

# ANNUAL CAMPUS SAFETY REPORT 2020

*Including Annual Fire Safety Report 2020*

Maine Media College  
Maine Media Workshops + College  
[www.mainemedia.edu/campus-safety](http://www.mainemedia.edu/campus-safety)  
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*For Students, Faculty and  
Staff of  
Maine Media Workshops  
+ College*

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This report includes campus safety policies, procedures, and statistics concerning campus crime for the calendar years 2020. It is for the information of students, employees, prospective students, and prospective employees.

This report describes how Maine Media College, dba Maine Media Workshops + College (MMW+C) responds to crime and how students, faculty, and staff can work together to maintain a safe community.

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



## CAMPUS SAFETY AT MAINE MEDIA WORKSHOPS + COLLEGE

Maine Media Workshops + College (MMW+C) is committed to protecting the safety of our students, faculty, and staff. Jane Richardson, HR/Business Manager, is responsible for collecting crime reports and reporting the results in this Campus Safety & Security Report. Crime reports are gathered from the Campus Oversight Team, Campus Security Authorities, online incident report, and from requests made to the local law enforcement agency. This annual report is prepared and reviewed by the President, Provost, Registrar & Director of Student Services, Director of Finance & Administration, Director of Operations & Maintenance, and the HR/Business Manager. The report is emailed to all active Maine Media College students, faculty, and staff, and can also be found on the MMW+C's website:

[www.mainemedia.edu/campussafetyandfirereport](http://www.mainemedia.edu/campussafetyandfirereport)

## CAMPUS SAFETY PERSONNEL

Maine Media Workshops + College Campus Oversight Team and Campus Safety Authorities comprise a diverse team with the common goal of providing a safe and secure environment at Maine Media. Our team works closely with the Rockport Police and Fire Department to provide a safe and healthy environment for all of our campus guests.

A Campus Oversight Team member or Campus Safety Authority can be contacted Monday through Friday 9am-5pm.

The Emergency After Hours staff member may be contacted 24/7, 7 days per week at 207.691.4258.

### CAMPUS OVERSIGHT TEAM (COT)

- **Michael Mansfield, President** 207.236.8581 x350| cell: 207-360-1501  
mmansfield@mainemedia.edu
- **Elizabeth Greenberg, Provost** 207.236.8581 x353| cell: 207-542-2238  
egreenberg@mainemedia.edu
- **Kerry Curren, Registrar & Director of Student Services** 207.236.8581 x303| cell: 207-236-2705  
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- **Cathi Finnemore, Director of Finance & Administration** 207.236.8581 x360| cell: 207-542-5327  
cfinnemore@mainemedia.edu

### CAMPUS SECURITY AUTHORITY (CSA)

- **Devin Fletcher, Director of Programs** 207.236.8581 x356  
dfletcher@mainemedia.edu
- **Jane Richardson, Human Resources & Business Manager** 207.236.8581 x308  
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- **Rusty Wadsworth, Director of Operations & Maintenance** cell:207.691.0691  
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## BUILDING AND GROUNDS SAFETY

The MMW+C campus is open to the public. MMW+C is a 24-acre campus with several student/staff-occupied buildings in addition to the buildings used by MMW+C for its own academic purposes.

When reporting Crime Statistics for the Clery Act, MMW+C's "campus geography" includes all areas of campus owned by MMW+C, with the exception of the Shepherd Building which 2 ½ floors are leased controlled by Shepherd Block, LLC. The lease of the Shepherd Building ended June 30, 2020.

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 after hours staff that perform regular building checks each evening.

Safety and security checks are made in the residence buildings to detect damage to facilities and any suspicious activities. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to 911, COT or CSA personnel.

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 afterhours staff and is repaired quickly by the Operations & Maintenance Department. Guests are encouraged to report any potential safety hazards to the Operations & Maintenance Department.

