in the residence halls **must be U/L approved**. Illegal appliances will be confiscated and returned to the student at the end of a semester for removal from campus.

**Permitted:**

- *Televisions Stereos*
- *CD Players*
- *Personal Computers*
- *Irons*
- *Refrigerators up to 3.5 cubic feet*
- *Small microwave ovens*
- *Coffee Makers with internal heating units*
- *Power strips with a surge protector*

**Not permitted:**

- *Cooking devices including but not limited to: Toasters, toaster ovens, hot plates, electric sandwich makers, hot bowls, George Foreman grills, etc.*
- *Extension Cords*
- *Halogen Lamps*
- *Air Conditioners*
- *Sun lamps*
- *Grills or camp stoves*
- *Strobe Lights*
- *Electric Blankets*
- *Immersion Coils*
- *Power Tools*

## Fire Statistics

There were no reported fires, and therefore no resulting injuries or deaths, on Southern Vermont College property during this time period.