Department of
Safety and Security

Report for
Calendar Year 2012

Compliance Document
for
Crime Awareness
and
Fire Safety Report

Table of Contents

Overview of University of New England (UNE) 4
How This Report Is Prepared 4
Formal Report or Investigation of a Crime Is Not Required 4
Title IX Compliance 4
Open Campus Log 4
Sex Offender Registry 5
Reporting Criminal Actions or Emergencies 5
Reporting Emergencies or Crimes Occurring Off-Campus 5
UNE Department of Safety and Security 6
Access to Campus Facilities 6
Maintenance and Security of Campus Facilities 6
Enforcement Authority and Interagency Relationships 7
Security Awareness and Crime Prevention Programs 7
Printed Crime Prevention Materials 7
Reporting a Crime or Emergency to the Community 7
Campus Evacuation 8
Missing Student Policy 8
POLICIES RELATED TO CAMPUS CRIME 9
Sexual Assault Prevention and Response 9
Campus Alert Notifications Pertaining to Sexual Assaults 10
Alcohol and Substance Abuse 10
Counseling Services 11
Prohibited Items 11
Crime Statistics 11
University of New England Fire Safety Report 14
University-Wide Protocol for Fire Emergency 14
Fire Log 15
Reporting Fires That Have Occurred (Not in Progress) 15
- UNE Fire Safety Polices for the Residence Halls. 15
- Fire Safety 15
- Appliances 16
- Furnishings 16
- Holiday Decorations 16
- Room Decorations 16
- Tapestries 17

UNE Student Handbook and Conduct Code As They Pertain to Fire Safety Policies in Residence Halls.... 17
Motorcycle/Bicycle Storage 17
Fire Drills 18
Fire Equipment 18
Biddeford Campus Evacuation Plan 18
Portland Campus Evacuation Plan 19
On-Campus Housing Fire Statistics and Systems 21

This information is being provided as part of the University of New England's commitment to safety and security on campus and is the compliance document for the Crime Awareness and Campus Security Act of 1990.

Overview of University of New England (UNE)
UNE is a private institution of higher education offering undergraduate and graduate programs in liberal arts and sciences, education and health professions. The scenic 125-acre Biddeford Campus is located in a rural area along the southern coast of Maine, 20 miles south of Portland and 90 miles north of Boston. The historic Portland Campus of the University of New England is located in suburban Portland.

How This Report Is Prepared
Each year, statistics of reportable crimes and incidents are gathered by the Director of Safety and Security and reviewed for inclusion in this report. Sources include:

- Surveys and reports of incidents made by any individual on the campus who has significant responsibility for student and campus activities
- Campus security reports
- Statistics reported by Judicial Affairs
- Statistics reported by the Biddeford Police Department
- Statistics reported by the Portland Police Department

This report is posted electronically at the University's web site under Student Life and the Department of Safety and Security. A printed copy of this report is available to anyone at no cost by contacting the Department of Safety and Security at 207-602-2298.

Formal Report or Investigation of a Crime Is Not Required
It is not necessary for a victim or witness of a crime to file a formal report of that incident with the police or Department of Safety and Security in order for that crime to be published/counted in this annual report. Any member of the community can make a voluntary, confidential report (to the extent permitted by law) of a crime by contacting the Vice President for Student Affairs or Dean of Students. The Vice President for Student Affairs or Dean of Students will report that statistic to the Department of Safety and Security for inclusion in this document.

Title IX Compliance
Every school or school district that receives federal funding (which includes almost all colleges and universities, as well as public elementary, middle and secondary schools) is required to designate and/or adequately train at least one employee to coordinate the recipient's Title IX responsibilities. Title IX regulations also require that the names and contact information of theTitle IX Coordinator and Deputy Title IX Coordinators be made public by the educational institution. If you have been, or think you might be a victim of harassment (sexual or any other form), bullying or discrimination in any way, you may contact the University's Title IX Compliance Officers.

For Employees:
Title IX Coordinator: Executive Director for Human Resources, Sharen Beaulieu (207) 602-2339

For Students: Deputy Title IX Coordinators: Mark Nahorney, Dean of Students, Ray Handy, Assistant Dean of Students for Graduate and Professional Student Affairs and Joan Howard, Associate Director of Athletics (207) 602-2372

Open Campus Log
The UNE Department of Safety and Security maintains an electronic "Campus Activity" log of significant events and any crimes or fires occurring on campus. Copies of these logs are available