## REPORTING CRIMINAL ACTIVITY OR EMERGENCIES

MMW+C's students, faculty, and staff are encouraged to report all crimes and public safety related incidents to one of the COT or CSA team members in a timely manner. Crimes should be reported to MMW+C to ensure inclusion in the annual crime statistics and, when appropriate, to aid in providing timely warning notices to the community. A victim of a crime may not want to pursue action within MMW+C or the criminal justice system, they may still want to consider making a confidential report to a COT or CSA team member or completing the online [Incident Report](#), so that it may be reported in the annual crime statistics. In such cases, the report will be kept entirely confidential, and will be disclosed only as a statistic.

If a crime of a non-emergency nature occurs, the crime may be reported to one of the COT or CSA team members, who can then assist in reporting the crime to local law enforcement authorities if the individual wishes to do so.

Members of MMW+C's community should report any crimes to the COT or CSA team if the victim is unable to do so. Any crime of an emergency nature should be first reported to local law enforcement (911) in order to receive immediate help, as MMW+C does not have its own campus police. When calling 911, please note that Maine Media is not automatically notified. An online [Incident Report](#) must also be completed.

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.

Persons desiring more confidentiality may also contact any COT or CSA anytime of the day or night to report a crime, or they may proceed directly to the Rockport Police Department to make their report. Persons may report criminal activity to local law enforcement officials or COT or CSA.

If someone contacts a COT or CSA, the following information is requested:

- Individual's name

- Location and description of the incident being reported
- 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 COT immediately.

When a crime is reported to COT or other appropriate officials of the college, it will normally be investigated by COT and/or the police. In addition, if the suspect is a student, there will be an inquiry through the Provost. If the suspect is an employee of the College, an inquiry will be conducted by the HR/Business Manager and/or other appropriate Maine Media officials. It is the policy of Maine Media to take every report of criminal activity seriously and to take appropriate action consistent with applicable law, public safety, and campus safety.

Crimes reported to COT or CSA may be counted for purposes of inclusion in the annual statistical disclosures and will be considered for the purpose of making timely warning reports. There is currently no policy to encourage staff to inform the persons that they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

#### ANONYMOUS/CONFIDENTIAL REPORTING

If you are a victim of a crime and do not want to pursue action within Maine Media or the criminal justice system, you may still want to consider making a confidential report. With your permission, COT or CSA can file a report on the details of the incident without revealing your identity. You may also complete the online [Incident Report](#) and select that you would like to remain anonymous. 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 Maine Media 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 crime's statistics for Maine Media.

#### PREPARATION AND DISCLOSURE OF CRIME STATISTICS

Maine Media College is a small community and does not have a dedicated security department and, therefore, is not required to maintain a crime log.

The HR/Business Office does keep a log of all Incident Reports filled out for any campus incident, ranging from personal injury to serious crime.

The HR/Business Office 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 Rockport Police Department and the Rockport Fire Department. This report is reviewed by the President, Provost, Registrar & Director of Student Services, Director of Finance & Administration, and Director of Operations & Maintenance prior to distribution.

#### CRIME STATISTICS REPORT – THE CLERY ACT

### 2020 CLERY CRIME STATISTICS

*This Chart includes offenses that were reported to MMW+C & Rockport Police Department  
The statistics are published in accordance with the standards and guidelines used by the  
FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act).*

TYPE OF CRIME		Crime On Campus and/or in Residences	Non-Campus Buildings or Property	Adjacent Public Property	Hate Crimes
Murder		0	0	0	0
Negligent Manslaughter		0	0	0	0
Robbery		0	0	0	0
Aggravated Assault		0	0	0	0
Motor Vehicle Theft		0	0	0	0
Arson		0	0	0	0
Burglary		0	0	0	0
Sex Offense	Rape	0	0	0	0
	Fondling	0	0	0	0
	Incest	0	0	0	0
	Statutory Rape	0	0	0	0
VAWA Offense	Domestic Violence	0	0	0	0
	Dating Violence	0	0	0	0
	Stalking	0	0	0	0
Liquor Law Arrest		0	0	0	0
Liquor Law Disciplinary		0	0	0	0
Drug Abuse Arrest		0	0	0	0
Drug Abuse Disciplinary		0	0	0	0
Weapons (carrying, possessing, etc.) Arrest		0	0	0	0
Weapons (carrying, possessing, etc.) Disciplinary		0	0	0	0

