

# SAINT ANSELM COLLEGE



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## ANNUAL SECURITY AND FIRE SAFETY REPORT

SEPTEMBER 29, 2017

*Prepared by*

Saint Anselm College

Office of Campus Safety and Security

(603) 641-7260

## **Notice of Nondiscrimination**

*Consistent with the Benedictine, Catholic principles that sustain the mission and heritage of Saint Anselm College, no one acting on behalf of the College or in administering the affairs of the College, shall discriminate against any student, faculty, staff, vendor, or contractor on the basis of the individual's race, color, gender, religion, national origin, marital status, age, disability, sexual orientation, or veteran status.*

*Questions or concerns about this notice or about specific issues may be directed as follows:*

### ***Students and applicants for admission:***

*Dean of Students Office (603) 641-7600 or  
for concerns related to athletics, Associate Director of Athletics/Title IX Compliance Officer  
(603) 641-7800*

### ***Faculty and staff:***

*Office of Human Resources (603) 641-7020 or  
Office of Academic Affairs (603) 641-7250*

### ***Applicants for employment:***

*Office of Human Resources (603) 641-7020*

*Mailing address for all offices is: Saint Anselm College, 100 Saint Anselm Drive, Manchester,  
NH 03102-1310*

## **Message from the Director of Safety and Security**

The Office of Campus Safety & Security provides Saint Anselm College with professional services that include incident response, investigation, emergency response and preparedness and follow up of all security related matters that come to our attention.

We strive to engage our community via education, information sharing and training programs, as our strongest ally in deterrence and prevention. The information in this document is provided to help enhance campus safety at Saint Anselm College. I encourage you to read this document and to know and use all safety precaution information and services that are available to you.

Efforts to keep Saint Anselm College a safe and non-threatening environment cannot be left solely to Campus Safety & Security personnel and other College officials. Maintaining a safe community is a responsibility shared by all of us. Together we can preserve a safe and secure campus that supports our mission as a Benedictine institution of higher education.

I would also like to convey that the women and men of this department are dedicated to the mission at hand and that they are here for you.

Please help all of us keep Saint Anselm College safe and secure.

Donald W. Davidson, Director  
Saint Anselm College  
Office of Campus Safety and Security  
(603) 641-7260

# **Saint Anselm College**

## **Annual Campus Security and Fire Safety Report**

### **2017**

#### **Introduction**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security report containing campus security policies and procedure, as well as crime statistics. In addition, the Higher Education Opportunity Act (HEOA) 2008 requires colleges and universities to publish an annual fire safety report on student housing containing information with respect to the campus fire safety practices and standards of the institution.

The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, and 2008 and most recently in 2013. All statistics in this Annual Security Report are presented and updated in compliance with all amendments to the act.

Saint Anselm College is committed to assisting all members of the College community in providing for their own safety and security. Each fall, e-mail notification is made to all enrolled students and employees that provide the web site to access this report. The URL is also included on the web pages of Faculty and Staff and Current Students to direct students and employees to the report. The annual security and fire safety compliance document is available on the Campus Safety & Security website at <http://www.anselm.edu/annual-security-report>.

If you would like to receive a paper copy of the combined Annual Security and Fire Safety Report which contains this information, you can stop by the Office of Campus Safety & Security at the Daley Building on Saint Anselm Drive or you can request that a copy be mailed to you by calling (603) 641-7260.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, campus law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus and on public property within, immediately adjacent to or accessible from the campus. This information is required by law and is provided by The Saint Anselm College Campus Safety & Security

#### **Safety and Saint Anselm College**

Saint Anselm College emphasizes the security and wellbeing of everyone in the campus community. A truly safe campus can only be accomplished through the cooperation of all students and employees.

Each member of the College community must assume responsibility by taking precautions to avoid becoming a victim. By using common sense, being alert, and demonstrating concern for fellow community members, we can substantially reduce the existence of unsafe conditions and the potential for crime.

Realistically, no city or town, large or small, can be free of all crime and the same holds true for institutions of higher education. Saint Anselm College believes that a safer campus results from a partnership between many constituencies beginning with the efforts of each individual. The following information is provided to assist each community member and visitor in contributing to a safer Saint Anselm College.

The information prepared in this document will provide some basics about our community's efforts to make a difference. We invite you to join us in this effort.

Statistics in this report are obtained from the incident reports of the Campus Safety & Security, incident reports of other local law enforcement agencies and information from other campus officials designated by this Act as Campus Security Authorities. Campus Security Authorities include but are not limited to: the Dean of Students staff, professional and student staff who directly monitor student residences, advisors to registered student organizations, intercollegiate and intramural athletic coaches, and other members of the staff, faculty, with significant responsibility for student activities.

The Office of Campus Safety and Security publishes the Annual Security Report each year. Each year all policies and procedures are updated to insure that they remain in compliance with the law and requirements of the annual report. Changes or new requirements are incorporated into the report. Crime statistics including those reported to Safety and Security are included in the annual report that is published each year by October 1.

It is important to always remember that like all institutions, Saint Anselm College is not immune to crime or emergencies. Saint Anselm College encourages everyone to take appropriate personal and collective precautions when living, learning, working, and playing at the College. All community members are encouraged to immediately report any unsafe condition, fires, or crime to the Campus Safety & Security, and/or the Goffstown Police Department or Goffstown Fire Rescue.

## **The Office of Campus Safety & Security**

The Saint Anselm College Office of Campus Safety and Security is dedicated to the maintenance of a campus environment that supports the College mission of providing all its students a distinctive liberal arts education that incorporates opportunities for professional and career preparation. It does so in a learning community that encourages the lifelong pursuit of the truth and fosters intellectual, moral and spiritual growth to sustain and enrich its graduates' personal lives, work, and engagement within local, national, and global communities.

Essential to that mission is the belief that maintenance of a safe environment where all members feel secure, welcome, and respected is the foundation on which a learning community can best

achieve its ideals. Efforts to keep Saint Anselm College a safe and non-threatening environment cannot be left solely to Campus Safety and Security personnel. Safety and security is a responsibility shared by all of us and we are committed to partnering with all community members to ensure the well-being of everyone.

The Office of Safety and Security is committed to provide exceptional services that promote a safe and secure environment for our community that is consistently characterized by:

- Responsiveness, competent action, effective problem solving and a positive, highly visible, and dependable presence throughout the campus.
- Fairness, objectivity and compassion in carrying out the duties of the department and willing and able to assist the community at all times.
- Professional and courteous conduct in all areas of responsibility and in particular when engaging in the enforcement of college rules and regulations.
- A firm belief that the welfare and safety of community members is our department's greatest concern and responsibility.
- An unwavering commitment to Saint Anselm College, its people, and the strength of its community

Saint Anselm College Office of Campus Safety & Security personnel present a range of education, training, and experience in law enforcement. The 10 men and women of the office are dedicated to maintaining the campus as a safe and pleasant place in which to live, work and study.

Campus Safety & Security is led by a director who reports to the Vice President for Human Resources and Administration. The office is located in the Daley Building on Saint Anselm Drive directly across the street from the main entrance to the College. Officers are on duty 24 hours per day, seven days a week, all year. They provide patrol, prevention and emergency response for the campus community. They trained to patrol the campus on foot, in vehicles and on bicycles, and are actively involved in the personal and physical security of the campus.

Campus Safety personnel are trained in a variety of areas relating to their function on campus including CPR/Defibrillators, emergency response, patrol techniques, customer service, and other areas related to their responsibilities. Most of the officers are former State certified and trained law enforcement personnel and the remaining attended the New Hampshire Campus Safety Academy, a training program especially designed around campus security.

## **Campus Safety Authority and Working Relationship with Law Enforcement Agencies**

The Campus Safety & Security members do not have law enforcement authority (i.e. powers of arrest), and rely upon local law enforcement agencies when the need arises.

The Department maintains a positive professional relationship with the Goffstown and Bedford Police Departments, as well as with county, state and federal agencies in matters concerning their specific jurisdictions.

All of the Campus Safety Officers generate activity reports of all incidents, including local, state and federal violations. These reports are submitted to the Director of Campus Safety for review. The Department is regularly in contact with the members of the Goffstown and Bedford Police Departments relating to issues and calls for service affecting the campus or the respective Towns, and officers from both departments interact on issues of campus and town safety.

Furthermore, Campus Safety & Security and the Police Departments communicate, sharing appropriate information regarding criminal activity on-and off-campus. Also, the Director communicates regularly with local authorities in surrounding communities regarding College-related activities and incidents. Saint Anselm College has no formal memorandum of understanding with the Goffstown Police Department.

## **Crime Prevention**

Saint Anselm College emphasizes the security and wellbeing of everyone in the campus community. Campus Safety Officers who have received specialized training offer various programs and services to minimize or eliminate the chance for criminal opportunities. Its crime prevention programs seek to minimize criminal opportunities whenever possible and to encourage students, faculty and employees to assume responsibility for their own security and the security of others. Other departments at Saint Anselm College, including Physical Plant and Residential Life, are also involved in maintaining a safe and secure campus environment.

Saint Anselm College's crime prevention programs and projects include:

***RAD (Rape Aggression Defense Course):*** The Rape Aggression Defense Course was developed to empower women through self-defense. The RAD System objective is "to develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked." This course includes crime prevention/risk techniques, voice commands, and basic self-defense techniques. The program also has a lifelong self-defense return policy that allows the women to return to a RAD class anytime, with any instructor, anywhere, free of charge for a lifetime of practice.

***Investigations:*** All reports of incidents received by Campus Safety are reviewed by the Director. If a report requires follow-up action, the Director or an assigned officer will seek either direct resolution or prepare the case for review as appropriate. To help provide as safe an environment

as possible in our community, and when appropriate, the Campus Safety Officers work cooperatively with the officers and detectives of the appropriate Police Department.

***Workplace Safety:*** Programing offered to provide the community members with the tools they may need to preserve a safe and secure environment in the workplace.

***Surviving an Active Shooter Incident:*** Presentation to give guidance to our faculty, staff and students on techniques and actions they can use to help them deal with, and survive, an active shooting incident on campus.

***Safety Escort Service:*** Escorts by motor vehicle are available for community members who wish to use the service. Safety escorts are available 24 hours a day. Campus Safety Officers perform these safety escorts.

***Web Page Information:*** The department uses its website as a portal for posting information on Safety and Security services, Safety Awareness and Crime Prevention Tips, campus crime statistics, parking regulations and other safety-related topics. Department's Web Page: <https://www.anselm.edu/student-life/security-safety-parking>

***Saint Anselm College Bicycle Patrol:*** This patrol is designed to provide a highly visible profile on campus, to increase the level of contacts on a daily basis, and to more efficiently patrol the interior areas of the campus.

***Lighting and Grounds Surveys:*** Campus Safety Officers are constantly surveying the campus to ensure that the exterior lighting is in working order. Also, constituent's recommendations for improvements are submitted to the appropriate offices for action. The College Grounds department and Physical Plant employees also routinely surveys shrubbery and trees to ensure clear, unobstructed visibility for students, employees and guests who walk from building to building.

***Engraving:*** The engraving of serial numbers or owner-recognized numbers on items of value is strongly recommended and made available free-of charge by the Campus Safety & Security. These identifying numbers assist with recovery of stolen articles. To borrow an engraver, free of charge, stop by the Campus Safety & Security.

***Video Security System:*** Saint Anselm College uses a video security system that has over 100 closed-circuit television (CCTV) cameras throughout the campus.

***Residence Hall Safety Programs:*** Residence Life staff runs safety programs for the resident students on a scheduled basis and when additional information needs to be provided.

## **Building Security**

Saint Anselm College offers many activities and programs which are open to the public. For the most part, the campus and its buildings (excluding residential facilities) are also open to the general public during business hours. Most College administrative and some academic buildings

are closed during non-business hours and on weekends, while residential facilities are locked 24 hours a day and operate on an electronic access control system. Campus Safety personnel routinely enter buildings to provide service during all hours of the day. Employees, students and visitors are encouraged to call the Campus Safety & Security to report suspicious individuals or activity, and request assistance at any time by dialing (603) 641-7000.

## **Residence Hall Safety and Security**

Saint Anselm College campus contains 34 residence halls for our student body. The Office of Residential Life and Education operates the residence halls. Approximately 1400 students live in on-campus housing. Saint Anselm College does not have any College recognized organizations off campus and does not oversee non-College-owned off-campus housing and is not involved in safety oversight of any such housing.

Resident directors and resident advisors live in the residence halls. All Residential Life staff members undergo training in safety and security policies and support the efforts of the Campus Safety & Security in educating students in residence halls about campus safety.

Residence halls are locked twenty-four hours a day, and students use their ID cards to open exterior doors. Students open their assigned individual room or suite door within the building using an individual 5 digit code on the door. All windows have locking devices. Students are encouraged to lock their doors at all times and to promptly report the presence of any suspicious persons or unusual activities in the residence halls.

Guests are allowed in the residence halls. Students are expected to meet their guests at the entrance and sign them in as a guest. Guests are expected to stay with the student they are visiting at all times.

## **Personal Responsibility**

The cooperation and involvement of all members of the College community (students, faculty, staff, guests and visitors) in a campus safety program are essential. Community members can and should assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. Room doors should be locked at night and whenever the room is unoccupied. Valuable items such as computers, electronic devices, cameras, etc. should be marked with a unique identifying mark which allows the item to possibly be recovered in the event that it is stolen. Cars should be locked at all times, and valuables that must be kept in the car should be locked in the trunk or covered from outside view if there is no trunk. It is important to promptly report any suspicious persons, activities or unusual incidents in residence halls or other campus buildings to the Campus Safety & Security.