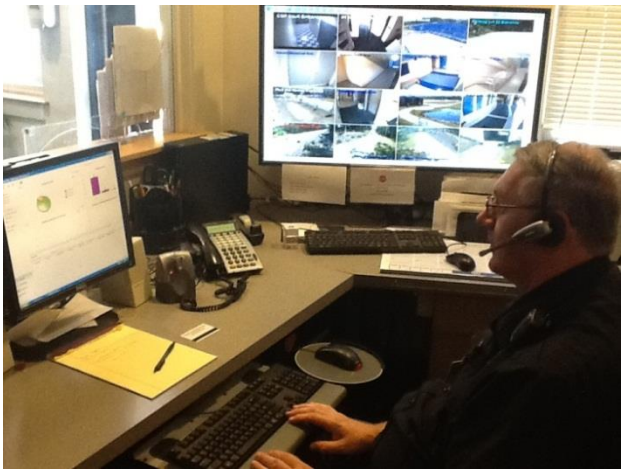
to any member of the community, or the public. Please contact the Director of Safety and Security and specify the date or range of dates you would like to see. We can e-mail the log to you or provide a hard copy, whichever you prefer. There is no cost for this service.

Sex Offender Registry

Information pertaining to the existence of registered sex offenders on campus or anywhere in the State of Maine can be found by accessing the Maine State Police Sex Offender Registry at: http://sor.informe.org/sor/

Reporting Criminal Actions or Emergencies

UNE encourages every member of the community to report all crimes promptly and accurately. The Department of Safety and Security is the main unit responsible for safety, security and coordination of emergency services at all of UNE campuses. It is located on the Biddeford Campus at 605 Pool Road, the Facilities Building and 79 College Street on the Portland Campus. Security may be reached twenty-four hours a day from either the Portland Campus or the Biddeford Campus by dialing extension 366 from any on-campus phone or by dialing (207) 283-0176 from a private phone. A University switchboard operator or Dispatcher will relay your request to a Security Officer at either campus, during regular business hours. At any other time, the University Answering Service by radio, alphanumeric pager and cell phone will dispatch Security Officers. Officers are ready to respond to calls for service twenty-four hours a day, every day.



Full-time and part-time University employees provide security staffing. Security Officers make routine vehicle, bicycle and foot patrols of the campus grounds, academic buildings and residential halls, particularly during hours of darkness. Members of the community may contact the Biddeford or Portland Police Department at any time to report a crime. UNE Security Officers will assist you upon request.

The Biddeford, Saco and Portland Police and Fire Departments are the primary providers of law enforcement, fire protection and ambulance services. To report a crime in progress, fire or medical emergency at any UNE campus or facility, dial 911 (there is no need to dial a prefix number). A number of marked and conveniently located call boxes are available throughout both campuses. The call boxes are yellow with a blue light on the top. Call boxes are found at the entrance of every residence hall. You may use the yellow call boxes to report a criminal incident, a fire, or other type of emergency or to request assistance from the Department of Safety and Security.

Reporting Emergencies or Crimes Occurring Off-Campus

The UNE Department of Safety and Security does not respond to calls for service, crimes or emergencies off campus. Community members must contact the police department having jurisdiction where an incident occurs. Similarly, for information about crimes, crime prevention or

criminal activity off-campus community members should contact the law enforcement agency having jurisdiction where an incident occurs. For any emergency in the State of Maine, dial 911 immediately.

UNE Department of Safety and Security

UNE Security Officers have no arrest authority. The Biddeford, Saco, and Portland Police Departments share concurrent jurisdiction over UNE property with the York County Sheriff's Office and Maine State Police. Response times will vary according to the nature of the call and the location of the closest available responder(s).

The Department of Safety and Security investigates minor crimes against property such as petty theft, vandalism, etc. Crimes against the person, such as assault, rape, threatening, etc. and the more serious property crimes are referred to the appropriate law enforcement agencies. The University encourages any victim of a crime on campus to make a report to the appropriate law enforcement agency. Our Safety and Security staff will assist you in making that connection.

Access to Campus Facilities

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday.

The exterior doors to the Biddeford Residence Halls are locked 24 hours a day. University non-residence halls are locked according to anticipated building usage. Only students, Security Officers, and appropriate staff members have keys/cards, which open the exterior doors. Guests and visitors to student residence halls may gain admittance by calling a student living in the residence hall and then may be escorted by that individual.

All key requests or lock changes are processed through Facilities Management. It is important that all lost or stolen keys be reported promptly to the Safety and Security Department. Persons living in a residence hall must report lost or stolen keys/electronic access cards to their Resident Assistant or Area Coordinator who will make the necessary notifications to Security.

Exterior doors on campus buildings are locked and secured each evening. Security Officers patrol and check these buildings and residence halls throughout the night.

Maintenance and Security of Campus Facilities

The University is committed to maintaining a safe level of exterior lighting. Security Officers routinely survey lighting and recommend maintenance and repositioning of existing lights and additional illumination, as required. Members of the campus community are encouraged to report any lighting deficiencies to the nearest Department of Safety and Security Office. Security Officers also survey and routinely report problems with doors. This task is given a high priority. If the problem represents a security hazard, a maintenance person is immediately called in to make necessary repairs or adjustments.