### 2020 ANNUAL FIRE STATISTICS

LOCATION	False Alarms	Unwarranted Alarms	Fire	Injuries/ Death
Campus Residence - 69 Camden St	0	0	0	0
Film Building - 70 Camden St	0	0	0	0
Focus Building - 70 Camden St	0	0	0	0
Haas Building - 70 Camden St	0	0	0	0
Homestead Building - 70 Camden St	0	0	0	0
Kate's Cottage - 49 Camden St	0	0	0	0
Marshall House - 71 Camden St	0	0	0	0
NIC Building - 70 Camden St	0	0	0	0
Ranch House - 60 Camden St	0	0	0	0
Sound Stage - 70 Camden St	0	0	0	0
Windjammer - 242 Commercial St	0	0	0	0
NON-CAMPUS BUILDING				
Shepherd Building - 18 Central St	0	0	0	0

The Maine Media Workshops + College Crime Statistics Report for calendar year 2020 is also published at <https://www.mainemedia.edu/life-at-mmwc/annual-security-and-fire-safety-report/>



## 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.

Every summer season begins with a safety orientation with information pertinent to the location, and strategies for personal safety and theft prevention for all staff. Upon completing employment documents, staff are asked to include their cell phone number. The resulting list of cell phone numbers is added to the campus wide text emergency notification system.

Cell phone numbers for the Campus Oversight Team and local emergency response are located on MMW+C's website in the General Policies area.

MMW+C does not have any officially recognized student organizations with off-campus locations. Therefore, the College does not have a relationship with local police to monitor or document criminal activity by students of MMW+C at off-campus locations.

## CODE OF CONDUCT POLICY

It is expected that all members of Maine Media's community including board, faculty, staff, and students participate in the community with a level of ethical behavior that supports the mission of the school, these core values, and the well-being of each individual in the community.

In addition to the policies and procedures published in the employee, student, and faculty handbooks, all community members must be responsible for their actions and not engage in behavior that is threatening, dangerous or harmful to self or others, that causes disruption to the campus and learning environment, or that damages physical property.

Policies and procedures for students and faculty, including procedures for filing and resolving grievances, are published in the Employee, Student, and Faculty handbooks.

We consider the virtual classroom an extension of our community with all members adhering to the Code of Conduct. Due to the open nature of the discussion forums, students are expected to post only professional, relevant responses suitable to the academic environment. Students are requested to be mindful and respectful toward the person receiving communication and comments. Faculty will delete any comments deemed to be disruptive or inappropriate to the learning environment.

## DISCIPLINARY POLICY

### **Emergency/Immediate Situations**

In an emergency or immediate and time-sensitive situation, Maine Media Workshops + College 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 impairment from alcohol or other substances, and other offenses included in General Policies & Handbooks. Should a student refuse cooperation or become disruptive enough that Maine Media staff needs assistance, the Rockport police may be contacted. Maine Media's President, Provost or their designate may act, in concert with the Registrar & Director of Student Services and the Programs Director, to enforce Maine Media's disciplinary procedures and determinations. Maine Media will then follow the non-emergency disciplinary procedures to determine non-temporary discipline.

### **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 Provost or their designate. The Provost, and any other appropriate individuals involved in the incident, will investigate the allegations, and determine the facts of the case, which will be reported, in writing, to the Registrar & Director of Student Services.

**Interview With Student(s)/Others:** The Provost and their designate will meet with the student(s) and any other individuals involved, in person or by phone, together and/or separately, as appropriate, to review the facts of the case, to allow the student(s) to respond to the allegations and to present their version of the alleged events. They may meet, separately, with any witnesses to the incident. The Provost and their designate(s) may consult with other administrative staff, as needed.

**Disciplinary Action:** Following the meeting with the student(s), the Provost and their designate(s) will determine if disciplinary action is warranted. If so, such action may include dismissal from the program or making continued enrollment conditional upon cessation of the offending behavior. The decision will be made in consultation with the President and 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, the student will be dismissed.

