



Annual Campus Safety Report 2013

~ Including Annual Fire Safety Report 2013 ~

*For the Students, Faculty and Staff of
Vermont College of Fine Arts*

Vermont College of Fine Arts
www.vcfa.edu/campus-safety
Facilities Operations
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(802) 828-8888

This report includes campus safety policies, procedures, and statistics concerning campus crime for the calendar years 2012, 2011, and 2010. It is for the information of students, employees, prospective students, and prospective employees.

This report describes how Vermont College of Fine Arts responds to crime and how students, faculty, and staff can work together to maintain a safe community.

This booklet complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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Campus Safety at VCFA

The VCFA Campus Safety staff is a diverse team with the common goal of providing a safe and secure environment at Vermont College of Fine Arts. Our team works closely with the Montpelier Police and Fire Department to provide a safe and healthy environment for all of our campus guests.

Campus Safety can be reached by calling (802) 828-8888, Monday through Friday during regular business hours, and 24/7 when students and faculty are on campus. VCFA is a low-residency college with students on campus in 7–10 day increments twice per year. Currently, students and faculty are in residency one-third of the calendar year. Please visit www.vcfa.edu/admissions for a complete VCFA residency calendar.

Campus Safety Personnel

Campus Safety at VCFA is a function of the Facilities Operations department. The Campus Safety staff is lead by the Executive Director of Facilities Operations. The Campus Safety Leadership Team also includes the Assistant Director of Facilities Operations, responsible for daytime Campus Safety operations, and two full-time and 2–3 part-time Campus Safety personnel. The department provides protection and services 24 hours a day while VCFA students are on campus, and Monday through Friday during regular business hours for the remainder of the year.

The Campus Safety team is fully trained upon hire and each member is given regular in-house training relevant to campus security and safety.. Campus Safety personnel monitor the campus 24 hours a day during residencies using motor vehicles, bicycles, and on foot.

The Campus Safety Office is staffed to answer calls at (802) 828-8888 24/7 during residencies, receiving all calls for emergency and routine service. Campus Safety staff do not have the powers of arrest

Campus Safety Authorities

A Campus Safety Authority is any individual or individuals who have responsibility for campus safety but are not part of the Campus Safety team. Included are officials of the College who have significant responsibility for student welfare. Campus Safety Authorities include:

- Academic Program Directors
- Academic Dean
- CFO/ VP for Administration
- Senior Vice President
- President

Cooperative Law Enforcement Functions

Campus Safety personnel do not have the powers of arrest and are not armed. VCFA Campus Safety coordinates with local law enforcement agencies when assistance is required. Campus Safety leadership staff and the Montpelier Police Department meet on both a formal and informal

basis. Campus Safety works closely with the investigative staff at the Montpelier Police Department when incidents arise that require joint investigative efforts, resources, crime related reports, and exchange of information as deemed necessary.

Building and Grounds Safety

The Vermont College of Fine Arts campus is open to the public as per the “Public Use of VCFA Facilities Policy,” available at www.vcfa.edu/campus-safety.

VCFA is a 33-acre campus with several tenant-occupied buildings in addition to the buildings used by VCFA for its own academic purposes. All tenants and schools are responsible for the safety and welfare of their staff, students, and faculty, as well as for creating policies and procedures as applicable. However, they can call upon the assistance of VCFA Campus Safety when the team is available. Due to their proximity to each other, VCFA and its tenants work together to maintain the safety of the campus, and are instructed to notify each other if any crime or notable safety incident occurs. When reporting Crime Statistics for the Clery Act, VCFA’s “campus geography” includes all areas of campus owned by VCFA, whether or not they are leased to other organizations.

Academic and other buildings are available to authorized members of the campus community, to official visitors, and to individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during the schedule of operation of the building. Entry after scheduled hours is only available to faculty, staff, and authorized students as determined by the appropriate academic or administrative offices.