Smoke detectors are installed in the hallways that are connected to a building alarm system that sounds interior and exterior air horns and strobe lights. University fire alarm systems are connected to either the Biddeford Public Safety Dispatch Center for the Biddeford Campus or to the Portland Fire Department for the Portland Campus. The system also has local pull stations on each floor. All of the primary residence halls of the University have sprinkler systems. Students are required to participate in fire drills several times each year.

Enforcement Authority and Interagency Relationships

Officers of the Department of Safety and Security do not carry firearms and have no law enforcement powers. Officers are equipped and trained in the use of pepper spray and handcuffs for their personal safety.

The Department of Safety and Security maintains close working relationships with local law enforcement agencies as well as other security and law enforcement agencies on campuses throughout Maine and New England. No written M.O.U's are in place or needed as these jurisdictions are our primary providers of law enforcement services.

Security Awareness and Crime Prevention Programs

The following is a list of UNE crime prevention programs: RAD (Rape Aggression Defense), Campus Safe Walk-Safe Ride Program, MOAB (Management of Aggressive Behavior). Residence hall security, crime prevention, safety, and security programs are presented in each residence hall throughout the year. Security administrators meet with resident students at the beginning of each school year to explain safety procedures and offer crime prevention tips. On the Biddeford Campus, Biddeford Police Officers visit each residence hall at the beginning of the school year to explain Maine law. Resident Assistants initiate the programs by contacting the Department of Safety and Security. Safety and Security administrators conduct safety and security training sessions with the Residential Education and Housing Staff.

Printed Crime Prevention Materials

The Student Affairs Office and the Department of Safety and Security distribute educational materials dealing with Title IX, sexual harassment/assault, survivor's rights, drug and alcohol abuse, fire safety, and safety on campus.

Reporting a Crime or Emergency to the Community

Considerable effort is made to advise members of the UNE community about campus crime and emergency situations. Each semester the community is advised of the existence of the Emergency Notification System by e-mail and postings throughout both campuses of the university. These efforts include the following:

Timely Warnings: The decision to send a Timely Warning to the community is made on a case by case basis. Circumstances that would trigger the sending of a Timely Warning would be the occurrence or report to the UNE Dept. of Safety and Security of a "Clery Act" crime on university property that represents a serious or continuing threat to students and or employees. Clery Act crimes are listed in the "Crime Statistics" portion of this report. A Timely Warning would appear in any one or all of the following forms: campus email, campus websites and dashboards, employee newsletters, Residential Education and Housing staff briefings and posted alert bulletins throughout the campus. Timely warnings are sent through the Department of Safety and Security.

Immediate Emergency Notifications:
Upon confirmation of a significant campus emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the UNE Department of Safety and Security will initiate the university emergency notification process. Responding Department of Safety and Security personnel will confirm the emergency and without delay, taking into account the safety of the community, determine who needs to be notified, the content of the message and send the notification unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The University encourages all members of the community to register and regularly update their emergency contact information on "U-Online". Persons who have listed their contact information (phone numbers, e-mail addresses, TXT numbers, etc.) will receive the emergency notification by any one or all of these sources. The University also has public address systems that will be utilized if appropriate. The emergency notification system is tested at least once each year by activating the system and sending a "test" message. The community will receive information concerning tests before they occur. Results of the test including date and time of the test will be reported to University administration. UNE does not conduct unannounced tests.

Selected UNE Campus Emergency protocols can be found on the UNE Website. Follow this link http://www.une.edu/emergency/index.cfm

Campus Evacuation
The UNE Department of Safety and Security and the Residential Education and Housing staff conduct evacuation drills in the residence halls several times each year. The purpose of the drills is to prepare occupants for an organized evacuation in the event of an emergency. During these evacuation drills occupants become familiar with the location of exits and the sights and sounds of the fire alarm system. Occupants learn where their "muster stations" are. Evacuation drills are monitored and evaluated by Department of Safety and Security staff. Evacuation drills provide the opportunity to make certain all evacuation equipment is operating properly and that any necessary repairs are made promptly. Students receive instruction about evacuation drills at regular residence hall floor meetings. Should a long term evacuation of the campus ever become necessary, UNE Department of Safety and Security would coordinate evacuation efforts with local and state Emergency Management authorities.

Missing Student Policy
UNE has established a procedure to investigate when a student is reported missing for more than 24 hours. Each residential student has the option to designate a confidential contact by submitting a form to the Office of Residential Education and Housing. Only authorized campus officials and law enforcement officers may have access to that confidential information and only then, in the furtherance of a missing person investigation. The University will contact the designated person when it has been determined that that a student is considered missing. Any person receiving a report of a missing student must immediately report that information to the UNE Department of Safety and Security by dialing Ext. 366. Law enforcement officials will also be notified of a student's absence after the student has been deemed missing and will follow their own investigation procedures. For students who are minors (under 18 and not emancipated), the University is obligated to notify parent(s) or guardian(s) that the student is missing. Residential Education and Housing and Department of Safety and Security staff will gather as much information as possible about the missing student and share all appropriate information with law enforcement officials engaged in the search. University staff will interview roommates, make

phone calls and post information regarding the missing student using the campus electronic information system(s).