## **Other Safety Programs**

**Physical Plant** manages and maintains College buildings and grounds with a concern for safety and security. Personnel inspect campus facilities regularly making repairs and responding to reports of potential hazards such as broken windows and locks.

In addition, a staff person is on call after regular business hours, and during weekends, to respond to emergency situations involving campus facilities. The Campus Safety & Security assists Physical Plant personnel by reporting potential safety and security hazards. Faculty and staff have access to an on-line reporting program to report any safety and security hazards. Students, faculty and staff may also call Physical Plant at (603) 641-7350 or 7350 (from campus phones) to report any maintenance problems during normal business hours. After hours and on weekends the Campus Safety & Security can be contacted at (603) 641-7000.

**Occupational Safety and Health:** Saint Anselm College is committed to ensuring the health and safety of our students, faculty, staff, guests and the environment. The Chemical Hygiene Plan, the Blood Borne Pathogens Exposure Control Plan and the Saint Anselm College Safety Program serve as a resource to the Saint Anselm College community on health and safety issues. These plans contain procedures to reduce the potential for accidents, injuries, occupational illnesses and environmental pollution.

Ensuring health and safety in the workplace is a shared responsibility. Saint Anselm College expects all supervisors to set a positive example by following safe work practices themselves, considering safety issues when planning and assigning tasks and correcting unsafe conditions. Saint Anselm College expects all to be safety conscious in their work, notifying their supervisor of unsafe conditions, and following established safe work practices.

No employee of the College shall be discriminated against or be subject to any reprisal for reporting potential health and safety concerns.

To report a potentially hazardous chemical or biological emergency, call the Campus Safety & Security at (603) 641-7260.

**The Office of the Vice President for Finance** is responsible for the coordination of the College's overall risk management program. This includes administration of the Institution's risk financing portfolio (self-insurance and commercial insurance); claims management for all commercial property and liability (property damage or personal injury losses; workers' compensation; and the auto liability and auto physical damage programs, including the registration of all College-owned vehicles).

## **Crime and Emergency Reporting Procedures on Campus**

Saint Anselm College encourages the immediate reporting of any actual or suspected criminal or hazardous activity. This includes situations when the victim of such crime elects or is unable to make such a report. Any student, faculty member, staff member or guest can directly report suspected criminal activities or emergencies on campus by calling Campus Safety & Security at (603) 641-7260 or (603) 641-7000. Under NH state law, College officials must report crimes including hazing, child and elder abuse, and treatment given for gunshot wounds. In addition, there is a legal duty on the part of employees at Saint Anselm to report suspected cases of sexual harassment of students by employees of Saint Anselm to supervisors and/or other appropriate individuals or offices. Saint Anselm officials will also help the victims to report, if asked to do

so. Campus Safety Officers are available 24 hours a day to respond to calls. Campus Safety & Security encourages those with complaints of potential criminal action to communicate directly with local police authorities as well as with our office.

College extensions throughout the campus can be used for emergency purposes by dialing 911. The Campus Safety & Security is the central emergency reporting center for the College, and the department encourages anyone who is a victim or witness of crime, on or near campus, to report it both to local law enforcement and to Campus Safety & Security.

If you are the victim of a crime, and do not want to pursue action within the College judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

In case of an emergency, community members should use the following numbers and procedures:

|                                                                    |                      |
|--------------------------------------------------------------------|----------------------|
| Life Threatening (Police, Fire, Medical) Emergencies.....          | “911”                |
| Saint Anselm College Campus Safety & Security Non-emergencies..... | 603) 641-7260        |
| Goffstown Police Department Emergency.....                         | “911”                |
| Non-Emergency.....                                                 | (603) 497-4858       |
| Goffstown Fire and Rescue (Fire, Haz Mat, Medical Emergencies..... | “911”                |
| Non-Emergency.....                                                 | (603) 497-3619       |
| Saint Anselm College Blue Light Call Boxes.....                    | Press the red button |

\*There are 14 exterior call boxes and 42 direct dial phones in building and practice facilities for emergency use. These call boxes/phones allow direct contact to the Goffstown Police and Campus Safety by simply pushing the red button on the face of the unit. These call boxes can be used to report a criminal incident, a fire, or any other type of emergency. Report the number on the box/phone to police and give your location.

## **Emergency Response and Notification**

When the Campus Safety & Security receives a report, Campus Safety personnel respond as promptly as possible to evaluate and mitigate the situation; depending on the situation, and when warranted, Campus Safety may request for the local authorities to respond. All personnel are

equipped with two-way radios. All personnel carry cell phones. Upon receipt of a call requiring police, fire, or medical emergency response, Campus Safety immediately alerts local emergency responders to respond as well. Campus Safety maintains radio and telephone contact with the Goffstown Police and Fire/EMS services, which helps to insure a quick response if needed.

The College encourages all community members who become aware of any threat or dangerous situation, to immediately call “911” and the Campus Safety & Security at (603) 641-7000.

Upon confirmation from a trained individual of a significant emergency or dangerous situation posing an immediate threat to the campus community, without delay and taking into account the safety of the community, the College will determine the content of an emergency message and initiate an immediate notification to the campus community; unless issuing the notification would compromise efforts to assist victims, contain the event, or otherwise mitigate the emergency as determined by the professional judgment of responsible authorities. Emergency messages will include information on what has occurred and instructions on what to do next.

Notification may only be made to a segment of the population depending on the type of incident. EXAMPLE: An “evacuation” message may be given to a certain segment while a “shelter in place” message is given to another segment. Please see The Emergency Operation Plan on the campus portal.

### **How to “Shelter-in-Place”**

I. Shelter in place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus. Shelter in place procedures will be self-initiated or through the various notification systems used by Saint Anselm College.

1. Stop classes and/or other operations in the building.
2. If there are visitors in the building, provide for their safety by asking them to stay—not leave.
3. When public safety officials provide directions to shelter in place, they want everyone to take these steps immediately:
  - a. Close and lock all doors, windows, and other openings to the outside.
  - b. If necessary/possible, turn off heating or cooling system.
  - c. Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
4. Lock the door to any rooms being used and draw the curtains/shades or cover the windows.
  - a) You should not be visible from the outside or from the corridor.
  - b) Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
  - c) Stay away from windows and doors.
  - d) Monitor the *SAC Alerts* Emergency Notification System and the College Web site for updates and information.

5. In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the **Hostile Intruder/Active Shooter** section.
6. Remain calm and await further instructions.
7. **DO NOT** leave the room until directed to do so by a public safety official and report to the Incident Command Post.

Continuing assessment of the situation will be made and further instructions to include an “all clear” message will be given.

### **Emergency Notification to the Saint Anselm College Community**

The College has developed an Emergency Notification system that will alert the entire College community in the event of a dangerous situation posing an immediate threat to the campus community. Saint Anselm College’s Emergency Notification system uses various modes of notification and information dissemination including *SAC ALERTS*, the Saint Anselm College home page, the Saint Anselm College telephone system and the Outdoor Emergency Siren.

### ***SAC ALERTS* (e2Campus)**

The College has selected the services of an outside company, e2Campus, which has the capacity to deliver time-sensitive emergency notifications, through a variety of communications devices, to the entire Saint Anselm College student, faculty and staff population in the event of an emergency that affects Saint Anselm College and surrounding areas.

In the event of an emergency affecting Saint Anselm College, all Saint Anselm College email accounts will receive an email with brief details and instructions regarding the emergency event. Additionally, and upon individual registration, the *SAC Alerts* notification system enables members of the Saint Anselm College community to receive an automated, text message and email on two cellphones, the anselm.edu email and another email address warning if an emergency occurs on campus. Log on and create an account at: <http://www.anselm.edu/alerts>

The College has identified and trained a group of individuals who are authorized to send out emergency messages using e2Campus. The group consists of the Director, Supervisor and Administrative Assistant of the Office of Campus Safety & Security, the President of the College, the Vice President for Human Resources and Administration and the Vice President for Student Affairs.

### **Saint Anselm College Home Page**

The Saint Anselm College home page (<http://www.anselm.edu>), Saint Anselm’s online front door and the online “home” for many in the Saint Anselm College community, is a key component in emergency communications. In the case of an emergency, the Saint Anselm College’s home page will serve as a location for notification, instruction, and communication.

The primary purpose of the home page during an emergency is for external communications. During an emergency, the Saint Anselm College home page will display an **Alert Banner**, which would sit atop of the current home page design to display important notifications. The Saint Anselm College Twitter and Facebook pages will be updated as necessary about the situation as well.

**Saint Anselm College main phone number:** Another component of the Saint Anselm College emergency notification system is the main phone number. The Saint Anselm College main voice mail message (603-641-7000) may contain an advisory message.

### **Emergency Response and Notification Systems Testing**

The *SAC Alerts* and Outdoor Emergency Sirens System is tested once a year. It was tested on December 9, 2016. The test was announced on campus and through the local media.

### **Timely Information and Disclosure**

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (Clery Act), the Saint Anselm College Campus Safety & Security will post **timely warnings** for the College community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Campus Safety & Security, a campus security authority, or to the Goffstown Police Department. Warnings will withhold the names of victims.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Campus Safety or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The Campus Safety & Security may issue timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Other crimes as determined necessary by the Director of Campus Safety, or designee.

**The Campus Safety & Security does not issue timely warnings for the above listed crimes if:**

- The subject(s) apprehended and the threat of imminent danger to the Saint Anselm community has been mitigated by the apprehension.
- If a report was not filed with the Campus Safety & Security or if the Campus Safety & Security was not notified by campus security authorities in a manner that would not allow the department to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the Campus Safety &

Security to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

Timely Warnings and updates will be distributed electronically to the campus community on the campus email system.

The Campus Safety & Security may also issue “**Safety Alerts**,” when necessary, to apprise the Saint Anselm community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the Saint Anselm community can make informed decisions about personal safety.

## **Missing Person Notification Policy**

### **Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)**

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours.

For purposes of this policy, a student shall be considered “missing” if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to the Campus Safety & Security and if after investigation the Campus Safety & Security determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Campus Safety & Security at 641-7000. The Campus Safety & Security will generate a missing person report and initiate an investigation. They will notify the Dean of Students office and the On Call Resident Director about the report.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Saint Anselm College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Saint Anselm College will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so while going through the regular registration process for classes by logging on to the Campus Portal at [myanselm.anselm.edu](http://myanselm.anselm.edu) and select Campus Life tab. If a student has identified such an individual, Saint Anselm College will notify that individual no later than 24 hours after the student is determined to be missing. A student’s confidential contact

information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. A confidential contact designee shall remain in effect until changed or revoked by the student.

After investigating a missing person report, should the Campus Safety & Security determine that the student has been missing for 24 hours, they will notify the Goffstown Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing.

If the missing student is under the age of 18 and is not an emancipated individual, Saint Anselm College will notify the student's parent or legal guardian immediately after the Campus Safety & Security has determined that the student has been missing for 24 hours.

## **Campus Security Authority (CSA)**

A Campus Security Authority (CSA) is any individual or individuals who have responsibility for campus security but who do not constitute a campus security department. This includes officials of the College who have **significant responsibility** for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity.

Under Clery a crime is reported when a victim, witness, other third party or even the offender brings it to the attention of a CSA or local law enforcement personnel. It does not matter whether or not the individual/s involved in the crime or reporting the crime are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should document it as a crime report and provide this report to the Office of Campus Safety & Security. In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay.

There are two (2) individuals who, although they have significant responsibilities for student and campus activities, are not considered CSAs under Clery. They are pastoral counselors and professional counselors. A pastoral counselor is defined as a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is defined as a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Although pastoral counselors and professional counselors do not have to report crimes that are brought to their attention while serving in an official capacity, they are encouraged to inform their client/s of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Crime Statistics

The Campus Safety & Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.anselm.edu/annual-security-report>. This report is prepared in cooperation with the Goffstown and Bedford Police Departments, the Dean of Students office, Health Services and the Office of Residential Life and Education.

Campus crime, arrest and referral statistics include those reported to the Campus Safety & Security, by designated Campus Security Authorities (CSA's) and the listed Police Departments.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the URL, <http://www.anselm.edu/annual-security-report> to access this report. Copies of the report may also be obtained at the Campus Safety & Security Office located in the Daley Building or by calling (603) 641-7260. All prospective employees are notified of the URL and may obtain a copy from Safety & Security.

All prospective students may obtain a copy from the Director of Campus Safety by calling (603) 614-7260 or by going to the URL.

Daily crime and fire logs, maintained in accordance with federal requirements, are kept in the Director of Campus Safety's Office at the Daley Building and are available for review.

The following statistical information reflects the reported incidents of crime at Saint Anselm College occurring during the past three (3) calendar years.

## Criminal Offenses

When reviewing the statistics, please note the following definitions:

### Criminal Homicide

- **Murder and non-negligent manslaughter.** The willful (non-negligent) killing of one human being by another.

- **Negligent manslaughter.** The killing of another person through gross negligence.

[**Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. (No longer used in offense classifications as of 2015)]

- **Rape.** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

[**Non-forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. (No longer used in offense classifications as of 2015)]

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

- **Statutory rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Age of consent in NH – (under the age of 16, unless that person is the other person’s legal spouse – NH RSA 632-A: 3). Relationships which constitute incest (ancestor, descendant, brother or sister, of the whole or half blood, or an aunt, uncle, nephew or niece; The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption NH RSA 639-A: 2).

### **Robbery**

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

### **Aggravated Assault**

- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

### **Burglary**

- The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

### **Motor Vehicle Theft**

- The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

### **Arson**

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

## **Hate Crimes**

A **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias.

**Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin. Hate crimes include any offense that is motivated by bias: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible) robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation and simple assault.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession to constructive possession of another.

**Destruction/Damage/Vandalism of property:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, not the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Domestic violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific persona that would cause a reasonable person to fear for his or her safety or the safety of others, suffer substantial emotional distress.