Buildings are currently secured by key-locks and are patrolled by Campus Safety staff that performs regular building checks each evening. Safety and security checks are made in the residence halls to detect damage to facilities and any suspicious activities. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to Campus Safety and/or 911.

Grounds maintenance includes the trimming of trees and shrubs that might be a hazard to the safety of students and others walking on campus, especially at night. Defective or inoperable lighting is noted by security patrols at night and is repaired quickly by the Facilities Operations Department. Guests are encouraged to report any potential safety hazards to the Facilities Operations Department.

Reporting Criminal Activities or Emergencies

Community members, students, faculty, staff, tenants and guests are encouraged to report all crimes and public safety related incidents to Campus Safety in a timely manner.

Emergency calls should be made to 911 and (802) 828-8888. Calls to 911 can be made on campus phones by dialing “9” (for an outside line), then 911. When calling 911, please note that the VCFA Campus Safety department is not automatically notified.

Guests on campus may use campus phones, strategically located around campus, to make emergency calls. Emergency numbers are posted next to each phone, as well as the building location. Guests may use these phones to report a criminal incident, a fire, or other type of

emergency or to request assistance from Campus Safety. Campus Safety's non-emergency number is (802) 828-8888.

Persons desiring more confidentiality may also contact any Campus Safety staff member or Authority any time of the day or night to report a crime, or they may proceed directly to the Montpelier Police Department to make their report. Persons may report criminal activity to local law enforcement officials or Campus Safety staff or Campus Safety Authorities.

If you contact Campus Safety, please provide the following information:

- Your name
- Location and description of the incident you are reporting
- A description of any vehicles or suspects involved in the incident

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call Campus Safety immediately.

When a crime is reported to Campus Safety or other appropriate officials of the college, it will normally be investigated by Campus Safety and/or the police. In addition, if the suspect is a student, there will be an inquiry through the Academic Dean. If the suspect is an employee of the College, an inquiry will be conducted by the CFO and VP of Administration, and/or other appropriate College officials. It is the policy of the College to take every report of criminal activity seriously and to take appropriate action consistent with applicable law, public safety, and campus safety.

Anonymous/Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Safety 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 College.

Preparation and Disclosure of Crime Statistics

The Campus Safety Office is required to keep a log of all incidents on Campus. A "VCFA Incident Report" is filled out for any notable campus incident, ranging from personal injury to serious crime. For a Clery-related crime (see Appendix A: Definitions), a "Crime Report Form" or "Sex Offense Report Form" is filled out. These reports are kept on file by the Director of Campus Services. Campus Services also collects incidents reported to the Montpelier Police Department. Public access to any non-confidential Campus Safety incidents is available at www.vcfa.edu/campus-safety by viewing the "Daily Crime Log."

Campus Services prepares the Annual Campus Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Montpelier Police Department and the Montpelier Fire Department.

Crime Statistics Report – The Clery Act

The VCFA Crime Statistics Report for calendar years 2010, 2011, and 2012 is published at www.vcfa.edu/campus-safety.

Prevention and Education Programs

Within the first two days of each on-campus residency, students and faculty are oriented to basic security procedures and campus safety. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on an as-needed basis and general information is offered below.

The following is a listing of the resources offered by the Campus Safety Office:

New Student Orientations: An introduction to campus safety and personal safety on campus.

New Employee Orientations: New employees are provided with campus safety and security information .

Event Security: Campus Safety works with on-campus event organizers to ensure that the event being held is safe for participants.

Printed Crime Prevention Materials: Brochures and posters carrying crime prevention and awareness information related to residence hall safety, security, and sexual assault are displayed on the 4th floor of College Hall.

Appropriate Conduct Policy

(from the STUDENT HANDBOOK)

Vermont College of Fine Arts will take appropriate action regarding students who violate the College's campus and conduct regulations or disrupt the learning and campus environment. The officer responsible for handling disciplinary actions at VCFA is the Academic Dean, or his/her designate.