POLICIES RELATED TO CAMPUS CRIME

Sexual Assault Prevention and Response

The University educates the student community about sexual assaults and date rape through programming on both campuses. Examples include the presentations: "Sex Signals," "Equalogy," "You the Man" and the "UNE Sex Show." The UNE AlcoholEDU program also contains a segment addressing sexual assault. The Department of Safety and Security offers the nationally recognized RAD program. The Office of Student Affairs also serves as a resource for more information about sexual assault education and risk reduction. Literature on date rape education, risk reduction and University response is available through Student Affairs and the Office of Residential Education and Housing.

If you are a victim of sexual assault at UNE your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The UNE Department of Safety and Security strongly advocates that a victim of sexual assault report the incident in a timely manner. An assault should be reported directly to a Residential Education and Housing staff member, the Vice President of Student Affairs, Dean of Students, Assistant Dean of Students, or a Department of Safety and Security Officer. Should a victim prefer to speak to someone of the same gender, every reasonable effort will be made to accommodate the victim's request. Time is a critical factor for evidence collection and preservation. Ideally, a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam. You may also contact the local police department directly. UNE Safety and Security Officers will provide assistance contacting the police upon request.

Filing a report with a University official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions of staff. Filing a report with the University will:

- Ensure the victim has an advocate to assist him/her accessing University resources
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention
- Facilitate contacting law enforcement authorities upon request

A victim may choose for the investigation to be pursued through the criminal justice system and the University judicial system or only the latter. A University representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Counseling Center.

University judicial proceedings as well as special guidelines for cases involving sexual misconduct are detailed in the *Student Handbook.* The *Handbook* provides, in part, that:

- The accused and the victim will each be allowed to choose one advocate (not an attorney) to accompany them throughout the hearing process
- Both the victim and the accused will be informed of the outcome of the hearing
- A student found responsible for violating University policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense
- Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available

Campus Alert Notifications Pertaining to Sexual Assaults
If the Department of Safety and Security determines that a reported incident of sexual assault represents a potential danger to the campus community, the Vice President for Student Affairs will be contacted. A potential danger to the community is defined as:

- A pattern of acquaintance sexual assault
- A stranger assault
- A violent or sadistic assault
- Gang rape

The Vice President for Student Affairs, in collaboration with the Director of Campus Safety and Security will determine if a campus alert notification is warranted and whether it should take the form of an "Immediate Emergency Notification or "Timely Warning." If so, the Department of Safety and Security will create the notification and distribute it widely on the campus to protect and educate the community while respecting the student's right to anonymity.

For a complete, more detailed explanation of the UNE Sexual Misconduct Policy, students can refer to the UNE Student Handbook online at http://www.une.edu/studentlife/handbook/ .

Alcohol and Substance Abuse
UNE does not permit or condone the illicit or unauthorized possession, use, manufacturing, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on University owned or controlled property or as part of any University sponsored activity. Persons found in violation of this policy will be subject to appropriate disciplinary action consistent with local, state and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from school or employment, or termination of student status or employment. In addition, these persons may be referred to proper law enforcement authorities for prosecution

Any faculty member, staff member or student employee engaged in activities supported by a federal grant or contract must report any criminal conviction related to possession or use of a controlled substance in the workplace to the UNE Office of Human Resources within five calendar days of conviction. The term "conviction" means a finding of guilt (including a plea of nolo-contendere) and/or imposition of a sentence by any judicial body charged with the responsibility to determine violations of state or federal criminal drug statutes. The University is obligated to notify the appropriate federal contracting agency within 10 days of receipt of notice of an employee conviction.

It is a federal crime to distribute a controlled substance (illegal drug) within 1,000 feet of a public or private college or university, 21 U.S.C. sect. 845a. The distribution of controlled substances in or near schools carries lengthy minimum mandatory periods of imprisonment. UNE strongly encourages all members of our community to take an active role in reporting crime and any security or safety problem you become aware of immediately.

In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes and distributes a *Student Handbook*, to all students and a *Personnel Handbook* to all full-time and part-time employees. Each provides the reader with a more comprehensive presentation of the University's substance abuse, rape and sexual assault and sexual harassment policies, sanctions for violation of those policies, state and federal alcohol and the drug laws, criminal and civil offenses and sanctions than can be included in this document. Additional copies of the *Student Handbook* and *Personnel Handbook* are available upon request.