In all such incidents the Maine Media Workshops + College staff member(s) addressing the situation will document the incident and action(s) taken.

### **Appeal**

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

### **When a student is dismissed**

Students are no longer considered a student at Maine Media Workshops + College. Student must reapply for admission to Maine Media with no guarantee of readmission. Transcript will indicate that the student was dismissed by Maine Media Workshops + College.

### **Refund policy for dismissal**

Students who are dismissed must vacate their rooms within 24 hours. No tuition, room, board, or fees will be refunded. If a dismissed student received federal Title IV financial aid and is dismissed prior to completing 60 percent of the semester, the federal aid programs will be refunded in accordance with federal policies and based on the percentage of the semester not completed. Accordingly, students utilizing VA education benefits who fail to demonstrate satisfactory academic progress in accordance with school policy will have their benefits interrupted.

A student may contact the Provost or any of the above for information and assistance in these areas.

## **POLICY ON SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

MMW+C (Maine Media Workshops + College) policies prohibit all sexual misconduct. MMW+C is committed to the prevention of such misconduct, and to the fair treatment of all MMW+C community

members in the event of such misconduct. This policy applies to all students, faculty, and staff of MMW+C, regardless of sexual orientation or gender identity. This policy also applies to third parties.

### **Disclosures to Alleged Complainants of Crimes of Violence or Non-forcible Sex Offenses.**

MMW+C will, upon written request, disclose to the alleged complainant of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by MMW+C against the individual who is the alleged perpetrator of the crime or offense. If the alleged complainant is deceased as a result of the crime or offense, MMW+C will provide the results of the disciplinary hearing to the complainant's next of kin, if so requested.

### **RAINN**

Rape, Abuse & Incest National Network is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE – 800.656.4673) in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice. Online help line:

<https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

### **MECASA**

Maine Coalition Against Sexual Assault is organized to end sexual violence and to support high-quality sexual violence prevention & response in Maine communities.

<https://www.mecasa.org/>

Maine Media Sexual Harassment & Sexual Violence – Title IX Policy applies to all operations at Maine Media and is broken down into three sections:

### **What is Sexual Harassment and Sexual Violence?**

### **How to Report Sexual Harassment and Sexual Violence; and How an Investigation is Conducted**

## **WHAT IS SEXUAL HARASSMENT AND SEXUAL VIOLENCE?**

1. **Sexual Harassment** is *unwelcome conduct* of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including *rape*, *sexual assault*, and *sexual exploitation*. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
2. **Unwelcome Conduct.** Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that the individual welcomed other conduct. Also, the fact that an individual requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

3. **Hostile environment caused by sexual harassment.** A “hostile environment” exists when *sex-based harassment* is sufficiently serious to deny or limit the individual’s ability to work or participate in or benefit from the Organization’s programs or activities.

A hostile environment can be created by anyone working or is involved in the organization’s program or activity (*e.g.*, administrators, faculty members, students, and campus visitors). In determining whether *sex-based harassment* has created a hostile environment, the Organization considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was *unwelcome* to the individual who was harassed. But the Organization will also need to find that a reasonable person in the individual’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment. To make the ultimate determination of whether a hostile environment exists for an individual(s), the organization considers a variety of factors related to the severity, persistence, or pervasiveness of the *sex-based harassment*, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more individual’s work or education.

The more severe the *sex-based harassment*, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of *sexual assault* may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the *sex-based harassment* is not particularly severe.

*First Amendment Considerations.* This policy does not impair the exercise of rights protected under the First Amendment. The organization’s sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the organization applies and enforces this policy in a manner that respects the First Amendment rights of students, staff, faculty, and others.