Students are expected to cooperate with and be respectful of all VCFA personnel as they carry out their duties.

Students will not engage in behavior that is threatening, dangerous or harmful to self or others, that disrupts the learning and campus environment or that damages college property.

Students may not possess firearms, other weapons or fireworks while on VCFA campus.

Students may not tamper with smoke detectors, sprinkler systems, fire extinguishers, fire alarms, wiring, or electrical equipment. Vermont State law also prohibits such tampering.

DISCIPLINARY PROCEDURES:

Emergencies:

In an emergency situation, VCFA may suspend its normal disciplinary procedures and temporarily dismiss and remove from campus a student whose conduct is determined to be sufficiently disruptive or dangerous. Such conduct includes but is not limited to behavior that is threatening to self or others, behavior that disrupts the campus and learning environment, public drunkenness, and other offenses included in the Student Handbook. If the student requests it, VCFA will then follow the non-emergency disciplinary procedures to determine non-temporary discipline. VCFA Campus Safety may act to enforce the College's disciplinary determinations.

Non-Emergencies:

In non-emergency cases where there is indication that student behavior violates campus policy, the following sequence of actions will occur:

- **Fact Finding:** The offending behavior will be reported to the Campus Safety Office, which will investigate the allegations and determine the facts of the case. These findings will be reported to the Academic Dean.
- **Interview With Student:** The Academic Dean, Program Director and Campus Safety, as appropriate, will meet with the student to review the facts of the case, to allow the student to respond to the allegations, and to present his/her version of the alleged events.
- **Disciplinary Action:** Following the meeting with the student, the Academic Dean, Program Director and Campus Safety, as appropriate, will determine if disciplinary action is warranted. If so, such action may include making continued enrollment conditional upon cessation of the offending behavior. The decision will be communicated in writing to the student, who will be required to sign a statement agreeing to comply with the conditions for continued enrollment.

Noncompliance by the Student:

If the student violates the conditions for continued enrollment, as determined by fact finding and the Academic Dean, the student will be dismissed.

Appeal:

Decisions made and actions taken pursuant to these disciplinary procedures may be appealed to the President of Vermont College of Fine Arts who shall make a final determination.

Sexual Assault Policy

Rape and all forms of sexual assault are violations of VCFA's Appropriate Conduct Policy and the Administrative Code of Conduct. Vermont College of Fine Arts denounces the use of violence within our community directed against any individual or group. VCFA regards sexual assault as a violent crime, a particularly heinous form of sexual harassment, whether committed by a stranger or an acquaintance on or off campus. VCFA condemns the commission of sexual assaults and believes a person charged with such offenses should be dealt with promptly and fairly.

Police assistance, emotional support, counseling options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Moreover, we are dedicated to eradicating hostile settings in which our ability to work, study, live and learn together is inhibited. Should the on-campus living situation of a victim need to be changed, VCFA will make its best effort to meet the needs of the victim and provide alternate housing.

Rape or Sexual Assault Assistance

What to do if you are raped or sexually assaulted:

- Go to a safe place as soon as you can.
- Tell someone you trust to be with you and support you.
- Seek support, help and medical attention as soon as possible.
- Prompt medical attention can assure your physical well-being and minimize your risks of becoming pregnant or contracting a sexually transmitted disease as a result of the rape. Medical attention should be received within 72 hours of the assault. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper bag, not a plastic bag.
- It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Members of the VCFA community who experience rape, sexual assault or sexual harassment should contact:

Sexual Assault Crisis Team (Barre, VT)

Emergency Hotline (802) 479-5577

A 24-hour rape crises hotline is available to provide information, referrals and support. Advocates will, if desired, meet the victims at the hospital while she/he receives medical care and evidence is collected. Advocates are specially trained to outline reporting options and are available for crisis and follow-up counseling.