## **Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws**

- **Liquor law violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

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

- **Weapon law violations.** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapon offenses that are regulatory in nature. Manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, using, manufacturing, etc. silencers, furnishing deadly weapons to minors, aliens possession of deadly weapons. This type of violation also applies to weapons used in a deadly manner.

## Crime Statistics Report

The statistical report for last three calendar years is shown below. For the purpose of collecting and disclosing Clery crime statistics, the following Clery Act geographic categories are used:

- **“On Campus”** is any College owned or controlled building or property within the same reasonably contiguous geographic area used by the College in direct support of, or in a manner related to, the College's educational purpose including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).
- **“Public Property”** is that public property within the same reasonably contiguous geographic area of the College and adjacent to the facilities owned or controlled by the College, if the facilities are used for an educational purpose.
- **“On-Campus, Residential Facilities”** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition is a subset of the *"On Campus"* category. The numbers reported under *"Residential Facilities"* are also included in the *"On Campus"* category.
- **“Noncampus Buildings or Property”** is any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Saint Anselm College does not have any non-campus facilities.

**CLERY ACT**  
**CAMPUS CRIME & FIRE STATISTICS**  
**September 26, 2017**

| <b>Offense</b>                       | <b>Year</b> | <b>On<br/>Campus</b> | <b>Non-<br/>Campus</b> | <b>Public<br/>Property</b> | <b>Total</b> | <b>Residential<br/>Facilities*</b> |
|--------------------------------------|-------------|----------------------|------------------------|----------------------------|--------------|------------------------------------|
| Murder/Non Negligent<br>Manslaughter | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Negligent Manslaughter               | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Rape**                               | 2016        | 5                    | 0                      | 0                          | 5            | 5                                  |
|                                      | 2015        | 6                    | 0                      | 0                          | 6            | 6                                  |
|                                      | 2014        | 7                    | 0                      | 0                          | 7            | 6                                  |
| Fondling                             | 2016        | 1                    | 0                      | 0                          | 1            | 0                                  |
|                                      | 2015        | 2                    | 0                      | 0                          | 2            | 2                                  |
|                                      | 2014        | 2                    | 0                      | 0                          | 2            | 1                                  |
| Incest                               | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Statutory Rape                       | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Robbery                              | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Aggravated Assault                   | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Burglary                             | 2016        | 1                    | 0                      | 0                          | 1            | 1                                  |
|                                      | 2015        | 2                    | 0                      | 0                          | 2            | 0                                  |
|                                      | 2014        | 6                    | 0                      | 0                          | 6            | 2                                  |
| Motor Vehicle Theft                  | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Arson                                | 2016        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2015        | 0                    | 0                      | 0                          | 0            | 0                                  |
|                                      | 2014        | 0                    | 0                      | 0                          | 0            | 0                                  |
| Liquor Law Arrests                   | 2016        | 25                   | 0                      | 1                          | 26           | 22                                 |

|                                                         |      |     |   |   |     |     |
|---------------------------------------------------------|------|-----|---|---|-----|-----|
|                                                         | 2015 | 13  | 0 | 0 | 13  | 13  |
|                                                         | 2014 | 20  | 0 | 0 | 20  | 17  |
| Drug Law Arrests                                        | 2016 | 3   | 0 | 0 | 3   | 2   |
|                                                         | 2015 | 5   | 0 | 0 | 5   | 5   |
|                                                         | 2014 | 3   | 0 | 0 | 3   | 3   |
| Weapons Law Arrests                                     | 2016 | 0   | 0 | 0 | 0   | 0   |
|                                                         | 2015 | 0   | 0 | 0 | 0   | 0   |
|                                                         | 2014 | 0   | 0 | 0 | 0   | 0   |
| Liquor Law Violations Referred for Disciplinary Action  | 2016 | 316 | 0 | 0 | 316 | 316 |
|                                                         | 2015 | 164 | 0 | 0 | 164 | 164 |
|                                                         | 2014 | 174 | 0 | 0 | 174 | 174 |
| Drug Law Violations Referred for Disciplinary Action    | 2016 | 31  | 0 | 0 | 31  | 31  |
|                                                         | 2015 | 13  | 0 | 0 | 13  | 13  |
|                                                         | 2014 | 4   | 0 | 0 | 4   | 4   |
| Weapons Law Violations Referred for Disciplinary Action | 2016 | 0   | 0 | 0 | 0   | 0   |
|                                                         | 2015 | 0   | 0 | 0 | 0   | 0   |
|                                                         | 2014 | 0   | 0 | 0 | 0   | 0   |

| Offense           | Year | On Campus | Non-Campus | Public Property | Total | Residential Facilities |
|-------------------|------|-----------|------------|-----------------|-------|------------------------|
| Domestic Violence | 2016 | 1         | 0          | 0               | 1     | 1                      |
|                   | 2015 | 1         | 0          | 0               | 1     | 0                      |
|                   | 2014 | 5         | 0          | 0               | 5     | 5                      |
| Dating Violence   | 2016 | 0         | 0          | 0               | 0     | 0                      |
|                   | 2015 | 2         | 0          | 0               | 2     | 2                      |
|                   | 2014 | 4         | 0          | 0               | 0     | 4                      |
| Stalking          | 2016 | 1         | 0          | 0               | 1     | 1                      |
|                   | 2015 | 4         | 0          | 0               | 4     | 4                      |
|                   | 2014 | 1         | 0          | 0               | 1     | 1                      |

\*Crimes in Residence Halls are also included in the On Campus column.

\*\*In 2015 the ASR now must list “Rape” and “Fondling”. Former reports used the terms “Forcible Sex Offenses” to list these crimes.

\*\*\*The Forcible and Non-Forcible categories are no longer used to classify these offenses.

## UNFOUNDED CRIMES

Beginning with the 2015 Annual Security Report, the College must now include Unfounded crime reports. Only sworn or commissioned law enforcement personnel may make a formal determination that a report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime

reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. Not all crimes reported are investigated by the Goffstown Police.

In calendar year 2014, there were no unfounded crimes.

In calendar year 2015, One Domestic Violence report was unfounded by the police.

In calendar year 2016, there were no unfounded crimes.

## **HATE CRIME REPORTING**

There were no reported Hate Crimes ON CAMPUS in 2016.

There were no reported Hate Crimes ON CAMPUS in 2015.

There was one reported INTIMIDATION report with a bias of SEXUAL ORIENTATION that occurred ON CAMPUS in a RESIDENCE HALL in 2014.

### **2014 – 2016 Fire Statistics for On Campus Student Housing Facilities**

| <b>Residential Facility</b> | <b>Date</b> | <b>Time</b> | <b>Cause of Fire</b> | <b>Injuries Requiring Treatment</b> | <b>Fire Related Deaths</b> | <b>Value of Property Damage</b> |
|-----------------------------|-------------|-------------|----------------------|-------------------------------------|----------------------------|---------------------------------|
| No Fires                    | 2016        |             |                      |                                     |                            |                                 |
| No Fires                    | 2015        |             |                      |                                     |                            |                                 |
| No Fires                    | 2014        |             |                      |                                     |                            |                                 |

## **SAINT ANSELM COLLEGE HARASSMENT AND SEXUAL MISCONDUCT POLICY**

### **Policy Statement**

As a Benedictine Catholic institution of higher education, Saint Anselm College strives to create an environment in which the dignity and worth of all individuals are respected. It is the policy and commitment of the College not to discriminate or harass on the basis of race, religion, color, age, sexual orientation, sex, disability, veteran or military status, marital status or national origin in its educational programs, activities, admissions or employment policies and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended; Title VII of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; the Violence Against Women Act of 1994; Section 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (as amended by the ADA amendments Act of 2008); and pertinent law and regulations of the State of New Hampshire, and other applicable state and federal statutes.

In accordance with Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 *et seq.* and its implementing regulations, 34 C.F.R. Part 106, Saint Anselm College does not discriminate on the basis of sex in any of the College's educational programming and

activities. This extends to employees of and applicants for admission to Saint Anselm College. The College is committed to preserving an educational and employment environment that is free from gender-based discrimination, gender based harassment, sexual harassment, sexual violence, and relationship violence and stalking. Accordingly, the College maintains comprehensive policies and procedures to ensure that all students, faculty and staff are afforded all of the rights available under Title IX. Inquiries concerning the application of Title IX may be referred to the college's Title IX Coordinator at (603) 641-7150 or [titleIXcoor@anselm.edu](mailto:titleIXcoor@anselm.edu), or to the Office of Civil Rights of the United States Department of Education at <http://www2.ed.gov/about/offices/list/ocr/index.html>.

This policy applies to all members of the College community – students, faculty and staff – whenever they are serving as representatives of the College on - or off - campus. Harassment of College guests, including opposing sports teams, speakers, visiting students or others, is also prohibited. Vendors who do business with the College are expected to comply with this policy. All members of the community should immediately report concerns about - or incidents of - harassment. Any student or employee who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to one of the following College representatives: Dean of Students, Dean of the College or the Director of Human Resources.

The College encourages the timely reporting of any incident(s) of discrimination or sexual harassment/sexual violence. The Title IX Coordinator, or her designee, will investigate all complaints that arise under Title IX, as set forth in the Complaint Procedure section below. All reports of harassment and/or discrimination that do not arise under Title IX will be investigated by the Dean of Students, Dean of the College or the Director of Human Resources, as set forth in the Complaint Procedure section below. The College hereby provides notice that it reserves the right to use third parties to investigate claims of harassment. Persons found to be in violation of this policy may be subject to disciplinary action up to and including dismissal from the College or its employment.

Harassment is a violation of trust and a form of intimidation or exploitation which undermines the atmosphere of respect that is essential to a healthy work and academic environment. Therefore, harassment of or by students, staff or faculty violates the mission of the College and is prohibited.

The College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This harassment policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

Retaliation against a person who reports harassment, assists someone with a report of harassment, or participates in any manner in an investigation or resolution of a harassment report is prohibited. Retaliation includes threats, intimidation, reprisals, and/or adverse actions

related to education or employment.

Individuals who make reports of harassment that are later found out to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action in accordance with the applicable disciplinary procedure. Reports are expected to be made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The College will determine the scope, nature, extent, and timing of an investigation, and reserves the right to terminate an investigation, or to undertake a further proceeding, when in its judgment it is necessary or appropriate to do so.

## **I. UNLAWFUL HARASSMENT & DISCRIMINATION (Other Than Under Title IX)**

**Definitions:** Harassment is unwelcome conduct or behavior, connected to an individual's characteristics or status that denies or limits a student's ability to participate in or benefit from educational opportunities at the College. If harassment is unwelcome and is severe or pervasive, it may be unlawful and may subject the College and the individuals who engage in the harassment to significant liability. This policy specifically prohibits harassment on any of the following bases: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex (Title VII), (7) sexual orientation, (8) marital status, (9) pregnancy, (10) physical or mental disability, (11) gender identity, and (12) veteran status.

Regarding sexual harassment, the College will not tolerate the harassment of any employee, student, or other individual on the basis of sex.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or school, or creates an intimidating, hostile, or offensive work or learning environment.

**Examples:** Examples of prohibited harassment include but are not limited to conduct or comments that threaten physical violence; offensive, unsolicited remarks, unwelcome gestures or physical contact that relate to any of the bases listed above; display or circulation of written materials or pictures degrading to any gender, racial, ethnic, religious or other group listed above; and verbal abuse or insults about, or directed at, any employee or group of employees because of their membership in any of the groups listed above.

Prohibited sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome behavior emphasizing sexual identity. Indirect and unintentional conduct may violate this policy as well. Employees and students are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

This policy prohibits all of the activities discussed above, whether engaged in by a faculty member, agent of the College, co-worker, or non-employee who is on our premises or who comes in contact with the Company's employees or students.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses or discriminates against another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

### **Reporting Procedure for Harassment/ Discrimination - other than under Title IX**

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No person in this organization is exempt from our policies prohibiting harassment and discrimination.

- Any person who believes that he/she has been discriminated against or harassed should immediately notify the Dean of Students, Dean of the College, or the Director of Human Resources.

Department chairs, directors, managers and supervisors who become aware of discriminating or harassing conduct and/or a complaint of discrimination or harassment must report the conduct and/or complaint immediately to the Dean of Students, Dean of the College, or the Director of Human Resources. Failure to carry out this responsibility may be grounds for disciplinary action.

- The College will investigate every reported incident promptly and in a discreet manner. All complaints will be considered confidential, and disclosure will be limited to those with a need to know in order to investigate the complaint and/or take corrective action.

Any person who has been found to have violated our policies or otherwise acted inappropriately will be subject to disciplinary action, up to and including immediate termination of employment. The College will also take other corrective or remedial actions, when appropriate.

We encourage reporting of complaints so that we may appropriately address and correct any problems. Any person who participates in good faith in any investigation under this policy has the College's assurance that it will not tolerate any retaliation against him/her as a result of bringing the complaint or otherwise participating in the process. All individuals are expected to

be truthful, forthcoming, and cooperative in connection with a complaint investigation.

### **Complaint Resolution Procedures (Not Title IX)**

The procedures outlined in this policy are designed to resolve a situation fairly, prevent further harassment, and mitigate harm to, first and foremost, the complainant, and also to the spirit of the College community.

Support services are available on and off campus for any individual who wishes assistance in dealing with harassment experiences. Please see the “Campus and Community Resources” section for further information.

There are three potential avenues to resolve a complaint of harassment or discrimination that does not arise under Title IX:

#### **A. Independent Course of Action**

Sometimes the type and nature of the harassing behavior can be effectively stopped and dealt with by directly informing the harasser that the behavior in question is unwelcome and must cease. The complainant may take independent actions, orally or in writing, addressing the harassing behavior with clear and precise communication, indicating the specific nature of the objectionable behavior and the desire/need for it to cease.