4. **Gender-based Harassment** is *unwelcome conduct* of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
5. **Sexual Assault** is actual or attempted sexual contact with another person without that person’s *consent*. Sexual assault includes, but is not limited to:
  - Intentional touching of another person’s intimate parts without that person’s *consent*; or
  - Other intentional sexual contact with another person without that person’s *consent*; or
  - Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s *consent*; or
  - *Rape*, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person’s consent.
6. **Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition
  - dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- dating violence does not include acts covered under the definition of domestic violence.
7. **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed
    - by a current or former spouse or intimate partner of the complainant.
    - by a person with whom the complainant shares a child in common.
    - by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner.
    - by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
    - by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  8. **Sexual Exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's *consent*. Examples of behavior that could rise to the level of sexual exploitation include:
    - Prostituting another person.
    - Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's *consent*.
    - Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio did not know or should have known that the person depicted in the images or audio did not *consent* to such disclosure and objects to such disclosure; and,
    - Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's *consent*, and for the purpose of arousing or gratifying sexual desire.
  9. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to
    - fear for the person's safety or the safety of others; or
    - suffer substantial emotional distress.
  10. **Non-forcible sex offenses** include sexual conduct with individuals that the law assumes are not capable of giving consent to sexual acts such as underage individuals, physically helpless, and mentally incompetent individuals.

## Consent

"Consent" must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard or being asleep or unconscious.

## HOW TO REPORT SEXUAL HARASSMENT OR SEXUAL VIOLENCE

### **Complaint Confidentiality**

When an individual reports any incident of sexual misconduct to any MMW+C Responsible Employee, the Responsible Employee will report such information to the Title IX Coordinator. The organization will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. MMW+C will need to determine what happened— including the names of the complainant and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to the organization employee will be shared only with people responsible for handling the organization's response to the report. MMW+C employees will not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

Before a complainant reveals any information to an MMW+C employee, the employee should ensure that the complainant understands the employee's reporting obligations – and, if the complainant wants to maintain complete confidentiality and anonymity, direct the complainant to resources outside of MMW+C.

If the complainant wants to tell the MMW+C employee what happened but also maintain confidentiality, the employee should tell the complainant that the organization will consider the request but cannot guarantee that the organization will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.

MMW+C employees will not pressure a complainant to request confidentiality, but will honor and support the complainant's wishes, including for the organization to fully investigate an incident. By the same token, employees will not pressure a complainant to make a full report if the complainant is not ready to.

### **Responsible Employees**

A responsible employee is an organization employee who has the authority to address incidents of sexual violence, domestic violence, dating violence, or stalking and is obligated to report such incidents, or whom an individual could reasonably believe has this authority or duty. Responsible employees are respectful of a complainant's wishes to the extent appropriate and are discreet, but they are not able to maintain confidentiality. Responsible employees at the organization include staff members at the Director level or above.

General inquiries or questions about the Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy and procedures do not have to be reported, and the organization will strive to protect the privacy interests of individuals to the extent it can while maintaining its obligations to uphold relevant policies and regulations and/or to take reasonable steps to promote the safety of members of the organizations community. Otherwise, once any employee learns of an incident of sexual misconduct, dating violence, domestic violence, or stalking, written or unwritten, the employee must immediately notify the Title IX Coordinator of such complaint.

The employee must report all relevant details about the incident (such as the name of the complainant and respondent, any witnesses, and other relevant facts, such as the date, time, and specific location of the alleged incident). Such notice to the organization generally obligates the organization to investigate the incident and take appropriate steps to address the situation. Within the requirements of applicable laws and policy, confidentiality will be observed as practicable.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the organization will weigh that request against the organization's obligation to provide a safe, non-discriminatory environment for all individuals, including the complainant. If the organization honors the request for confidentiality, a complainant must understand that the organization will be unable to investigate the particular incident or pursue disciplinary action against the alleged perpetrator. Although rare, there are times when the organization may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all individuals.

The organization will protect the confidentiality of individuals allegedly subjected to sexual misconduct, domestic violence, dating violence and/or stalking to the extent practicable in light of the need to do investigations and conduct disciplinary proceedings.