In addition, they provide:

- Hospital advocacy, someone to be there when you need it the most
- Legal advocacy at the police station, courtroom and other legal areas
- Attorney consultation available through the Law Project
- Information and training on date rape, stranger rape, surviving incest, inner child workshops, ritualized abuse, different types of harassment, support groups, cults, criminal activity as well as school and community safety programs.

Central Vermont Medical Center (CVMC)

130 Fisher Road Berlin, VT 05602

(802) 371-4100

CVMC can provide medical attention to prevent pregnancy and sexually transmitted diseases. CVMC can also collect evidence for use in later criminal proceedings. This evidence will not be released without the victim's consent.

VCFA Academic Dean's Office

(802) 828-8556

The Academic Dean can outline the options available to victims both through the College and through local authorities. The victim may choose to either report the incident to Campus Safety Authorities or to place the perpetrator's name on record in the event future complaints from other victims are received.

Montpelier Police Department

(802) 223-3445

Montpelier Police can pursue the case through the legal system. Victims can call the police directly to report the incident. It is possible to meet with them on campus. VCFA staff can be present and available to assist upon request. The police will likely recommend that a victim go to a local hospital for medical treatment and the collection of evidence.

Reporting to Campus Safety

(802) 828-8888

VCFA has a legal obligation to notify students, faculty, and staff of a reported incident of rape or assault, but the anonymity of the victim will be protected. Regardless of the means of reporting to another source, it is important to also report incidents of sexual assault to the Campus Safety Office. The reasons for reporting to Campus Safety are:

- To take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety
- To assist authorities in the apprehension of the assailant
- To have the incident recorded for purposes of reporting statistics about incidents that occurred on campus

If you choose to report the incident, a member of the Campus Safety leadership team or a Campus Safety Authority will take a statement from you regarding what happened. They will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the

interview. Note: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

Confidential Reporting

If you are assaulted and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report to the Campus Safety Office. With your permission, a member of the Campus Safety leadership team 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.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where the sex offender registry is located. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer services, or is a student.

In Montpelier, convicted sex offenders must register with the State of Vermont. You can link to this information, which appears on the State of Vermont's website, at the following address:

<https://secure.vermont.gov/DPS/sor/agreement.php>

Hate-Bias Incident/Crimes Procedure

Under the Federal statutes of the United States, a hate crime is defined as violence of intolerance and prejudice, intended to hurt and intimidate, committed against a person, property or society that is motivated by an offender's bias against a specific characteristic of an individual or a group because of their race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or gender expression, age or physical or mental disability. Hate crimes are criminal offenses that include acts such as physical assault, stalking, cyberstalking, criminal threatening, intimidation, terrorizing, criminal use of explosives, arson, vandalism or other damage to property, reckless conduct, harassment, verbal abuse or insults, or hate mail.

A bias incident is any event of intolerance or prejudice, not involving violence or other criminal conduct, intended to threaten, offend or intimidate another because of the other's race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age or physical or mental disability. Examples of bias incidents include hate speech, gay bashing, racist epithets, religious slurs, sexist jokes or cartoons, hate mail, offensive graffiti, or disparaging remarks on social media sites. Such incidents create a socially divisive atmosphere for members of the community targeted and negatively affect the campus climate.

Discovery of a possible hate/bias incident or crime should be reported to Campus Safety immediately.

- Campus Safety will initiate an appropriate investigation with the assistance of appropriate emergency team members to interview witnesses and secure/preserve the evidence.
- The Academic Dean's office will be notified immediately.
- The Montpelier Police Department will be notified immediately.
- The Montpelier Police Department will come on scene and make an initial determination as to whether a hate bias incident/crime has taken place.
- No hateful writing and or symbols will be removed until authorized by appropriate authority.
- VCFA Campus Safety's initial report will be provided by fax to the Vermont Attorney General's office.