If an individual takes this course of action, the circumstances should be documented and the documentation kept (personal notes recording the relevant incidents and conversations, including date, time, place, witnesses or individual (s) to whom one told immediately of the incident, what was said and done). If the complainant takes action by letter, the writer should keep a dated copy of the sent letter as well as advise a trusted second party that such an action was chosen and taken.

In some circumstances the independent course of action may not be feasible, may be uncomfortable to initiate, or may have proven unsuccessful. In this case, the individual should report the offending behavior as soon as possible or within a time period that is reasonable so that the College can take the necessary steps to resolve the situation.

An individual is not obliged to undertake this independent course of action before reporting the unwelcome behavior(s).

#### **B. Intervention for Resolution**

The purpose of intervention is to ensure that the alleged offending behavior ends and that the matter is resolved promptly. When this purpose is achieved, the complaint is considered resolved.

All complaints will be taken seriously and will be investigated and addressed expeditiously. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent

that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

The process of investigation may include interviews with the complainant and alleged harasser (or elsewhere “respondent”) to determine the facts and nature of the behavior. If the complaint is determined to be valid, the College will take a) remedial actions, including but not limited to changes to academic, living, transportation and working conditions, reasonably calculated to be effective and appropriate in ending the inappropriate activity, and b) measures to prevent recurrence. The College may also, in appropriate circumstances, seek to mediate a resolution that is satisfactory to the parties involved without reaching a conclusion as to the validity of the complaint.

Should the complainant elect to proceed formally, s/he may elect to stop the informal process at any time and proceed through the formal process.

### **C. Formal Resolution**

A complainant may file a formal complaint with either the Director of Human Resources, Dean of the College, or Dean of Students without first using the independent course of action or the intervention for resolution procedure. A formal complaint should include the following: the respondent’s name and position; the times, dates, places, and circumstances surrounding the allegation of harassment; the names of any witnesses to the incident(s), and any other information believed to be relevant. All complaints will be taken seriously and will be investigated and addressed expeditiously by the Dean of Students, the Dean of the College, or the Director of Human Resources as appropriate.

Investigations of reports of harassment or discrimination shall incorporate the following standards:

1. The Director of Human Resources, Dean of the College or Dean of Students, and/or their designee, shall conduct formal investigations of allegations of harassment or discrimination and coordinate College response(s) to complaints of the same. The College reserves the right to use an independent third party investigator.
2. The individual(s) accused of conduct violating the College policy prohibiting harassment or discrimination shall be informed of the substance of the allegations. If the individual(s) accused cannot be located, attempts at notification shall be documented,
3. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate.
4. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Those conducting an investigation should remain cognizant of the confidentiality of the investigation. Those conducting investigations may ask witnesses to refrain from sharing information regarding an investigation in appropriate circumstances.

5. At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the policy prohibiting such conduct.

6. The investigation shall be completed as promptly as possible and in most cases within 30 working days of the date the written complaint was received. In the event that an investigation cannot be completed within 30 working days, the parties shall be notified in writing.

7. Any individual who has engaged in harassment or discrimination or otherwise violated our policies will be subject to appropriate disciplinary action, up to and including immediate discharge. When appropriate, the complainant may be informed of the outcome of the investigation.

**Appeal (Non Title IX):** Rights of appeal under this process are found in the appropriate Student, Staff and Faculty Handbooks.

**No Retaliation:** Retaliation against an individual who in good faith complains or participates in an investigation about sexual and other unlawful harassment is a violation of the College's policy and is prohibited by state and federal law. Retaliation is a form of harassment and will be handled in the same manner as other forms of harassment. Any participant who believes s/he has been subjected to retaliation s/he should contact the Vice President for Human Resources & Administration; the Dean of Students; the Dean of the College; or the Director of Human Resources. Anyone found to be in violation of this retaliation provision may be subject to disciplinary action.

**False Allegations/Information:** No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this Policy and may be a basis for disciplinary action, including expulsion or termination. Evidence of false complaints or information should be referred to the Dean of Students if a student is involved, the Dean of the College if a faculty member is involved, or to the Director of Human Resources if a staff member is involved.

## **II. TITLE IX**

### **A. Policy Against Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence and Stalking (Title IX Violations)**

The College declares and affirms a commitment to maintaining a healthy and safe learning, living and working environment for all members of the Saint Anselm community. The College does not condone and will not tolerate sexual harassment or sexual violence of any kind. Gender-based discrimination, gender-based harassment, sexual harassment, sexual violence,

relationship violence and stalking are reprehensible wrongs that violate another person's rights and constitute unacceptable behavior. The College prohibits rape, domestic violence, dating violence, sexual assault and stalking as well as discrimination or harassment based on sex.

The College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This Title IX policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

All members of the community should immediately report concerns about - or incidents of - gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking. Any student or employee who believes that he or she has been the subject of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking should report the incident or incidents to one of the following College representatives: Title IX Coordinator, Dean of Students, Dean of the College or the Director of Human Resources. The College encourages the timely reporting of any incident(s) of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking. The Title IX Coordinator, or her designee, will investigate all complaints that arise under Title IX, as set forth in the Complaint Procedure section below. The College hereby provides notice that it reserves the right to use third parties to investigate claims of Title IX violations. Persons found to be in violation of this policy may be subject to disciplinary action up to and including dismissal from the College or its employment.

If the College becomes aware of incidents of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking, the College will take immediate action to eliminate the discrimination, harassment, or violence, prevent its recurrence, and address its affects.

During new student orientation, sexual assault awareness month, and throughout the academic year, a variety of educational programs focusing on sexual assault, sexual violence, sexual harassment, prevention and awareness will be presented to inform students about these issues and the steps that can be taken to prevent such issues from occurring.

Faculty and staff will also be provided training on issues related to Title IX.

## **B. Definitions**

**Gender-Based Discrimination** refers to the unfair treatment of one person with respect to others in the same work or academic role, in terms of, including but not limited to, hiring, promotion, retention, grading, etc., because of that person's gender, including, but not limited to, pregnancy, gender identity, or failure to conform to stereotypical notions of masculinity or femininity.

**Gender-based harassment** includes, but is not limited to, acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if these acts do not involve conduct of a sexual nature.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
- 2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing; or
- 3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment.

The first two conditions are defined by the EEOC as quid pro quo harassment and the third condition is defined as hostile environment harassment.

**Sexual Violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see definition of "consent" below) due to the complainant's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Sexual coercion refers to forcing an unwilling person to touch another's intimate parts.

**Sexual Assault** refers to an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape is defined as the penetration, no matter how slight, of any orifice of another person without consent. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Sexual assault is committed against a person's will, as evidenced by refusal, lack of consent, or the use of force, threat or intimidation. A respondent's level of intoxication shall not diminish his/her responsibility for sexual assault.

**Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction

between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse, or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the family or domestic violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Examples of stalking behaviors or activities include, but are not limited to: (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, social media postings, written letters, gifts, or any other communications that are unwelcome; (2) inappropriate use of online, electronic or digital technologies, including, but not limited to, posting of pictures, or text in chat rooms or on websites, sending unwanted/unsolicited email or talk requests, and posting private or public messages on Internet sites, social networks, and/or school bulletin boards; (3) pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation including staring or "peeping;" (5) gathering information about an individual friends, family or co-workers; and (6) accessing private information through unauthorized means.

**Consent** means an informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological or any altered state (i.e. inebriation). A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct. Impairment due to drugs or alcohol does not diminish each party's responsibility to obtain consent.

**A reasonable person's test** is the standard by which an objective, reasonable person would find conduct to be abusive or hostile *and* the complainant also finds it to be abusive or hostile.

**Bystander intervention** refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of gender-based harassment, gender-based discrimination, sexual harassment, sexual violence, relationship violence or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that

facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Any time a member of the College Community sees another person in trouble or in harm's way, they should call the Office of Campus Safety and Security at (603) 641-7000 as soon as possible.

## **C. SEXUAL VIOLENCE: REPORTING**

### **1. Preservation of Evidence**

The preservation of evidence in incidents of sexual violence is critical and particularly time-sensitive. The College administrator, faculty or staff member who first hears such an incident from a complainant will inform the complainant of the importance of preserving evidence by taking the following actions:

1. Seek medical assistance at the hospital, ideally within 72 hours of the incident;
2. Do not shower, bathe, wash hands or face, or douche;
3. Try not to urinate;
4. If oral contact took place, refrain from smoking, eating, drinking, or brushing teeth; and
5. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence).

### **2. How to Report Incidents of Sexual Violence to the Local Authorities**

The College encourages full reporting of sexual assault and/or sexual violence as well as the full use of all available campus and off-campus resources. The College also recognizes that someone who believes that s/he has been sexually assaulted and/or experienced sexual violence has the right in most circumstances to decide whether to report the incident to College authorities and/or law enforcement and to decide what campus or community resources to use. The College cooperates with all investigative agencies. The College will do its best to comply with the wishes of someone who believes that s/he has been sexually assaulted and/or experienced sexual violence.

**Goffstown Police Department:** "911", otherwise (603) 497-4858 for the office

### **3. How to Report Incidents of Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence or Stalking to the College**

Any person who believes that s/he has experienced a Title IX violation should contact the Title IX Coordinator, the Dean of Students, the Dean of the College or the Director of Human Resources.

Please note: if a person makes a report to a faculty or "responsible" staff member, federal law requires that the information be reported to the Title IX Coordinator. Reports include the name of the individual who reported that s/he has been assaulted/violated, residence hall assignment (if applicable), date, time and the location of the incident.

## **D. INTERIM MEASURES DURING AN INVESTIGATION AND RESOLUTION OF A REPORT OF A TITLE IX VIOLATION**

Anyone who believes that s/he has experienced a Title IX violation may:

- Choose to report the incident and press charges through the local law enforcement agency and/or file a report with the Office of Campus Safety & Security
- Utilize Campus Safety to be escorted on Campus if feeling unsafe
- Utilize counseling services as set forth in the Campus and Community Resources below

**For Students**, the following interim measures may be implemented to the extent they are deemed reasonable, feasible, and necessary based on the circumstances:

- Request a change, when possible, to his/her campus housing assignment or the campus housing assignment of respondent
- Request a change, when possible, to his/her class schedule or the class schedule of respondent
- Request a restriction be placed on entrance into certain campus areas or buildings
- Request escort services while on campus
- Request a no contact order with respondent(s)
- Request Academic Support
- Request counseling services through College Health Services

To request an interim measure, students may contact the Dean of Students, the Associate Dean of Students, or their designee.

**For Employees**, the following interim measures may be implemented to the extent they are deemed reasonable, feasible, and necessary based on the circumstances:

- Request a change, when possible, to his/her office location or the office location of the respondent
- Request a change, when possible, to employee's supervisor
- Request a no contact order with respondent(s)
- Request escort services while on campus
- Request a leave of absence from the College for the complainant or respondent

To request an interim measure, faculty and/or staff may contact the Title IX Coordinator.

### **Procedures**

Due to the extremely private nature of sexual assault and/or sexual violence incidents, the College will not normally pursue charges of sexual assault and/or sexual violence unless the person who believes s/he has been sexually assaulted/violated is involved in the process.

However, the College reserves the right, in its sole discretion, to pursue an incident of sexual assault to its conclusion in cases where not pursuing the incident would constitute a danger to the College community.

Actions by the police or the criminal courts do not in any way prejudice the right of a person to bring a charge using the College's disciplinary procedures described below.

If a report is made to the Office of Campus Safety & Security, the Title IX Coordinator will be notified that a report of sexual assault and/or sexual violence has been made. This notification will usually include the names of the persons involved in the alleged sexual assault and/or sexual violence and the nature of the allegations.

All complaints of sexual assault and/or sexual violence will be investigated.

## **E. COMPLAINT RESOLUTION PROCEDURES**

The procedures outlined in this policy are designed to resolve a situation fairly, prevent further Title IX violations, and mitigate harm to, first and foremost, the complainant, and also to the spirit of the College community.

Individuals who are aware of or who have experienced an incident of gender-based harassment, gender-based discrimination, sexual harassment, sexual violence, relationship violence or stalking should promptly report the occurrence to the Title IX Coordinator, Dean of Students, the Dean of the College or the Director of Human Resources. Each of these individuals will listen to the facts and review, with the reporter, the options for further appropriate action under the circumstances.

Any individual who receives a report of misconduct or a violation of this policy should immediately report the misconduct and/or violation to the Title IX Coordinator, Dean of Students, the Dean of the College or the Director of Human Resources. *The College requires the following individuals to report any instances or allegations of potential violations of this policy: department chairs, directors, faculty, supervisors and administrators at all levels. Failure to carry out this responsibility may be grounds for disciplinary action.*

The confidentiality of all individuals involved, including the complainant, respondent and any witnesses, will be protected to the extent possible. Only relevant information will be disclosed to those people with a need for information regarding the investigation and/or resolution of the complaint. Dissemination of information relating to these cases is limited so as to insure, as fully as possible, the privacy of the individuals involved. Additionally if the complainant wishes to remain anonymous, or not pursue a formal complaint, the complainant should be advised that the College's response may be limited. However, because of the College's obligation to maintain a safe environment for all members of the College community, the College may have an obligation to pursue an investigation without the complainant's cooperation. In such cases, the College will take preventative measures to preserve confidentiality to the extent permissible by applicable law.

The College will not retaliate against an individual for his/her participation in the investigation or hearing of a harassment complaint. The College does, however, reserve the right to use information obtained from any source in the course of an investigation or hearing as the basis

for further investigation and, potentially, disciplinary proceedings.