### **Complaint Confidentiality Request**

If a complainant discloses an incident to an MMW+C employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the organization must weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

Due to the small size of the organization MMW+C does not provide any counselors who would maintain the complete confidentiality and anonymity of a complainant. If a complainant wishes to receive support while maintaining anonymity, they should contact support services outside of MMW+C. This website is a helpful starting point: <http://changingourcampus.org/>

If MMW+C honors the request for confidentiality, a complainant must understand that the organization's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the organization may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all.

MMW+C has designated a Title IX coordinator to evaluate requests for confidentiality once an employee is on notice of alleged sexual violence.

When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator.
  - whether the alleged perpetrator has a history of arrests or records from a prior organization indicating a history of violence.
  - whether the alleged perpetrator threatened further sexual violence or other violence against the complainant or others.
  - whether the sexual violence was committed by multiple perpetrators.
- whether the sexual violence was perpetrated with a weapon.
- whether the complainant is a minor.
- whether the organization possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence).

- whether the complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead MMW+C to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, MMW+C will likely respect the complainant's request for confidentiality.

If MMW+C determines that it cannot maintain a complainant's confidentiality, MMW+C will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the organization's response.

The organization will remain ever mindful of the complainant's well-being and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students or MMW+C employees, will not be tolerated. MMW+C will also:

- assist the complainant in accessing other available complainant advocacy, academic support, counseling, disability, health or mental health services, and legal assistance in the local area or in their place of residence.
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to local law enforcement – and provide the complainant with assistance if the complainant wishes to do so.

MMW+C may not require a complainant to participate in any investigation or disciplinary proceeding.

If MMW+C determines that it can respect a complainant's request for confidentiality, the organization will also take immediate action as necessary to protect and assist the complainant.

MMW+C's Policy on Sexual Harassment and Sexual Violence are reviewed during the Policies & Procedures Orientation held in June of each year. MMW+C does not offer counseling services for complainants of sex offenses but will assist individuals in seeking counseling for sex offenses in the local community.

Complainants residing in the organization housing, have the option to change their residency living situations after an alleged sexual assault, if such changes are reasonably available.

## **FALSE REPORTS**

MMW+C will not tolerate false allegations of incidents of sexual harassment or sexual violence.

Complaints made in good faith that are found not to constitute sexual harassment or violence will not be considered false allegations. Any individual who knowingly, maliciously, or frivolously makes a false allegation of sexual harassment or sexual violence will be subject to disciplinary action up to and including suspension, expulsion, or termination. Similarly, any party or witness who is later proven to have intentionally given false information during the course of an investigation or conduct process may be subject to disciplinary action.

## **REPORTING PROCEDURE**

## **COMPLAINT PROCEDURE**



This procedure is intended to provide prompt and equitable resolution of complaints of harassment, sexual harassment, and sexual violence by individuals.

## **MAKING A REPORT**

1. **Individuals may submit a report via MMW+C's online incident report at [www.mainemedia.edu/incidentreport](http://www.mainemedia.edu/incidentreport)**
2. **A report may be made via Maine Media's hotline at (802) 962-1465.**

The individual will be asked to leave a message and contact information (name, phone number, and email address), so MMW+C may follow up on the complaint. For messages left Monday-Friday, the call will be returned within 24 hours. Messages left over the weekend will be followed up by Tuesday mid-day. All messages are transcribed and forwarded to the Title IX Coordinator(s) email.

3. Individuals are strongly encouraged to notify the Title IX Coordinator if they believe a violation of this nature has occurred. All others within the organization's community are also expected to report possible violations of this nature as soon as possible.

### **Title IX Coordinator**

Jane Richardson, Business Manager  
email: [jrichardson@mainemedia.edu](mailto:jrichardson@mainemedia.edu)  
office phone: 207.236.8581 x308, or cell phone: 207.691.3320