College Alcohol and Drug Policy

On the VCFA campus, consumption of alcoholic beverages and the use of drugs are governed by the laws of the State of Vermont. Furthermore, the following campus regulations are in effect for VCFA students, faculty, and other participants in VCFA-sponsored events, and infractions are subject to disciplinary action:

At official College and program functions where alcohol will be sold, only alcoholic beverages catered by an individual or business with a liquor license and contracted by VCFA or an individual program may be consumed. An outside vendor is not required at official College and program functions where alcohol will be served but not sold.

Public drunkenness and disruptive behavior in public places, including lounges, hallways, and stairwells is not permitted.

The consumption of alcoholic beverages out-of-doors on the VCFA campus is permitted on the condition that those involved conduct themselves in a discrete and responsible way. This policy applies to individuals and small groups only. Those wishing to organize parties involving the use of alcohol, indoors or outdoors, must contact the appropriate Program Director for permission.

Campus Emergency Response & Evacuation Procedures

Emergency Response

VCFA is responsible for developing emergency response and evacuation plans for all students, faculty, staff and guests to campus. The College conducts at least one exercise each year, which has included table top exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the College.

If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Safety, the Montpelier Police Department and the Montpelier Fire Department. They typically respond and work together to manage the incident. Depending on the nature of the incident, other VCFA staff and other city, federal and private agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for VCFA is publicized each year as part of the institution's Clery compliance efforts and that information is available on the Campus Safety website: www.vcfa/campus-safety.

Emergency Notification to the VCFA Community

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), VCFA Campus Safety Authorities will provide immediate notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or employees on campus. Confirmation means that an institution official has verified that a legitimate emergency or dangerous situation exists. Community members should follow emergency notification procedures that are recommended.

All members of the VCFA community are notified on an annual basis that they are required to notify the VCFA Campus Safety Office of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. VCFA Campus Safety has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community.

If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

In the event of a confirmed serious incident which poses an immediate threat to members of the VCFA community, the Campus Safety Office will immediately notify the Senior Emergency Response Group (SERG).

The SERG team includes the following individuals:

- President
- Senior Vice President
- CFO
- Academic Dean
- Vice President for External Affairs

If the SERG team confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the VCFA community, the SERG team will issue an official "timely warning" or another form of notification. The SERG team will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Safety, the Montpelier Police Department, the Montpelier Fire Department and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The SERG team will determine the content of the message and will use some or all of the systems described below to communicate the threat to the VCFA community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The decision to issue a timely warning or emergency notification shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the SERG team in coordination with the Campus Safety leadership team, 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 Office and SERG team issue timely warnings or emergency notification for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Weather related emergency
- Other crimes as determined necessary by the Campus Safety leadership team or designee

Campus Safety does not issue a timely warning or emergency notification for the above listed crimes if:

- The suspect(s) are apprehended
- The threat of imminent danger to the campus community has been mitigated by the suspect's apprehension
- If a report was not filed with Campus Safety in a manner that would 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 Campus Safety to post a timely warning to the community. This type of situation will be evaluated on a case-by case basis.

A timely warning or an immediate emergency notification and updates may be distributed to the campus through any one or more of the following mechanisms:

- **All-Campus Communication:** A secure emergency notification service that allows the college to send information and instructions simultaneously to individuals through cell phones and text messaging. Staff information is collected and updated regularly. Student and faculty provide their information to Campus Services upon their arrival on campus.
- **E-mail Communications:** A group e-mail alerting students, faculty, and staff

- **VCFA Campus Safety Website:** www.vcfa/campus-safety
- **VCFA Website:** www.vcfa.edu
- **On-Campus Outreach:** During some larger residencies, VCFA requests the help of graduate assistant and faculty volunteers to carry “emergency notification devices” and to be available to distribute information to surrounding and available students and faculty.
- **Face-to-Face Communication:** Campus Safety and Campus Safety Authorities proceed “door to door” on campus to make notification, either verbally or in writing.

VCFA also makes every effort to notify all campus tenants in case of a major campus emergency.