For more information, please contact Student Affairs, Counseling Services, Student Health Center, Office of Human Resources, or Department of Safety and Security.

Counseling Services

Counseling services are provided on both campuses, and can be reached at (207) 602-2549 (Biddeford Campus) or (207) 221-4550 (Portland Campus). These services are free to students, including any student victim of a rape or assault. It is the policy of the Counseling Center, when and if they deem it appropriate, to encourage the persons they are counseling to report crimes on a voluntary, confidential basis.

Prohibited Items

Firearms, weapons,(including “look alike” firearms and weapons) explosives and other devices, instruments, materials or substances, whether animate or inanimate, which create a substantial risk of death, bodily injury or threat to the environment are not permitted on property owned and/or controlled by UNE, unless excepted by provision of law or University rule or policy.

Violations of these conditions will result in referral to the Office of the Vice President for Student Affairs or the appropriate law enforcement agency or environmental regulatory agency and may result in dismissal from the University.

Crime Statistics

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. They include statistics from the two main campuses. Dates listed below are from January 1, 2012, through December 31, 2012.

Biddeford Campus

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex Offenses, Forcible	2010	1	1	0	0
	2011	3	3	0	0
	2012	1	1	0	0
Sex Offenses, Non-Forcible	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Robbery	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Aggravated Assault	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Burglary	2010	5	4	0	0
	2011	4	4	0	0

	2012	4	4	0	0
Motor Vehicle Theft	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arson	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arrests: Weapons: Carry, Possessing, ETC.	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Weapons: Carry, Possessing, ETC.	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arrests: Drug Abuse Violations	2010	2	1	0	0
	2011	5	5	0	0
	2012	4	2	0	0
Disciplinary Referrals: Drug Abuse Violations	2010	23	23	0	0
	2011	20	20	0	0
	2012	38	37	0	0
Arrests: Liquor Law Violations	2010	0	0	0	0
	2011	7	5	0	0
	2012	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2010	108	108	0	0
	2011	128	128	0	0
	2012	146	146	0	0

Hate Crimes - No reported Hate Crimes for 2012.

Portland Campus

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex Offenses, Forcible	2010	1	1	0	0
	2011	0	0	0	0
	2012	1	0	0	0
Sex Offenses, Non-Forcible	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Robbery	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Aggravated Assault	2010	0	0	0	0
	2011	0	0	0	0

	2012	0	0	0	0
Burglary	2010	5	4	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Motor Vehicle Theft	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arson	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arrests: Weapons: Carry, Possessing, ETC.	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Weapons: Carry, Possessing, ETC.	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arrests: Drug Abuse Violations	2010	2	1	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2010	1	1	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Arrests: Liquor Law Violations	2010	1	1	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2010	4	4	0	0
	2011	0	0	0	0
	2012	0	0	0	0

Hate Crimes - No hate crimes reported on the Portland Campus in 2012.

Scroll Down for Annual Fire Safety Report

University of New England Fire Safety Report

Reporting period for this report is January 1, 2012, to December 31, 2012.

The US Department of Education now requires colleges and universities to post to the community an annual fire safety report. The report must include:

- The number of fires in each on-campus housing facility
- The number of deaths related to the fire
- The number of injuries related to the fire that resulted in treatment at a medical facility
- The value of property damage related to the fire
- A description of the fire safety system for each on-campus student housing facility
- The number of fire drills held the previous calendar year
- The university's policies regarding portable electrical appliances, smoking and open flames in student housing facilities
- Procedures for student housing evacuation
- Polices for fire safety education and training programs for students, faculty and staff
- A list of titles of each person or organization to which individuals should report that a fire has occurred
- Plans for future improvements in fire safety, if determined necessary by the institution.
- The institution must maintain a "Fire Log" that is available upon request to any person

University-Wide Protocol for Fire Emergency

The following procedure is the University-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building.
2. Dial 911 from a safe location.
3. State that you are calling from UNE.
4. Provide the proper name of the building, floor and room numbers.
5. Specify fire type (chemical, paper, wood, electrical, etc.).
6. Direct fire/emergency personnel to location.
7. Notify Department of Safety and Security at extension 366.
8. Proceed to your designated muster location (see card posted in offices throughout both campuses).
9. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell. Stairwells are designated "areas of refuge."

Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.

All fires, even if extinguished, must be reported to the Biddeford Fire Department for the Biddeford Campus and Portland Fire Department for the Portland Campus. Additionally, the Department of Safety and Security on your respective campus must be notified.

Fire Log
The Department of Safety and Security maintains an electronic log of all incidents brought to their attention on campus which includes any fire. This log is available to anyone upon request free of charge. Simply notify the Director of Safety and Security and provide the date ranges you would like to see in the log. The information will be provided to you.