*Related Alcohol and Drug Violations:* The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence -- including but not limited to domestic violence, dating violence, stalking, or sexual assault -- occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

Because the College strongly encourages students to report gender-based misconduct, it has adopted the following policy: A student (including a bystander), acting in good faith, who discloses any incident of gender-based misconduct to a College employee will not be subject to disciplinary action for violations of alcohol and/or drug policies occurring at or near the time of the gender-based misconduct.

Support services are available on and off campus for any individual who wishes assistance in dealing with harassment experiences. Please see the "Campus and Community Resources" section for further information.

## **The Complaint**

A formal complaint should include the following: the respondent's name and position; the times, dates, places, and circumstances surrounding the allegation of harassment; the names of any witnesses to the incident(s), and any other information believed to be relevant.

All complaints will be taken seriously and will be investigated and addressed expeditiously, usually within sixty (60) working days of receipt of the complaint by the Title IX Coordinator or her representative, the Dean of Students, the Dean of the College, or the Director of Human Resources as appropriate. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

## **Investigation**

Investigations of reports of sexual harassment or sexual misconduct/violence pursuant to Title IX shall incorporate the following standards and is a prompt, fair, and impartial process from the initial investigation to the final result:

1. The Title IX Coordinator and/or her designee conduct formal investigations of allegations of sexual harassment or sexual misconduct/ violence, and coordinate College response(s) to complaints of the same. The College reserves the right to use third parties to investigate claims of Title IX violations.
2. The individual(s) accused of conduct violating the College policy prohibiting sexual harassment or sexual misconduct/violence shall be informed of the substance of the allegations. If the individual(s) accused cannot be located, attempts at notification shall be documented,

3. The individual(s) conducting the investigation shall be familiar with the policy prohibiting harassment and discrimination and have training and/or experience in conducting investigations.
4. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate.
5. Once the College determines that it is undertaking a formal investigation (as distinct from a preliminary inquiry in response to a complaint or information), it will inform a complainant and respondent that they may be accompanied to any complaint- related proceeding including but not limited to fact-finding investigations and meetings, formal or informal, by the advisor of their choice. The principal role of an advisor is to serve as a support to a complainant or respondent, and not as a representative or advocate in interactions with College officials. Advisors may communicate with the student in a quiet and non-disruptive manner but are not permitted to speak on behalf of the parties during any such proceeding.
6. Students are obligated to cooperate in an investigation and respond to questions and requests for information fully and truthfully. A student who declines to cooperate as required may be subject to disciplinary action, and the College may draw an adverse inference based on the refusal to cooperate.
7. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. All participants in an investigation, including advisors, shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation and will be advised to refrain from discussing the pending investigation.
8. At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the policy prohibiting sexual misconduct.
9. The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the written complaint was received. In the event that an investigation cannot be completed within 60 working days, the parties shall be notified in writing.
10. Upon conclusion of the investigation, the Title IX Coordinator (after consultation with the Deputy Title IX Coordinator for cases *involving student complaints against students*) *may appoint a 3-member Conduct Review Panel or may determine an alternative procedure for addressing the complaint in circumstances he/she determines to be appropriate.*

### **Hearing (Student complaints against students)**

Both the respondent and complainant will be permitted a “read only” opportunity to review the available information which the other will be providing the Panel.

The investigator will present discovered fact and materials to the hearing panel, who may question the investigator, the complainant, and/or the respondent.

The complainant and respondent are both permitted to have an advisor of choice present at the hearing. An advisor may attend a hearing to provide advice and support to either the complainant or respondent, but is not permitted to speak on behalf of or advocate for the complainant or respondent, make statements to the hearing panel or question participants. If an advisor attends the hearing, the advisor is permitted to communicate with the complainant or respondent quietly and in a non-disruptive manner, but may not be directly involved in the proceeding. The Chair of the hearing panel has discretion to place limitations or conditions on the advisor's presence or participation, and in extreme cases, where an advisor fails to adhere to this policy and disrupts a hearing, the advisor can be dismissed from the hearing.

Complainants and respondents are required to notify the Deputy Title IX Coordinator, who in turn will notify the Chair of the Conduct Review Panel, 24 hours in advance if the advisor will be present. A student should select an advisor whose schedule allows attendance at the scheduled date and time for any hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. Advisors are required to preserve the confidentiality of the proceedings.

Any cost associated with the participation of an advisor is the sole responsibility of the individual seeking the advisor's assistance.

The hearing panel will determine, based on a preponderance of the evidence, whether the respondent violated the Policy. The Chair of the Conduct Review Panel will then notify the Title IX Coordinator (and the Deputy Title IX Coordinator as appropriate) of the panel's decision and assigned disciplinary actions. Additionally, after a decision is made concerning resolution of the complaint and any disciplinary actions to be imposed, the Chair will notify simultaneously the complainant and the respondent in writing of the outcome.

Generally, a hearing outcome will result in a written document that includes a statement of the allegations and issues, a determination as to whether College policy has been violated, and any disciplinary actions, if appropriate, including but not limited to educational programs, counseling/coaching, mediation, remedies for the complainant, and a referral to other disciplinary procedures, as appropriate.

The complainant shall be informed of the findings and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the respondent.

The respondent shall be informed of the findings and of actions taken or recommended to resolve the complaint and shall be notified generally of referrals for disciplinary action and

recommended disciplinary action.

No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this Policy and may be a basis for discipline, including expulsion or termination. Evidence of false complaints or false information shall be referred to the Dean of Students if a student is involved, the Dean of the College if a faculty member is involved, or to the Director of Human Resources if a staff member is involved.

The outcome of a proceeding, and evidence and information gathered in the course of an investigation and hearing, may be used in, and serve as a basis for, other related proceedings, such as subsequent complaints, investigations, grievances, and/or disciplinary actions.

Copies of the outcome and sanctions will be provided to those College administrators, academic leaders, and supervisors who are directly responsible for implementing measures to correct any sexual harassment or sexual misconduct/violence. General information and aggregate data may be provided at regular intervals to enact preventions and create a campus culture aimed at preventing conditions for sexual harassment and sexual misconduct/violence.

Regardless of the method of resolution or the outcome, complainant is at all times free to pursue a complaint with the Equal Employment Opportunity Commission, the New Hampshire Commission for Human Rights, the United States Department of Education (Office for Civil Rights), the United States Department of Labor (Office of Federal Contract Compliance Programs), or by consulting an attorney at her or his own expense.

### **Sanctioning**

If the respondent is found to have violated the Policy, action will be taken to eliminate the sexual harassment or sexual misconduct. Disciplinary sanctions and/or corrective actions may include, but are not limited to any of the following: a warning, a reprimand, required attendance at an educational workshop, counseling or evaluation; no contact order; restitution, transfer, suspension, job termination, or dismissal of the respondent or anyone knowingly making a false complaint or providing false information.

In situations where the respondent is found to have violated the Policy by committing stalking, the recommended sanctions include no contact order, suspension, transfer, or in some extreme situations and at the discretion of the College, discharge or dismissal from the College.

In situations where the respondent is found to have violated the Policy by committing sexual assault, rape, domestic violence, or dating violence, the recommended sanction will be suspension or dismissal from the College.

The College reserves the right to modify sanctions depending on the facts and circumstances of the particular incident.

Additional sanctions, up to and including termination/dismissal, may be imposed in the event that the respondent fails to comply with the initial disciplinary sanctions imposed.

## **Appeals**

The complainant and the respondent shall be informed simultaneously in writing of the completion of a disciplinary proceeding (whether before the Conduct Review Panel or otherwise). The complainant and the respondent will also be informed of the procedure and timing for appeal of the outcome.

Either party has the right to appeal a decision and/or sanction in a disciplinary case. The complainant or respondent will have five (5) working days after the receipt of the outcome to file an appeal. Appeals must be based on one of the following conditions:

- (1) alleged procedural errors substantially affecting the decision;
- (2) the introduction of newly discovered evidence that was not reasonably available prior to the decision and of a nature that would likely have had a direct and significant impact upon the decision; or
- (3) the sanction is disproportionate to the severity of the violation. Disclosure of the sanctions will be made in accord with the context noted above (directly related to) and the FERPA guidelines.

The appeal must be in writing, signed by originating complainant or respondent and submitted as outlined in the handbook appropriate to the individuals (i.e., faculty, the Faculty Handbook; staff, the Staff Handbook; and students, the Student Handbook).

## **Retaliation**

Retaliation of any kind is prohibited. Anyone who reports an actual or suspected incident of harassment, discrimination or violence based on sex, or who participates in an investigation, will not be subjected to retaliation. If a Complainant or witness believes s/he has been subjected to retaliation s/he should contact the Title IX Coordinator; the Dean of Students, the Dean of the College or the Director of Human Resources. Anyone found to be in violation of this retaliation provision will be subject to disciplinary action.

## **TITLE IX COORDINATOR**

The Saint Anselm College Title IX Coordinator is responsible for coordinating the efforts of the College to comply with Title IX. The Title IX Coordinator for the College is:

**Patricia Shuster, Vice President for Human Resources & Administration**

Saint Anselm College; Box 1699; 100 Saint Anselm Drive; Manchester, NH 03102  
(First floor of Alumni Hall)

Email: [titleIXcoor@anselm.edu](mailto:titleIXcoor@anselm.edu)

Phone: (603) 641-7150

Fax: (603) 222-4015

Students, faculty, and staff may contact the Title IX Coordinator's Office to inquire about their rights under the College's policies, request counseling, or to seek information about filing a complaint.

## **Preventing and Responding to Sexual Assault, Dating Violence, Domestic Violence and Stalking**

The College declares and affirms a commitment to maintaining a healthy and safe learning, living and working environment for all members of the Saint Anselm community. The College does not condone and will not tolerate sexual harassment or sexual violence of any kind. Gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and stalking are reprehensible wrongs that violate another person's rights and constitute unacceptable behavior. The College prohibits rape, domestic violence, dating violence, sexual assault and stalking as well as discrimination or harassment based on sex.

The College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This Title IX policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

All members of the community should immediately report concerns about - or incidents of - gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking. Any student or employee who believes that he or she has been the subject of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking should report the incident or incidents to one of the following College representatives: Title IX Coordinator, Dean of Students, Dean of the College or the Director of Human Resources.

If the College becomes aware of incidents of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking, the College will take immediate action to eliminate the discrimination, harassment, or violence, prevent its recurrence, and address its affects.

During new student orientation, sexual assault awareness month, and throughout the academic year, a variety of educational programs focusing on sexual assault, sexual violence, sexual harassment, prevention and awareness will be presented to inform students about these issues and the steps that can be taken to prevent such issues from occurring.

### **Educational programs**

Saint Anselm provides educational programs to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. The programs include primary prevention and awareness training for incoming students, incoming faculty and incoming staff. The programs also include ongoing prevention and awareness campaigns for existing students and existing faculty and staff. Each program includes the following information:

- Saint Anselm's policy prohibiting domestic violence, dating violence, sexual assault and stalking.

- The definitions of those offenses in the applicable jurisdiction.
  - The definition of consent within the applicable jurisdiction, and for students, the applicable College policies.
  - Safe and positive options for bystander intervention to prevent harm or intervene in risky situations.
  - Recognition of the signs of abusive behavior and how to avoid potential attacks.
1. Our incoming first year students receive the program “*Ok2Discuss*” during the Orientation II sessions. The topics include consent, by-stander intervention, prevention, how to report, and facilitated discussions following the program. Follow up sessions occurred in first year residence halls later in the week.
  2. New employees receive materials during the mandatory orientation that address all college policies related to their duties and obligations, if applicable, and responsibilities regarding sexual assault/domestic violence/dating violence/stalking/harassment and Title IX.
  3. Select faculty and staff received training in the nationally recognized program to train the trainer for “*Bringing in the Bystander*.”
  4. Numerous other programs were facilitated by various groups on campus covering topics including: Poster campaigns about consent, reporting option on and off campus, campus resources and bystander intervention. “*It’s On Me to \_\_\_\_\_*” a bystander awareness education session to post the completed sentences virtually and prominently on campus. “*Walk in Their Shoes*” and education and awareness program focusing on incidents of assault, prevention, reporting and consent sponsored by AVERT, College administrators and faculty. It was well attended by members of the campus community, and especially athletes and males.
  5. In response to recommendations by the White House Council on Women and Girls, and related Dear Colleague Letters, AVERT (Assault Violence Education and Reporting Team) formed in 2012 to address SV/DV, Title IX, VAWA, Clery Act. The Team is a 22-member Coordinated Response Task Force composed of students, faculty, and staff, co-chaired by the Dean of Students and the Title IX Coordinator. AVERT meets 12–18 times each year to plan and review prevention programs, reporting mechanisms, climate surveys, bystander intervention education, victim support resources, and campus policies and practices. Staff and faculty represent diverse programs and academic units on campus: Health Services, Residential Life, MCES, Gender Studies, Nursing, Criminal Justice, Campus Safety and Security, and Athletics; one-third of members are current male and female undergraduate students. Since its inception, AVERT has not formally included external partners, but has connected with community partners including GPD, two local hospitals, and victim services agencies on training and victim services throughout the year.
  6. At present time, the college is working toward formally establishing AVERT – CCR, a Coordinated Community Response Team (Assault Violence Education and Reporting Team – Coordinated Community Response) that builds on the existing AVERT (a campus-only

coordinated response team) to include YWCA, GPD, and the Catholic Medical Center. AVERT –CCR will be an established team that will work together to implement goals of the strategic plan and work toward strengthening communication, leadership and fostering relationships among professionals on and off campus to address sexual assault, domestic violence, dating violence and stalking.