A copy of each timely warning or emergency notification is filed in the incident report case file in the Campus Services Office.

The VCFA Campus Safety Office also maintains a daily crime and fire log that contains all crimes and fires reported to the department. These can be viewed on the Campus Safety website at www.vcfa.edu/campus-safety.

Missing Student Notification Policy

If any member of the VCFA community has reason to believe that a student involved in a current residency is missing, he or she should immediately notify Campus Safety or a Campus Safety Authority. Campus Safety will work with the Program Director to generate a missing person report and initiate an investigation.

After investigating the missing person report, should Campus Safety determine that the student is missing and has been missing for more than 24 hours, Campus Safety will notify the Montpelier Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing.

A student’s “emergency contact information” will only be used by designated Campus Safety authorities and will not be disclosed except to law enforcement during a missing person investigation.

APPENDIX

APPENDIX A: Definition of Clery Act Statistics

The following is a list of location definitions provided for better understanding of how statistics are counted and categorized.

On Campus – Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonable contiguous to paragraph (1) of this definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors).

Residential Facilities – “Dormitories or other residential facilities for students on campus” is a subset of the on-campus category.

A Non-Campus Building or Property – 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 reasonable contiguous geographic area of the institution.

On Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

APPENDIX B: Definition of Clery Act Crimes

In addition to the statistical profile presented at the web address and in this document, a list of definitions is included and provides basic information about each crime category.

Arson – To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire and incendiary device.

Aggravated Assault – The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bone, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Criminal Mischief/Vandalism – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

Sexual Assault – Any sexual act directed against another person, forcible and/or against that person's will; or, where the victim is incapable of giving consent.

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

Robbery – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

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.

Liquor Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Drug/Narcotic Violations – The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Larceny/Theft Offenses – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.

Motor Vehicle Theft – The theft of a motor vehicle.

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.

For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, criminal mischief/vandalism, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias for purposes of reporting are: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

APPENDIX C: Definition of Sexual Harassment and Sexual Assault

Sexual Harassment

Sexual harassment is understood to include, but is not limited to, the following:

Oral, physical, written or pictorial communications relating to sexual activity, which have the purpose or effect of unreasonably interfering with an individual's performance or which creates a hostile, offensive, or intimidating atmosphere for the recipient;

Unwelcome and irrelevant comments, references, gestures, or other forms of personal attention which are inappropriate to the academic or employment setting and which may reasonably be perceived as sexual overtures or denigration;

A request for sexual favors when submission to or rejection of such a request might be viewed as a basis for evaluative decisions affecting an individual's career.

Sexual Assault

Sexual Assault is any unwelcome sexual contact, either directly or through clothing, which is committed by threat, or by force, or without the consent of the other person. Sexual contact may include deliberate contact between a body part of, or an object wielded by, one person, and the body part of another person.

Rape

Rape is a form of sexual assault which is committed by threat, or by force, or without consent, in which either a bodily orifice is penetrated by a genital organ of another person, or a vaginal, urethral, or anal orifice is penetrated by a body part of or an object wielded by another person.

Consent

Consent is understood as giving assent or approval. Consent may be withdrawn at any moment. A person is not considered to have given consent:

If asleep, substantially physically or mentally impaired due to alcohol or other drugs, or unconscious, or if intimidated, forced, or threatened.

Lack of explicit objection may not be construed as consent. It is the responsibility of each person to determine that the other person has given consent.

Force

Force is understood as pressure exercised by a person, implicit or explicit, which is physical, verbal, emotional or situational, and which prevents another person from freely giving or withholding consent.

VCFA Annual Fire Safety Report 2012

If fire occurs in a VCFA building, community members should immediately call 911 and notify Campus Safety at (802) 828-8888. Please note that VCFA fire alarms do not immediately notify the Montpelier Police Department OR Campus Safety. Both numbers should be called.

If a member of the VCFA community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident.