Reporting Fires That Have Occurred (Not in Progress)
For any fire that has occurred (not in progress) individuals may report the incident to any member of Residential Education and Housing Staff, any member of the Safety and Security Staff, the Director of Residential Education and Housing, Director of Safety and Security or the Vice President for Student Affairs.

UNE Fire Safety Polices for the Residence Halls.
Posted in *Residential Education and Housing Handbook, Student Handbook, and* University Conduct Code.

Fire Safety

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without the permission of proper authorities or fail to comply with University officials will be subject to disciplinary action and the assessment of fines.
2. Tampering with fire safety equipment or fire alarms is a violation of state law, as well as University policy. Persons found in violation will be subject to severe disciplinary action.
3. Fire detection units should not be covered or blocked at any time.
4. For reasons of fire safety, the following items are not permitted in student rooms: irons (may be used in laundry areas); space heaters, halogen lamps, non-UL rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with or without wicks, decorative candles, incense, candle warmers, tart burners, non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths.
5. Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, fireworks and chemical materials such as gasoline/fuels, kerosene or compressed gases/air in University residence halls is specifically forbidden and, therefore, subject to severe disciplinary action.
6. The roofs and fire escapes of each building are for emergency purposes only. Under no other conditions should these be used. Failure to comply will lead to disciplinary action.
7. Do not hang anything from the sprinkler heads. This will cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches away from the ceiling.
8. For reasons of fire safety, the maximum occupancy may not exceed eight (8) people at any one time for a residence hall room and twelve (12) for a suite.
9. Fire safety tips:
    a. Know where alarm pull stations are in your building.
    b. Know all of the exits and evacuation plans to your building.
    c. If you discover smoke or fire:
        1. Sound the alarm.
        2. Call the Office of Safety and Security at x 366 or call the local emergency at 911.

d. If you are in a burning building:
    1. Close the window.
    2. Close the door.
    3. Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor).
    4. Leave the residence halls immediately.

Appliances

All electrical appliances must be UL approved and in good working condition. Electrical appliances are permitted in resident rooms except those appliances, which 1) have exposed heating units or open flames; and 2) are used for the specific purpose of cooking food, with the exception of small microwaves and units with enclosed heating elements. Appliances such as coffee pots, hot air popcorn poppers, hot pots, and "George Foreman Grills" are prohibited except with appropriate approval in designated areas. Designated areas include residence hall lounge kitchens and kitchenettes in the suite-style buildings. Such items may be stored in rooms as long as they are not used in rooms. Air conditioners, space heaters, halogen lamps, sun lamps/tanning beds and hot plates or any other open coil appliance not provided by the University are not permitted.

The Office of Residential Education and Housing staff has authority to prohibit and/or remove, without prior notice, all illegal or potentially dangerous appliances/devices for reasons of health and safety.

Furnishings

Curtains, draperies, valances or other fabric decorations covering or draping the windows must be made of documented fire retardant material. Students must provide documentation of this fire retardant quality before items may be hung. Each year, the Residence Hall Council offers a curtain treatment program to help students meet compliance. All non-University provided waste receptacles must be constructed of solid metal (no woven, fabric, plastic, wood or metal mesh etc.).

Holiday Decorations

Students are encouraged to express their observances of holidays within the following guidelines:

1. Live and cut trees and wreaths are prohibited.
2. Candles or other open flames or burning items are not permitted.
3. Lights must be UL rated and the small and non-heat producing type.
4. Decorations in the public areas must be approved for safety.
5. Decorations must be removed prior to leaving for break.
6. Nothing should be hung from smoke or sprinkler heads.

Room Decorations

Students are encouraged to personalize their rooms to make them comfortable while they are on campus. Below are guidelines that must be followed:

1. Hanging posters/pictures etc. should be done with poster putty **only**. Tape and other adhesive materials will remove the paint.
2. No objects or materials may be hung on the walls within 18 inches of the ceiling.
3. Tapestries may be hung under guidelines of the tapestry policy (see below).
4. Tape, stickers or other adhesive materials are **not** to be placed on ceiling tiles. Students will be charged the replacement cost for each tile damaged in this way.
5. No decorations should at any time be attached to or cover any fire safety equipment. This includes, but is not limited to, stickers on smoke detectors; any items that cover detectors

or fire horns; and any items that cover the evacuation map or hang from the sprinkler heads.

6. Decorations may not cover more than 1/3 of the wall.
7. UL approved lights can be hung on the walls but may not be suspended from the ceiling, in front of windows or threaded through mattress springs.
8. Empty beer boxes are prohibited as decoration in student rooms.