On October 6, 2016 we were awarded a grant as noted below:

*The U.S. Department of Justice Office on Violence Against Women has awarded Saint Anselm College a grant for almost \$300,000 under their "Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus" program.*

*Campus projects considered for the grant were required to enhance victim services, implement prevention and education programs, and develop and strengthen campus security and investigation strategies in order to prevent, prosecute and respond to domestic violence, dating violence, sexual assault, and stalking crimes on college campuses.*

*The grant application was a collaborative effort by Pat Shuster, VP for Human Resources and Administration and Title IX Coordinator for the college; Alicia Finn, Dean of Students; and Maura Marshall, Director of College Health Services. Partnering externally with the Goffstown Police Department (GPD) and the YWCA New Hampshire, as well as with many internal departments including [College Health Services](#), the [Dean of Students Office](#), [Campus Safety & Security](#), the [Multicultural Center and Education Services](#), [Residential Life](#), and [Campus Ministry](#), the college will be using the funds to accomplish the following initiatives:*

- *Establish AVERT-CCR, a Coordinated Community Response Team that builds on the existing AVERT team on campus to include YWCA, GPD, and the Catholic Medical Center (CMC);*
- *Establish The Harbor, a campus-based center that will draw visibility to issues of sexual assault, dating and domestic violence, and stalking on campus (SV/DV), as well as creating a designated place for victims to gain confidential support and advocacy;*
- *Deliver comprehensive, campus-wide prevention education annually to all Saint Anselm students, faculty, and staff, including mandatory sessions for all new students, a Bringing In the Bystander campaign, and trained peer educators who will lead year-round events and activities;*
- *Train all investigators, campus security, local law enforcement officers, and Conduct Review Panelists to effectively respond to SV/DV.*

Our work continues.....

## **New Hampshire Law**

New Hampshire RSA 632-A establishes three categories of sexual assault and related offenses. (Please keep in mind that the following is a partial review of the statutes covering sexual assault and related crimes in New Hampshire. It is intended only for purposes of information and

guidance, does not cover all acts that may constitute criminal sexual behavior or all parts of the sex crime statutes, and should not be construed as legal advice.)

1) “Sexual Assault” is a misdemeanor. It is generally defined as sexual contact that is forced on an unwilling person through means such as physical force, coercion, or the administering of an intoxicating substance.

2) “Felonious Sexual Assault” is a Class B felony. It occurs when a person commits "sexual assault" (as defined above) and also causes serious personal injury to the victim.

3) “Aggravated Felonious Sexual Assault” is the legal term for rape and is a Class A felony. This includes any sexual penetration of an unwilling person by using force or threat of force (physical or otherwise, stated or implied). Also included is sexual penetration of a person who is incapacitated because of intoxication or mental impairment.

## **Policy Disclosure**

### **Alcohol and Other Drugs**

#### **Alcohol Policy**

Saint Anselm College supports and abides by the New Hampshire State laws pertaining to the procurement, possession and consumption of alcoholic beverages. A person must be 21 years of age or older in order to purchase, possess or consume alcoholic beverages on campus. A minor is someone who has not yet attained the age of 21.

Student behavior, as always, is to be in accord with the basic Christian and educational values of the College.

A student is considered in violation of the alcohol policy and may be liable to one or more of the penalties as listed on pages 61-62 of the Student Handbook for infractions involving:

1. Possession of alcoholic beverages by a minor: any person under the age of 21 who is found on College property in possession of (including internal possession) or under the influence of alcoholic beverages
2. Unauthorized possession of alcohol: any person in possession of an open container of alcohol in any place other than his/her room, the Pub, or an officially authorized campus function (i.e., halls, common spaces, quads or courtyards) No glass containers are permitted in residential courtyards. Aluminum and recycling is encouraged.
3. Unauthorized distribution of alcohol: any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors
4. utilization of false identification: any person who uses or attempts to use false identification for the purposes of gaining admission to the College Pub or any authorized social function where alcohol is served
5. Purchase or transportation of alcohol for minors: any person who either purchases or transports alcoholic beverages on behalf of one not authorized to transport, possess or consume such beverages
6. Drunkenness: any person who, by his/her conduct while on College property or attending

College affairs, presents himself/herself in an intoxicated condition

7. Verbal and/or physical abuse: any person who, while under the influence of alcohol, either physically or verbally threatens or abuses another person
8. Disruptive or disorderly conduct while under the influence of alcohol: any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs, whether in a residential, academic or social setting
9. Possession of a keg or any common source container or device which dispenses alcohol through a tap; hosting or sponsoring a keg or juice party... resident students found hosting or sponsoring a keg or juice party will be dismissed immediately from College housing
10. Possession of any "drinking paraphernalia," including drinking funnels, ice luges, and all manner of drinking games and associated equipment such as but not limited to taps, "Beruit" or "Beer Pong" gaming tables, jello shots, and the like that might be used to support the excessive activity of consuming alcoholic beverages...recognizing the serious health risks posed by excessive drinking, the College reserves the right to limit the amount of alcoholic beverages in any room, at any time.

### **Other Drug Policy**

The College prohibits the illegal possession, use and/or distribution of any controlled drug or substance so defined in the statutes of New Hampshire (RSA chapter 318-B: 1, 2, 26).

Students found responsible for possessing or using controlled drugs are liable to one or more of the penalties listed on pages 61-62 of the Student Handbook, including mandatory counseling. In some cases, a statement of physical and emotional fitness will be required from a competent authority before a student in violation of the controlled drug policy will be allowed to continue. Students who are found responsible of buying, selling, manufacturing, and/or distributing controlled drugs or substances will be dismissed from the College. The dismissal cannot be appealed. Note: Distribution means providing for the use of another person or persons.

A student is considered in violation of the drug policy for infractions involving:

1. Possession or use of a controlled substance
2. Unauthorized buying, selling, and/or distributing of controlled drugs or substances, including prescription drugs...unauthorized distribution is defined as providing for the use of another
3. Purchases or transportation of controlled substances: any person who either purchases or transports controlled substances on behalf of one not authorized to transport, possess, use or use such substances
4. Over medicated: any person who, by his/her conduct while on College property or attending College affairs, presents himself/herself in under-the-influence condition and which may result in or lead to:
  - a. verbal and/or physical abuse (physically or verbally threatens or abuses another person)
  - b. disruptive or disorderly conduct (disrupts the orderly conduct of College affairs, whether in a residential, academic, or social setting)
5. Possession of drug paraphernalia, including but not limited to: mufflers, rolling paper, hookah or any device whose purpose or effect is to deliver uncontrolled substances

6. Misuse or abuse of over-the-counter medication or other substances, which by their nature, if misused, may cause or provide an opportunity for health risk to self or others

### **Consequences and Sanctions**

The sanctions for violations of the alcohol and other drug policies are ordinarily administered by the office of the Dean of Students. For more serious cases or for repeated violations, the Judiciary Board may be convened.

The student may be required to attend regular and intensive counseling for drug and/or alcohol abuse, especially if that abuse is regular and destructive to his/her personal or academic life, or the personal or academic lives of those around him/her.

If a student belongs to a club, organization or an athletic team which addresses role modeling, leadership or representation of the College and/or a particular department, additional penalties may be imposed by that body. The constitutions, policy manuals, handbooks and pertinent participation agreements of each organization should be consulted regarding these additional consequences. In addition, financial aid may be impacted, and the Financial Aid Director should be contacted for details.

### **Applicability of Policies to Off-Campus Behavior**

Because of the potential for off-campus behavior to affect the life and function of the College, and a student's relationship to it, the College reserves the right to apply its Alcohol and Other Drug Policies (as well as other disciplinary policies) to behavior occurring off campus, and to impose disciplinary consequences and sanctions in the same manner it can for such behavior occurring on campus. The Goffstown Police Department will generally notify the College of any off-campus issues with students.

### **Student-Athletes**

In addition to those College policies on alcohol and other drugs applicable to all students, student-athletes are subject to additional rules set by the College and the NCAA, including rules regarding drug testing, as a condition of their participation in athletics.

### **Conclusion**

It is expected that the Alcohol and Other Drug Policies will enable all the members of the College community to meet their responsibilities and duties in the spirit of care and concern for the well-being of all.

### **Weapons and Firearms**

All weapons are prohibited on the Saint Anselm College campus. The possession of or use of any firearm, replica firearm, deadly weapon, or other dangerous or flammable material (with the exception of flammables used for legitimate personal use) is strictly forbidden on the Saint Anselm College campus. This includes, but is not limited to, the possession of or use of ammunition, air rifles, air pistols, gas powered guns, paintball guns, sporting-type weapons, sling shots, toy guns that are painted black, gun blue, dark blue, brown or silver, toy knives that are painted silver, black, brown, gun blue or dark blue, the carrying of any toy gun or toy knife concealed, the possession of any object that is meant to depict any type of an explosive device such as but not limited to a hand grenade, suicide bomb vest, suitcase bomb, pipe bomb or explosive satchel and the possession of or use of fire crackers. Deadly weapon is defined to be any firearm, knife or other substance or thing which, in the manner it is used, intended to be used

or threatened to be used, is known to be capable of producing death or serious bodily injury. Violation of this policy will result in an immediate disciplinary response.

## **Alcohol and Illegal Drugs**

### **Maintaining a Drug-Free Environment**

#### **Introduction**

Saint Anselm College recognizes that substance abuse at the College poses a threat to the health, safety and general wellbeing of all members of the College community. The effects are not only felt by the individual abuser, but by everyone associated with him or her. Accordingly, the College is committed to providing a learning and work environment free of the use of illicit drugs and the abuse of alcohol.

To reaffirm this commitment and to comply with the Drug-Free Schools and Communities Act Amendments of 1989 (“Drug -Free Schools Act”) and the Drug-Free Workplace Act of 1988 (“Drug-Free Workplace Act”), Saint Anselm College is providing you with the information that follows. Intended for all faculty, staff, and students, it describes College policies with respect to substance abuse and the disciplinary sanctions which will be imposed on students and employees who violate these policies; federal and state laws pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol; the health risks associated with the use of illicit drugs and the abuse of alcohol; and descriptions of how and where to seek assistance in dealing with a drug and/or alcohol problem.

Students, faculty and employees are accountable for the consequences of their own decisions to use or distribute illicit drugs or to serve or consume alcohol. They are also responsible for knowing and complying with applicable College policies and federal, state and local laws relating to drugs and alcohol.

#### **College Policy on Alcohol and Illicit Drugs**

Saint Anselm College prohibits the unlawful possession, use, distribution, manufacturing, control, sale or dispensation of illicit drugs or alcohol by its faculty, staff, and students on College property or as part of a College sponsored program on or off campus, as part of the performance of College duties, or as part of Saint Anselm College activities. The College will take disciplinary action against violators, consistent with federal, state and local laws.

#### **Drug-Free Workplace Policy**

Under the regulations of the Drug-Free Workplace Act, any individual who is a Saint Anselm College employee, including students, working under a federal grant or contract, must notify their supervisor in writing of a workplace-related criminal drug conviction within 5 days of the conviction. In addition, the College will take appropriate disciplinary action.

#### **College Disciplinary Sanctions**

The College will impose disciplinary sanctions on students, faculty, and employees who violate the above stated policies. Depending on the circumstances, these sanctions may range from a minimum of educational activities or satisfactory participation in a rehabilitation program to a

maximum of separation or termination from the College. Although the College does not act as a law enforcement agency it will not protect individuals who have violated the law. Further, the College will cooperate to every feasible extent with law enforcement officials if an on-campus investigation is necessary.

## **New Hampshire State Laws**

**The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to:**

- (1) Have in your personal possession any alcoholic beverages, internally or externally,
- (2) Misrepresent your age for purpose of obtaining alcoholic beverages,
- (3) Drive in a car having alcoholic beverages except when accompanied by a parent, guardian, and spouse 21 years of age,
- (4) Be in an area where alcoholic beverages are served unless accompanied by person 21 years of age.

Penalty: fine and/or time in jail.

**It is illegal for anyone to:**

- (1) Sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated
- (2) Charge for alcoholic beverages without a license
- (3) Manufacture, sell, possess or use a falsified ID
- (4) To lend a driver's license to be used for unlawful purpose.

Penalty: fine and/or jail sentences.

### **(DWI) Driving While Intoxicated and Driving Under the Influence (DUI)**

You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.02% if under the age of 21.

### **Unlawful Possession**

Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of a violation and will be fined a minimum of \$250. Any second and/or subsequent offenses will be fined at least \$500.

A penalty assessment fee of 17% will be added to the above fines.

If you are under the age of 21 and are found guilty of illegal possession of alcohol you will be given a probationary driver's license until 21 years of age. Any subsequent alcohol violations will result in suspension of driver's license. It is a violation for a minor not only to possess alcohol, but also to be intoxicated or have a BAC level of .02 or more (internal possession of alcohol). Penalty: a fine and may suspend driver's license or privilege to drive.