The fire alarms alert community members of a potential hazard and community members are required to heed their warning and evacuate a building immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

Campus Safety publishes this fire safety report in its annual Clery Compliance document, which contains information with respect to the fire safety practices and standards for VCFA. This report includes statistics concerning:

- The number of fires
- The cause of each fire
- The number of injuries and death related to a fire
- The value of the property damage caused by a fire

VCFA's annual statistics are located at www.vcfa.edu/campus-safety. There were no fires reported in 2010, 2011, 2012

Fire Protection Equipment/Systems

All College buildings are equipped with automatic fire detection and alarm systems. Refer to the chart below for detection, notification, and suppression systems in each residential facility.

Facility	Fire Alarm Monitoring Done On-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devises	Evacuation Plans & Placards	Number of Evacuation Drills Each Year
Dewey Hall	Independent Fire Panel			X	X	X	0
Glover-Hadley	Independent Fire Panel			X	X	X	0
Bishop-Hatch	Independent Fire Panel			X	X	X	0
Martin House	Independent Fire Panel			X	X		0
Noble Hall	Independent Fire Panel			X	X	X	0

Below is a description of each fire detection system.

Bishop-Hatch – Fire panel is a Simplex 2001-8001. There are 50 Simplex smoke detectors and seven Simplex high rise heat detectors. Building is not equipped with a sprinkler system.

Glover-Hadley – Fire panel is a Simplex 4001-9403. There are 57 Simplex smoke detectors and 10 Simplex high rise heat detectors. Building is not equipped with a sprinkler system.

Noble Hall – Fire panel is a Simplex 4002-8001. There are 34 Simplex smoke detectors and 35 Simplex high rise heat detectors. Building is not equipped with a sprinkler system.

Dewey Hall – Fire panel is a Simplex 2001-8001. There are 110 Simplex smoke detectors and 26 Simplex high rise heat detectors. Building is not equipped with a sprinkler system.

Martin House – Fire panel is a Simplex 4002-8001. There are 11 Simplex smoke detectors and 6 Simplex high rise heat detectors. Building is not equipped with a sprinkler system.

VCFA has drafted future plans to upgrade fire panels and fire protection systems and will prioritize those purchases through the capital budgeting process.

Fire Evacuation Testing Procedures

Fire evacuation procedures are reviewed with all students and faculty during the “Campus Safety Briefing” at the beginning of each residency. Students and faculty learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. Residents are not advised in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, students and faculty are advised to be prepared to follow instructions. Campus Safety staff on the scene will communicate information to students and faculty regarding the developing situation or any evacuation status changes.

The purpose of this briefing is to prepare building occupants for an organized evacuation in case of fire or other emergency. Evacuation drills are also used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures, and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of the buildings about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Fire Reporting Procedures

The following procedures should be followed if you discover a FIRE:

1. Proceed to the nearest pull box.
2. Evacuate the building.
3. Call 911 and inform the dispatch officer with your name, the building name and number (located next to each campus phone), the fire location, and if there are any injuries.
4. Call x8888 or (802) 828-8888 to notify Campus Safety of the alarm.

Fire Safety Inspections

Facilities Operations conducts Fire Safety inspections annually. The inspections are primarily designed to find and eliminate safety violations. The inspection will include, but not be limited to, a visual examination of electrical cords, sprinklers heads, smoke detectors, and other life safety systems.

In addition, dorm rooms can be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-cooking areas; etc.) or prohibited activity (e.g., smoking in the room, tampering with fire safety equipment; possession of pets; etc.).

Housing Policy Regarding Fire Safety

Cooking

Cooking is among the most frequent causes of residential fires. Cooking is not permitted in student rooms. Cooking may only be done in designated kitchen areas and must not be left unattended. Appliances with exposed burners (e.g., hotplates) are not permitted. Items with enclosed heating elements may be used in kitchen area. This includes, but is not limited to, use of appliances such as microwaves, toasters, toaster ovens, frying pans, grilling machines, waffle irons, and slow cookers. Students or faculty found to be cooking in unauthorized locations are subject to fines

Flammable Materials

Candles, incense or any source of open flame or ignition are prohibited in residences. Flammable materials such as gasoline, camp stove fuel, paint solvents, propane, butane, charcoal lighter fluid or other highly flammable material may not be stored or used in student or faculty residences and will be removed if found.