Tapestries

Students may hang a tapestry in their rooms under the following guidelines:

1. Tapestries must be fire retardant and registered with the Office of Residential Education and Housing (see "Furnishings" section).
2. Tapestries may not be hung from or covering the ceiling in any way.
3. The tapestry may not cover or block fire safety or heating equipment.
4. A tapestry hung vertically must be against the wall only. It may not be hung in front of the doorway or to divide the room.
5. The tapestry must be hung at least 18 inches away from the ceiling.
6. Students wishing to hang a tapestry in their room must get the approval of the RA on the floor for its proper location.
7. Failure to abide by these guidelines will result in immediate and permanent suspension of the privilege to hang a tapestry in the room.

This policy is subject to change depending on municipal and state fire codes.

UNE Student Handbook and Conduct Code As They Pertain to Fire Safety Policies in Residence Halls (actual conduct code numbers for actionable conduct)

24) Tampering in any way with fire emergency equipment.
25) Failure to evacuate a building or area at the request of University staff, for safety and/or security reasons, including evacuation during a fire alarm.
26) To give, or cause to be given, false reports of fire or other dangerous conditions.
27) Creation of a fire hazard or other dangerous condition. This includes burning candles, incense, potpourri burners and other flammable materials.
28) Unauthorized use or possession of explosive components or chemicals such as fireworks, explosives, gas, or compressed air.
29) Possession or use of fireworks or weapons, including firearms, knives, slingshots or other similar items, as set forth in the Weapons and Fireworks section of the *Student Handbook*.

Motorcycle/Bicycle Storage

Life Safety Code regulations prohibit bicycles from being stored or parked in residence halls or in stairwells, corridors of academic buildings (except for the Ginn/McDougall, South, or East Hall bike storage areas), or in any place that blocks a building exit.

Motorcycles, motor scooters, motorized bicycles and mopeds must comply with all parking and traffic laws. No motorized vehicle may be stored in any University building or near exits. The owner shall be responsible for any fee required to remove a motorized vehicle from a University building.

Fire Drills

Whenever a fire alarm sounds, day or night, the residence halls or other buildings are to be evacuated immediately. Everyone should particularly note the available exit routes. Fire drills will be held periodically throughout the year in all of the residence halls and administrative classroom buildings. Evacuation is mandatory.

Fire Equipment

Fire extinguishers, smoke detectors, heat detectors and other related fire protection equipment are provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in a minimum assessment of one hundred dollars ($100.00), per incident, being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a felony. Criminal charges may be brought against the violator(s).

Biddeford Campus Evacuation Plan

588 Pool Street	Go to Sea Star Market Parking Lot
Alfond	
First floor door facing Campus Center	Go to sand volleyball court.
First floor exit nearest Hills Beach Road	Go to end of the brick retaining wall.
Lower level main entrance (by Alfond Café)	Go to center of large lawn.
Main entrance and Embalming Room entrance	Go to front lawn of Stella Maris.
Alfond Forum	All exits cross NorEaster Way to parking lots. Do not block access road
Assisi Hall	Go to volleyball court or the lawn between Assisi and Alfond.
Avila Hall	Go to the lawn between Avila and the Campus Center (chiller plant) or the lawn by Padua.
Campus Center	
Double doors outside Fitness Center	Go through parking lot, turn right to lawn by Hills Beach Road
Gym exit by Equipment Room	Turn left proceed to area between Campus Center and Avila.
Main entrance	Go to either sidewalk that runs along Alfond lawn or to Alfond lawn – DO NOT REMAIN ON THE FRONT PLAZA AREA.
Pool side doors	Go to center of lawn by Hills Beach Road.
Simard, Pettipiece and Wescott Rooms	Go to volleyball court.
Champlain Hall	Go to the Freddy Hall Parking Lot -- Do not impede emergency response vehicles.
Decary	
Computer Lab, lower level	Go to lawn between Decary and Stella Maris.
Entrance closest to Residence Hall Access Road	Go to center of lawn between Hills Beach Road and the Residence Hall Access Road.
Entrance facing Stella Maris	Go at least halfway onto lawn between Stella Maris and Decary.