## **Federal Drug Laws**

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

#### **A. Denial of Federal Benefits 21 U.S.C. 862**

A Federal Drug Conviction may result in the loss of Federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of Federal Benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal Drug convictions for possession may result in denial of Federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

#### **B. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853**

Any person convicted of a Federal drug offense punishable by more than 1 year 37 in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

#### **C. Federal Drug Trafficking Penalties 21 U.S.C. 841**

Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on Federal charges of drug trafficking within 1,000 feet of a College (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

#### **D. Federal Drug Possession Penalties**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000.

| <b>Substance</b> | <b>Amount</b>   | <b>Penalty – First Conviction</b>                                                    |
|------------------|-----------------|--------------------------------------------------------------------------------------|
| Heroin           | 1 kg or more    | Prison: Not less than 10 years; Not more than life.<br>Fine: Up to \$4 million       |
| Cocaine          | 5 kg or more    | “                                                                                    |
| Crack Cocaine    | 50 gm or more   | “                                                                                    |
| Methamphetamine  | 100 gm or more  | “                                                                                    |
| PCP              | 100 gm or more  | “                                                                                    |
| LSD              | 10 gm or more   | “                                                                                    |
| Marijuana        | 1000 kg or more | “                                                                                    |
| Heroin           | 100 – 999 gm    | Prison: Not less than 5 years;<br>Not more than 40 years.<br>Fine: Up to \$2 million |

|                 |                |                                                    |
|-----------------|----------------|----------------------------------------------------|
| Cocaine         | 500 – 4,999 gm | “                                                  |
| Crack Cocaine   | 5 – 49 gm      | “                                                  |
| Methamphetamine | 10 – 99 gm     | “                                                  |
| PCP             | 10 – 99 gm     | “                                                  |
| LSD             | 1 – 10 gm      | “                                                  |
| Marijuana       | 100 – 999 kg   | “                                                  |
| Amphetamines    | Any amount     | Prison: Up to 5 years.<br>Fine: Up to \$250,000    |
| Barbiturates    | Any amount     | “                                                  |
| Marijuana       | 50 – 99 kg     | Prison: Up to 20 years.<br>Fine: Up to \$1 million |
| Hashish         | 10 – 99 kg     | “                                                  |
| Hash Oil        | 1 – 99 kg      | “                                                  |

## Description of Health Risks

Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescriptions drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

### 1. Drugs and the Body—Narcotics (ex. Heroin, OxyContin, Vicodin, Percocet)

There are legal and illegal narcotics. Narcotics are effective in pain control and for other medical purposes when prescribed by a physician and used as directed. Use is often diverted however, which can produce multiple problems as narcotics are highly addictive and often associated in drug dependency and overdoses.

*Effects*—The user may experience initial euphoria, followed by drowsiness and nausea. Someone under the influence may have constricted pupils, watery eyes and a “dazed” look.

*Risks*—There is a risk of overdose with narcotics and users may develop slow, shallow breathing, clammy skin, loss of appetite and weight. Overdose can lead to possible death without intervention. Narcotics are highly addictive and may require inpatient treatment to safely detoxify the body.

### 2. Depressants (Barbiturates, Benzodiazepines)

Depressants can also be legal and illegal. The most popular legal depressant is alcohol (see below). Depressants slow the central nervous system and may be prescribed by a physician to induce sleep, reduce stress, or help control anxiety. There is a danger of overdosing with depressants.

*Effects*—The user may experience some relaxation, calmness, drowsiness and even euphoria. In high levels the user may experience confusion, disorientation and impaired motor coordination, including slurred speech and loss of balance.

*Risks*—Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma and possible death. Risk of overdose is increased when the person combines depressant drugs (intentionally or accidentally).

### **3. Stimulants (Cocaine; Methamphetamine e.g., Ritalin; Amphetamines e.g., Adderall)**

Stimulants speed up the mental and physical processes of the body. Historically they have been used both in their legal (nicotine and caffeine and in the treatment of ADD/ADHD) and illegal forms. These substances help keep people awake, provide more energy, and suppress appetite. They have also been prescribed by physicians to increase enhance focus and concentration in individuals with ADD/ADHD. These drugs can be addictive and can produce withdrawal symptoms if stopped.

*Effects*—The user may experience an increased heart rate, increased energy and increased alertness. Users may also find they have an increased blood pressure, excessive talkativeness, and increased anxiety. In large doses, users find loss of coordination, dizziness, anxiety, cardiac and respiratory distress, and seizures, among other concerns.

*Risks*—Increase in body temperature, hallucinations, convulsions and possible death.

### **4. Hallucinogens (Mushrooms, LSD, PCP)**

These are drugs that alter a person's state of mind and mood. Some types produce hallucinations, causing the person to hear, see, and smell things that are not real. Dissociative drugs do not cause hallucinations, but can cause the person to feel disassociated with their body, or feel detached from his/her surroundings.

*Effects*—Users may experience illusions or hallucinations. They may become confused, experience panic, anxiety, depression, and poor perception of time and distance.

*Risks*—Users may experience respiratory failure or death due to careless or accidental behaviors.

### **5. Dissociative Drugs (Ketamine, PCP)**

Dissociative drugs can cause a person to feel disassociated from their body, or feel detached from their surroundings.

*Effects*—Users may experience feelings of detachment and distortions of space, time and body. They may become confused, experience panic, anxiety, depression, feelings of invulnerability or exaggerated strength.

*Risks*—Users can exhibit violent behavior, loss of coordination, severe muscle contractions, kidney damage, convulsions and possible death.

### **6. Predatory Drugs (Rohypnol, GHB)**

These drugs are considered predatory because of their sedative affects. They can leave an individual with no recollection of what happened. They are colorless and odorless and when mixed with soda, alcohol and other beverage become virtually undetectable. They metabolize quickly and can become difficult to detect in as little as 12 hours.

*Effects*—Causes distortion in perception, delirium and amnesia.

*Risks*—Incapacitates user and can cause coma and seizures and amnesia. These drugs are linked with sexual assault.

### **7. Club Drugs (Ecstasy) (Molly)**

Ecstasy comes in a tablet or capsule form. It is a synthetic drug that has stimulating and psychoactive properties similar to methamphetamine.

*Effects*—Can cause increased euphoria, energy and emotional warmth as well as distortion in time perception and tactile experiences. It can also cause nausea, chills, sweating and muscle cramps.

*Risks*—Users can experience impaired memory and learning, paranoia, psychotic behavior, hyperthermia, cardiac and liver toxicity, along with renal failure and death.

## **8. Cannabis (Marijuana, Hashish)**

These drugs are illegal though conversations for legalization or decriminalization occur throughout the country regularly.

*Effects*—Users may experience euphoria, relaxation and/or drowsiness and an increased appetite. Short-term effects may include impaired short-term memory, impaired concentration, and attention. Long-term effects may include addiction (both psychological and physical), anxiety and memory loss. Users also report lack of motivation or difficulty setting and reaching goals.

*Risks*—There is little risk of overdose however there is a risk of an increasing tolerance which can lead to increased use. There are also medical complications such as: increased risk of respiratory infections, emphysema, certain cancers, and fertility issues.

## **9. Steroids (Anabolic)**

Anabolic steroids are synthetic substances similar to the male sex hormone testosterone.

They are generally taken orally or injected. Steroids are often abused to build muscle or enhance performance.

*Effects*—using steroids can cause liver damage, water retention, and high blood pressure for both men and women. Side effects for men include shrinking testicles, baldness, breast development and infertility. For women, side effects include facial hair, male patterned baldness, menstrual changes and deepened voice.

*Risks*—Abuse by adolescents can prematurely end their growth spurt causing them to remain shorter in height than they would have been. There is also the potential for fatal liver cysts, liver cancer, and blood clotting problems, cholesterol changes and hypertension which can lead to heart attack or stroke. It has also been suggested that high dose use can increase aggression.

## **10. Alcohol**

The Food and Drug Administration defines low-risk drinking as:

- No more than 1 drink per day for women (if daily)
- No more than 2 drinks per day for men (if daily)
- No more than 3 drinks for women, 4 drinks for men on any given day

Alcohol is a depressant drug that is legal in the United States for those over the age of 21 years. Small quantities of alcohol (low-risk) have for a legal-aged user has not been linked to any increased health risks, and in some cases, has been credited with some health benefits.

However, higher quantities (high-risk use) have been associated with increased risk for breast and colon cancer and in heart disease, as well as with a variety of unintentional consequences.

*Effects*—The users may experience a general relaxation, mild reduction in inhibitions and some impairment in judgment in low-risk amounts. Higher risk quantities may result in the user having greater impairment in judgment, alertness and coordination.

*Risks*—High-risk amounts can increase risk for:

- Risk taking behaviors (example: sexual, driving)

- Alcohol poisoning which can include: passing out (coma or becoming unconscious) nausea/vomiting and memory loss (black outs)
- Hostility or other behavior changes.
- Dependence and/or addiction.
- Uncharacteristic family, school, work and/or legal problems
- Health problems such as cancers, health disease and cirrhosis of the liver
- Unintentional injuries and death
- Birth and developmental defects if exposed during pregnancy

Additionally, alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug and can cause nausea, sweating, severe headaches, convulsions and death by overdose.

### **Alcohol and Drug Treatment Resources**

The Saint Anselm College Health Services is available to any student presenting concerns regarding drug and alcohol issues. The services available include crisis intervention, short-term individual counseling, groups with specific focus on Adult Children of Alcoholics and a community referral service. Full-time students may use these services free of charge.

Individuals are clinically assessed according to their individual needs and presenting concerns. Recommendations are made in accordance with the results of that assessment.

Several off-campus community programs are available in close proximity to the College.

Alcoholics Anonymous (AA), Al-Anon and Al-a-Teen Family groups are offered at varying times and location in the city of Manchester. Outpatient and inpatient treatment for drugs and alcohol abuse are available at area hospital, the Greater Manchester Mental Health Center Manchester and various programs on an outpatient basis regarding drug and alcohol abuse; fees charged are on a sliding scale to enable treatment availability for everyone.

The Saint Anselm College Health Services has a complete and updated directory of therapeutic and educational services, listing resources throughout the greater Goffstown area.

### **Alcohol/Other Drug Education**

Saint Anselm College offers educational programs on wellness issues including alcohol, tobacco and other drugs including prescription drug use/abuse. As part of First Year Orientation a program is run through Health Services regarding illegal drug use and alcohol abuse. Orientation leaders and resident assistants are trained on alcohol and other drug policies and campus programs and services.

All incoming freshman are required to take an evidence-based online alcohol education program entitled AlcoholEdu. Health Services also provides an anonymous screening for students to do a self-assessment at: [www.mentalhealthscreening.org/screening/anselm](http://www.mentalhealthscreening.org/screening/anselm).

College Health Services also offers a 2-hour class facilitated by a Licensed Alcohol and Drug Counselor on Friday afternoons, **C.H.O.I.C.E.S** (Choosing Health Options in College through Education and Support). The goal is to have students recognize the broader ramifications of their behavior with alcohol as well as possible long-term consequences. Sanctioned students must complete the BASICS program. B.A.S.I.C.S. (Brief Alcohol Screening and Intervention for

College Students) is a personal 2-session motivational interviewing format with a counselor which uses a harm reductions approach with a goal of moving a student in the direction of reducing risky behaviors and harmful effects from drinking. Recommended for students referred for more in-depth evaluation or students who have been transported to the hospital for an alcohol or drug related issue.

### **Assistance Services for Staff/Faculty**

The College offers an Employee Assistance Program (EAP) to provide employees with professional advice. Faculty and staff may contact AnthemEAP at 1-800-647-9151 or [www.anthemeap.com](http://www.anthemeap.com) EAP services are provided at no cost to employees.

Human Resources (641-7020)

Employee Assistance Program 1-800-647-9151

### **Institutional Diversity & Equity-Equal Opportunity & Affirmative Action**

Saint Anselm College is committed to the principle of equal opportunity for all its students, faculty, employees, and applicants for admission and employment. For that reason, Saint Anselm College does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, military or veteran status in access to its programs, organizations, and conditions of employment and admission.

Saint Anselm College operates under the principles enunciated under Titles VI and VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, which prohibit discrimination on the basis of race, color, national origin, sex, or age in any educational program or activity receiving or benefiting from federal financial assistance; and of Section 503 and 504 of the Rehabilitation Act of 1973, which call for nondiscrimination and affirmative action for persons with disabilities. Coverage extends to such areas as financial aid, athletics, housing, courses, employment, and program accessibility. Other federal regulations that the College adheres to include: Executive Order 11246, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Civil Rights Act of 1991, the 1990 Americans with Disabilities Act as amended, and Section 902 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, David Harrington, (for employees) and Vice President for Human Resources and Administration, Patricia Shuster, (for students). Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109.

## ***Campus and Community Resources***

### **College Health Services (for Students) Emergency: 471-8050**

Cushing Center/Ground level  
641-7028

### **Employee Assistance & Work/Life Program 1-800-647-9151**

Anthem Employee Assistant Program

### **Domestic and Sexual Violence Advocacy, Support groups and Emergency *Manchester, NH***

#### **YWCA Hot Line: (603)668-2299**

72 Concord Street (24 hour crisis line)  
Manchester, NH 03101 Office: (603) 625-5787

#### **Manchester Rape & Assault Service (Crisis) 603-883-3044**

#### **Pastoral Counseling Services 603-627-2701**

2013 Elm St., Manchester

#### **Catholic Medical Center Emergency 603- 668-3545**

100 McGregor Street, Manchester, NH, 03102

#### **Mental Health of Greater Manchester 603-668-4111**

401 Cypress Street, Manchester, NH 03103

#### **The Samaritans Crisis: 603-622-3836**

#### **Suicide Lifeline: 1-800-273-TALK (8255)**

#### **Other Locations throughout southern NH:**

##### **Bridges 603-883-3044**

Domestic & Sexual Violence Support  
33 Pearl Street, Nashua, NH 03060

##### **Bridges 603-672-9833**

16 Elm Street, Suite 2  
Milford, NH 03055

##### **Rape & Domestic Violence Crisis Center 603-225-7376**

Concord, NH

##### **NH Statewide Sexual Assault (24hr hotline) 1-800-277-5570**

**Legal Assistance**

**NH Legal Assistance 668-2900 or 1-800-562-3174**

**Legal Referral Service 1-800-639-5290**

4820-8008-2706.

**Registered Sex Offender Information**

Law enforcement information regarding registered sex offenders in this area may be obtained by calling the Goffstown Police Department at (603) 497-4858.

Information on sex offenders can also be accessed on the New Hampshire State Police website at <http://www.egov.nh.gov/nsor/result.asp>.