Electrical Appliances

Electric line load limitations prohibit the use of heavy-demand appliances in student and faculty rooms. One small refrigerator per resident is permitted in student and faculty rooms or in common areas. In no case may a refrigerator exceed 3.0 cu. ft. or operate at more than 350 kWh. Larger sized refrigerators, keg refrigerators, coolers, air conditioners and space heaters are prohibited and will be removed if found.

Light-demand electrical items, such as radios, stereos, alarm clocks and televisions may be used within the limitations of safe operating conditions. If in doubt about multiple appliance usage,

please contact the Facilities Operations electrical staff for guidance. All electrical items should be unplugged if the room will not be occupied for an extended period of time. Ironing is only permitted in designated safety areas with advance permission of Campus Services.

Electrical Safety

Any electrical device which is modified after purchase is prohibited and will be removed. Students and faculty may not add wiring, remove or alter existing wiring, or use unsafe wiring devices. Outlet expanders are prohibited and will be confiscated. Thin wire extension cords used for any purpose other than extending a single, low wattage item will be removed. Overloading thin wire extension cords can lead to overheating and fire. Do not plug power strips into thin wire extension cords. In no case should power strips be plugged into other power strips.

In no case may current-carrying wire be run under carpets or be taped across walking paths, door thresholds or through doorways where pinching or other damage can result. Fines may be issued for unsafe wiring practices.

Fire Protection and Combustible Materials

A fire in a College residence is a disaster that can be avoided by the mutual effort of residents and staff. The misuse of fire safety equipment (e.g., fire escapes, fire extinguishers, smoke detectors, sprinkler systems and fire alarms) is not permitted and is a violation of public safety laws in the State of Vermont. Smoke detectors, sprinkler heads and fire alarms may not be covered with tapestries or other materials. Nothing may be attached to or hung from sprinkler pipes or sprinkler heads. A \$200.00 fine will be assessed along with the repair/replacement cost if any life safety items are tampered with. Additional state fines may also be imposed. All students and faculty should become familiar with policies regarding fire and life safety, administered by the Campus Safety Office.

Smoking

Smoking or the burning of any type of pipe, cigar, and cigarette or similar product is prohibited in all campus buildings including residence halls and houses and their stairwells, porches or garages. Smoking is also prohibited within 25 feet (approximately 20 paces) of all campus buildings, including residences.

The presence of ash-filled ash trays and/or hookahs and water pipes will be considered proof of smoking in rooms and will be reported to Campus Safety and the Academic Dean.

Fire Safety Tips

1. Fire Drills/Evacuation
 - a. Never assume it's a false alarm
 - b. Know the safest and quickest route out of your building
 - c. Always move as quickly and safely as you can
 - d. Showers are not safe places during a fire
 - e. Know where to gather to get a head count
2. Fire Safety Equipment

- a. Never hang items from or cover sprinkler piping or heads
 - b. Know locations of the nearest alarm pull station
 - c. Never tamper with or cover smoke detectors
3. Prevention
- a. Maintain a clear path through your room to door
 - b. Never cook in rooms
 - c. Never use candles
 - d. Do not place extension cords under carpeting
 - e. Always plug personal items into power strips
 - f. Avoid using thin wire extension cords
 - g. Outlet adapters are prohibited
 - h. Flammable materials and combustion source devices are prohibited in residential resident halls
 - i. Always keep hallways free of personal items and trash

Fire Safety Log

A daily fire log is available for review 24 hours a day on the Campus Safety website at www.vcfa.edu/campus-safety.