Exits from Cafeteria/Kitchen,	Go to either Library or Stella Maris lawn.
Main entrance	Go to the front lawn by the park bench
East Hall	Exit along the rear of the building (toward Frederick Hall). Assemble in parking area between Frederick Hall and the back parking lot of the Campus Center.
Facilities Building	Service road towards LAC Lot.
Featherman Hall	Go to parking area between Avila and Featherman Hall
Fine Arts Building	Go to the rear of the parking lot.
Frederick Hall	Cross the parking lot to the lawn between Campus Center and Hills Beach Road. During winter follow sidewalk to front of Campus Center.
Gregory	Go to parking lot behind Gregory.
Ketchum Library	
Main entrance	Go to lawn between Stella Maris and Decary.
St. Francis Garden entrance	Go to Claude Dubois Athletic Field.
Windward Café entrance	Go to the parking lot and move closer to the waste water treatment plant.
LAC	Go to the LAC Parking Lot -- do not block access road.
Marcil	
First level	Go to parking lot area across from lower level entrance.
Second level	Go to lot across parking lot access rd. nearest Route 9.
Marine Science Center	Go to the entrance to the walkway to Champlain Hall.
Morgane Hall	
First floor	Gregory Parking Lot.
Second and third floors	Go to Parking Lot #14.
Padua Hall	Go the Avila Parking Lot.
Petts Health Center	Go to Welcome Cottage lawn or parking lot
Lower level	Cross Hills Beach Road and go to the Admissions Cottage Lawn.
Upper level	Walk out to middle of parking lot (at least past the third parking space).
Pickus	Go to Gregory Parking Lot.
Siena Hall	Go to walkway to Library.
Sokokis Hall	Exit all doors, go across street to parking lot
StellaMaris	Go either to lawn in front of Stella Maris or to lawn between Decary and Stella Maris.
Welcome Cottage	Leave the building and group in the parking lot at Petts Center.
West Hall	Exit along the rear of the building (toward quad) follow sidewalk leading to the quad area. Assemble on long sidewalk that points directly at the center of the quad, behind Avila.

Portland Campus Evacuation Plan

30 College Street	Go across College Street to the lawn area between Hersey Circle and College Street.
Abplanalp Library	Lawn area between Hersey Circle and College Street.
Alexander	Lawn between Hersey Circle and College Street.

Alumni	Lawn area between Hersey Circle and College Street.
Art Gallery	Go to the Proctor Hall Parking Lot.
Blewett	Lawn by Ludcke Hall.
Coleman	Lawn by Ludcke Hall.
College of Pharmacy	Go to center of parking lot for Finley Recreation Center.
Facilities Shop	Go to the parking lot, group near Alexander Hall.
Finley Recreation Center	Center of parking lot for Finley Recreation Center.
Goddard	Lawn area between Hersey Circle and College Street.
Hersey	Lawn area between Hersey Circle and College Street.
Linnell	Cross College Street and group on the lawn.
Ludcke Auditorium	Go to lawn between Ludcke and College Street.
McDougall/Ginn	Cross College Street and group on the lawn in front of Abplanalp Library.
Parker Pavilion	Group on the lawn by Ludcke.
Proctor	Lawn area between Hersey Circle and College Street.

On-Campus Housing Fire Statistics and Systems

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
Champlain								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	1	1	1					
Cooking								
Smoking Materials								
Open Flame		Oven fire	Micro wave					
Electrical								
Heating Equipment								
Hazardous Products	1 fire works							
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	$169					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	4	7	5					

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
East								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								

Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	4	7	6					

Resident Hall Biddeford Campus	**2010**	**2011**	**2012**	**Fire Extin-guishers**	**Sprinkler**	**Rated Doors**	**Strobes/ Horns**	**Alarm to F.D.**
West								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	1	0					
Cooking		Cooking grease						
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property	0	$1,174	0					

Damaged								
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	3	4	6					

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
Featherman								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	5	6	5					
*Note: 2 fires, small quantity of burnt toilet paper. Student processed judicially.								

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
Avila								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	4	8	8					

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
Padua								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								

Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	3	6	7					

Resident Hall Biddeford Campus	**2010**	**2011**	**2012**	**Fire Extin-guishers**	**Sprinkler**	**Rated Doors**	**Strobes/ Horns**	**Alarm to F.D.**
Assisi								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property	0	0	0					

Damaged								
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	3	7	7					

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
Sienna								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	3	6	7					

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
Frederick								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								

Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	3	6	6					

Resident Hall Biddeford Campus	**2010**	**2011**	**2012**	**Fire Extin-guishers**	**Sprinkler**	**Rated Doors**	**Strobes/ Horns**	**Alarm to F.D.**
Sokokis								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring	0	0	0					

Medical Care								
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	3	7	5					

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
Ginn-McDougal								
Building Fire Systems				X	X	X	X	X
Cause of Fire								
Unintentional								
Cooking	0	0	0					
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	4	5	4					

Resident Hall Biddeford Campus	2010	2011	2012	Fire Extin-guishers	Sprinkler	Rated Doors	Strobes/ Horns	Alarm to F.D.
750 Stevens Ave.								
Building Fire Systems				X			Smoke Detector	
Cause of Fire								
Unintentional	0	0	0					
Cooking								
Smoking Materials								
Open Flame								
Electrical								
Heating Equipment								
Hazardous Products								
Machinery/ Industrial								
Natural								
Other								
Intentional Fire	0	0	0					
Undetermined Fire	0	0	0					
Injuries Requiring Medical Care	0	0	0					
Number of Deaths	0	0	0					
Value of Property Damaged	0	0	0					
Plan to Improve Safety Required?	NO	NO	NO					
Number of Mandatory Fire Drills	0	0	0					