***Emergency Services***

**Goffstown Police Department**

EMERGENCY

**“911”**

Non-emergency

(603) 497-4858

**Bedford Police Department**

EMERGENCY

**“911”**

Non-emergency

(603) 472-5113

**Goffstown Fire/Rescue**

EMERGENCY

**“911”**

Non-emergency

(603) 497-3619

**Campus Safety & Security**

EMERGENCY

**“911”**

Non-emergency 24 hour on-call services

(603) 641-7000

**Physical Plant**

Business hours

(603) 641- 7350

After hours, weekends, holidays

(603) 641-7000

**Residential Life and Education Office**

(603) 222-4006

**Campus Ministry**

(603) 641-7130

# FIRE and LIFE SAFETY SAINT ANSELM COLLEGE 2017

## **Fire and Life Safety**

The College takes life safety issues very seriously and regularly consults with Goffstown Fire Department on issues relating to fire safety. The department responds to all types of fire, medical and hazardous material emergencies on the campus. Goffstown Fire has three stations, one of which is located approximately 1/2 mile from campus, which allows for quick response to any fire alarm or other emergency. The department provides EMS first response from EMT-Intermediate level up to the EMT-Paramedic level. In addition the College conducts fire/evacuation drills during the calendar year for each campus residential facility.

## **Fire Safety System**

In addition to the physical security features of each residence hall, the College provides a number of life safety features in all on campus student housing; these include: sprinklers, fire alarm systems, fire extinguishers, etc. See chart below.

All College residential halls are completely covered by an integrated automatic sprinkler and fire alarm systems which are monitored 24 hours a day seven days a week. All alarms are carried by hardwire phone lines and by a wireless uplink to the monitoring point. They are then dispatched to Goffstown Communications Center and dispatched by phone, and radio, to Campus Safety & Security officers on duty. The buildings are equipped with emergency lighting which is designed to automatically activate whenever there is a power outage. Backup Emergency generators at all residence halls support life safety detection systems, as well as lighting and exit signage, ensuring a high degree of safety at all times.

## **Malicious False Alarm**

Anyone activating a fire alarm without cause by pulling a pull station or tampering with any of the automatic fire detection devices is responsible for a malicious false alarm. This is a serious criminal misdemeanor offense. By initiating such a false alarm, one exposes both residents and fire fighters to unnecessary risk. Those caught causing a malicious false alarm will be arrested and prosecuted to the full extent of the law and may be held accountable for any injuries or damage which occurs during a fire evacuation.

## **Fire Extinguishers**

Fire extinguishers are found in every residence hall or common area. These are your first line of defense in case of a fire and could save your life or the lives of your friends. **DO NOT TAMPER WITH FIRE EXTINGUISHERS.**

## **Fire Prevention/Drills/Alarms/Equipment**

Students are expected to notify Campus Safety & Security of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for their building including participating in fire alarm/evacuation drills. Students must leave the building during fire drills. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detectors, devices, conduit, or sprinkler heads. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person. Tampering with the fire/smoke detection system in a room or building in any way will be addressed with the strictest penalty. It is also a crime; a Class B Felony.

## **Fire Safety Training**

Students receive fire safety training from the Residence Life staff during their initial meetings. They participate in annual fire/evacuation drills to ensure they understand the proper building evacuation procedures during an emergency. Additionally, RA's receive specific training during orientation on their responsibilities during both fire and medical emergencies and received hands-on practical training of fire extinguishers usage that utilizes live fire exercise.

## **Fire Safety Regulations at Saint Anselm College**

Your room is where you will spend most of your time while attending the College. Before you start making your room "your new home," take a moment to consider the Saint Anselm College regulations. Each year thousands of people are hurt or killed in fires. Most of the deaths and injuries are needless because most fires can be prevented. The best way to avoid fires is to avoid the hazards, which create them. As part of it fire safety and prevention efforts, the College has implemented the following policies.

The following information, regulations and suggestions are part of a preventive program intended to promote safe living and working conditions in the College residence halls and to eliminate those conditions which pose obvious danger to life as a result of fires and/or the inhalation of toxic fumes released by combustion.

1. The designated campus Fire Safety Officer is the Director of the Office of Safety and Security.
2. Each semester a fire safety inspection may be conducted for random rooms on campus. Occupants will be given notice of existing hazards. Failure to correct those hazards within ten days may result in the loss of on-campus housing privileges.
3. At least once each year fire drills will be conducted in each of the College residence

halls by the Office of Safety and Security and the Goffstown Fire Department. Full cooperation of all residents is expected.

4. The deliberate setting off a false alarm in a residence hall or in any campus building will be addressed with the strictest penalty.
5. Tampering with the fire/smoke detection system in a room or building in any way will be addressed with the strictest penalty. It is also a crime; a Class B Felony.
6. The following items relate specifically to fire safety in the individual rooms:
  - a. Incandescent ceiling fixtures in student rooms have a maximum limit of 180 watts. This limit is not to be exceeded. Halogen lights are not permitted.
  - b. Extraneous flammable materials such as plastic, cloth, tires, chemicals, gasoline, paper and propane tanks may not be stored in the student rooms.
  - c. Draping any flammable materials from the ceiling or placing them around light fixtures is prohibited.
  - d. Under the fire code, not more than 25% of room wall space may be covered with poster or other flammable hangings.
  - e. Electric space heaters are absolutely prohibited in student rooms unless provided by the College.
  - f. Electric heat-producing appliances (e.g. hot water pots, hair curlers and dryers) must bear the UL tag of approval, meet federal safety standards and be in good running order. Cooking appliances such as toasters, toaster ovens, frying pans, cannot be used in the student rooms. These UL approved items must be used only in the kitchenette areas. Hot plates are not permitted on campus.
  - g. Only one refrigerator is allowed in each residence hall room. It must be less than forty inches high and no larger than 2.7 cubic feet. Refrigerators are provided in each on-campus apartment and additional refrigerators are not permitted.
  - h. Use of extension cords and power strips should be kept to a minimum and be of the heavy duty type. All electrical cords are to be maintained in good condition and be UL approved. "Zip cords", inexpensive light duty type extension cords are not permitted.
  - i. Carpets with a foam or rubber backing are extremely dangerous because of the heavy smoke and toxic fumes which they produce upon combustion. Therefore, they are prohibited.
  - j. Candles, candle warmers, coffee pots with hot plates, incense, flame lights and fireworks of any type are not permitted in student rooms.
  - k. Rooms badly congested with additional furniture or allowed to degenerate to an extremely untidy condition are fire hazards. In these cases, students will be required to remedy the situation within three days.
  - l. Bicycles and other personal belongings are not to be stored in the hallways or stairwells of any building for safety reasons.
  - m. Windows should be kept clear to facilitate exit in the event of an emergency.
  - n. The use of personal propane, charcoal and/or wood grills is prohibited in and around residence halls and residential areas.
  - o. Campfires, bonfires or any open flame is prohibited.
  - p. No fire arms, including BB, paintball and air soft guns.
  - q. Amplifiers or amplified musical instruments are not permitted

- r. Drum sets are prohibited
  - s. Knives (other than kitchen knives).
  - t. Kiddie pools (in rooms or around residence halls/areas) are prohibited
  - u. Cinderblocks are prohibited
  - v. Live Christmas trees or décor are prohibited
7. Wooden loft systems of any kind unless furnished by the College are not allowed in student rooms for safety reasons.
  8. When a fire alarm is sounded, all students must evacuate the building in an orderly manner. Students who do not leave during a fire alarm may be subject to disciplinary sanctions.
  9. All buildings and facilities owned by Saint Anselm College are considered nonsmoking areas. Smoking is prohibited in all College residence halls, apartments and townhouses.
  10. Room/Apartment doors must be free to open 90 degrees; nothing can hang from the ceiling, over doorways or on sprinklers.

## **Fire and Evacuation**

Students should act responsibly and exercise every caution and care in the prevention of fire. Each use of a fire extinguisher must be reported to the Offices of Campus Safety and Security, Physical Plant, or Residence Life Staff as soon as possible, so that the extinguisher may be recharged. Students sounding false fire alarms are guilty of a serious act of injustice against the community and are therefore subject to criminal prosecution and/or dismissal from the College.

### **I. If you see smoke or flames:**

Use CAUTION:

1. Contain the fire by closing all doors as you leave
2. Activate the nearest fire alarm pull station (pull stations are located near all building exits)
3. Report the fire by dialing 911.  
Give your name, state "Saint Anselm College", and the precise location of the fire to the Emergency Operator.
4. Evacuate or extinguish (in most cases, it is best to evacuate)
  - a. Use a Fire Extinguisher only if:
    - You have been trained
    - You have your back to an unobstructed exit
    - You have a fully charged and proper type unit for the fire you are fighting
    - The fire is contained, and you have reported the fire by fire alarm or 911 activation
    - Everyone else has left the area
    - There is little smoke or flames
  - b. Never fight a fire if:
    - You lack a safe way to escape should your efforts fail
    - It has left its source of origin

- You are unsure of the type of extinguisher you need or have

If you can't control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

II. In the event a fire alarm is sounding in any building on campus, the following procedures should be followed:

1. When alarms are sounded, leave the building immediately. No one should wait in a building to determine whether the alarm is false or not.
2. If possible close all doors and windows.
- 3 In all cases, WALK, DON'T RUN, to the nearest exit away from the fire. Never use an elevator.
4. All possible aid should be rendered to enable the physically handicapped to exit the building quickly and safely.
5. If a class is in session the instructor will terminate the class and direct the students to the nearest exit.
6. Spectators should move well away from the fire both for their safety and to not impede firefighting operations and apparatus. Emergency personnel will designate an area for evacuees.

III. In the event that the fire is near your room the following procedures should be followed:

1. Keep low to the floor if smoke is in your room.
2. Before opening the door:
  - a. Feel the door knob and door. If it is hot do not open the door.
  - b. If the door knob is not hot, brace yourself against the door to open it slightly. Fire can create pressure enough to push open a door if it is not held firmly. If heat or heavy smoke is present in the corridor, close the door and stay in the room.
3. If you cannot leave the room:
  - a. Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air.
  - b. Seal cracks around the door with wet towels or bed-clothing to keep out smoke.
  - c. Remember to keep low to the floor and if possible keep a wet cloth over your nose and mouth.
  - d. To attract attention if you are trapped, hang an object out the window such as a sheet, jacket, shirt or anything that will attract attention. Shout for help.

## **Building Evacuation**

I. You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

1. Take only keys, wallets and essential belongings with you
2. If possible wear weather appropriate clothing
3. If you are the last one to exit your room, close and lock doors
4. Leave the building immediately
5. Do not investigate the source of the emergency

6. Walk, don't run, to the nearest exit
7. Use stairs, not elevators
8. Assist people with special needs
9. If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Safety and Security at 603-641-7000 to report location and number of people needing assistance
10. If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
11. If you are unable to evacuate, call Safety and Security at 603-641-7000 and report your location
12. As you make your way out, encourage those you encounter to exit as well
13. Follow the instructions of Safety and Security officers or other emergency personnel and report to the designated Evacuation Staging Area or Incident Command Post.

## **Medical Emergencies**

### **I. In the event of a medical emergency:**

1. Stay calm - Dial 911.

Advise the operator of the following:

- a. name of person calling
  - b. nature of accident or illness
  - c. exact location (building, floor, room number) of person or persons needing attention
  - d. if nature of accident or illness is such that an ambulance is obviously needed
  - e. the presence of any safety hazards - chemical spill, fire, fumes, etc.
2. Do not hang up unless told to do so by the dispatcher.
  3. Do not move the victim unless there is danger of further injury if not moved
  4. Render first-aid or CPR only if you have been trained
  5. Do not leave the injured person except to summon help
  6. Comfort the victim until emergency medical services arrive
  7. Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity
  8. At the scene of a medical emergency, Campus Safety & Security officers and trained EMTs are in charge. Area Coordinators Residence Directors, Resident Assistants, etc. will assist as appropriate.

## Residence Hall Fire Safety Equipment

| Residential Facility         | On-site Alarm Monitoring | Sprinkler System Full | Smoke Detector | Fire Extinguishing Device | Evacuation Placard on Door | # of Fire Evacuation Drills Annually |
|------------------------------|--------------------------|-----------------------|----------------|---------------------------|----------------------------|--------------------------------------|
| Baroody Hall                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bertrand Hall                | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Brady Hall                   | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Breck House                  | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Cohen Hall                   | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Dana's Hall                  | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Dominic Hall                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Falvey House                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Gerald Hall                  | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Hilary Hall                  | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Joan of Arc Hall             | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Mareski Hall                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Primeau Hall                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Raphael Hall                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Rowell House                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Saint Mary Hall              | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Second Street                | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Sullivan House               | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Third Street                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Von Dy Rowe House            | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court A - Curtis     | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court B - Dupont     | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court C - Paul       | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court D - Reilly     | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court E - Neville    | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court F              | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court G - Barlow     | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court H - Boutsellis | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court I - Faltin     | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court J - Kelly      | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court K - Guerin     | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court L              | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| Bernard Court M - Holy Cross | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |
| New Dorm-LLC                 | Y                        | Y                     | Y              | Y                         | Y                          | 1                                    |

## 2014 – 2016 Fire Statistics for On Campus Student Housing Facilities

| <b>Residential Facility</b> | <b>Date</b> | <b>Time</b> | <b>Cause of Fire</b> | <b>Injuries Requiring Treatment</b> | <b>Fire Related Deaths</b> | <b>Value of Property Damage</b> |
|-----------------------------|-------------|-------------|----------------------|-------------------------------------|----------------------------|---------------------------------|
| No Fires                    | 2016        |             |                      |                                     |                            |                                 |
| No Fires                    | 2015        |             |                      |                                     |                            |                                 |
| No Fires                    | 2014        |             |                      |                                     |                            |                                 |