- a. If the complaint is against the Title IX Coordinator, the report should be made to the President. If there is a complaint against the President, the Chair of the Board should be notified of the complaint. In such cases, the Chair of the Board will handle the complaint and shall contact an outside investigator to investigate the complaint.
  - b. Individuals also have the option to make a report of sexual violence to law enforcement and will be assisted by the Title IX Coordinator in doing so, if desired.
4. Once a report is made, the Title IX Coordinator may take interim measures to ensure the safety of the individual and/or others. These interim measures will depend on the precise nature and circumstances of the complaint.
  5. When a complainant requests that their name or other identifiable information not be shared with the accused (hereinafter "respondent") or that no formal action be taken, the organization will balance this request with its obligations to provide a safe environment for all members of the organizations community and to follow the principles of fundamental fairness that require notice and an opportunity to respond before any action is taken against a respondent. The organization will take reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on this request.
  6. The Title IX Coordinator will inform the complainant in writing of the evidentiary standard (preponderance of the evidence), potential remedies and sanctions, and sources of counseling, advocacy, and support.
  7. If a report of misconduct under this policy indicates that there is a serious and/or continuing threat to the organization's community, the organization may institute an organization wide warning to

protect the health or safety of the community. Such warnings will not include any identifying information about the complainant.

8. Individuals will not be retaliated against for making a complaint or participating in an investigation. Retaliation is illegal under state and federal laws and any retaliation will result in disciplinary measures.

Individuals are encouraged to utilize this complaint procedure. However, individuals are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02110-1491(telephone: 617-289-0111).

## **B. Complaint Handling**

1. The Title IX Coordinator or a designated qualified outside investigator shall meet with the complainant and make an initial assessment of the alleged conduct, including whether any interim measures and/or assistance to the complainant are necessary.
2. The Title IX Coordinator will inform the President that a complaint has been received.
3. If the complainant discloses the name of the alleged respondent, the Title IX Coordinator shall contact him/her to inform him/her that a complaint has been received. In this initial contact, the Title IX Coordinator may keep the name of the complainant confidential. The Title IX Coordinator will inform the complainant in writing of the complaint, the evidentiary standard (preponderance of the evidence), potential remedies and sanctions, and sources of counseling, advocacy, and support.
  - a. If the respondent accepts responsibility for misconduct at this point, disciplinary action will be taken based on the facts and circumstances of the particular case.
4. If the respondent does not accept responsibility at this point, the complainant shall be advised of the following options for proceeding:
  - a. If the complainant chooses to pursue a formal complaint, the Title IX Coordinator will personally investigate the complaint, or will obtain the services of an outside investigator to investigate the complaint.
  - b. The complainant may opt out of pursuing a formal complaint but may still request an opportunity to communicate with the alleged respondent about the effects of the incident in question. This process will not involve mediation if the allegation concerns sexual violence, but it may involve an agreement between the complainant and the respondent about safety measures put in place. The Title IX Coordinator or an outside investigator will oversee this process. The complainant may end this informal process at any time and decide to utilize option (a).

The complainant may request that the organization take no action at all. In such cases, the Title IX Coordinator will assess whether the request for no action can be honored within the broader context of the organization's obligation to maintain a safe community. In making this assessment, the Title IX Coordinator will consider the likelihood that the incident will recur and/or put the larger community at risk and whether there have been other reports of misconduct under this policy naming the same alleged respondent.

## HOW AN INVESTIGATION IS CONDUCTED.

The following process will be used when investigations are conducted.

1. The investigator will interview the complainant, the respondent and any other witnesses or individuals with pertinent information, including witnesses named by the complainant and respondent. The complainant and respondent may be accompanied by a supporter at their interviews. At the investigator's discretion, more than one interview may be conducted with individuals involved in the case.
2. The investigator will review any other relevant information, including information provided by the organization and/or law enforcement, as well as any physical evidence and relevant documents (including but not limited to social media posts, text messages, emails, etc.).
3. The investigator may conduct a site visit(s) as necessary.
4. The investigation will be deemed complete when the investigator determines that all available relevant information has been collected and questions explored.
5. The investigator will prepare an investigation report and submit it to the Title IX Coordinator (or the President, if the investigation was conducted by the Title IX Coordinator). The investigator will make factual findings using a preponderance of the evidence standard (more likely than not) whether the respondent committed one or more violations of this policy, and/or other Institute policies.
6. The investigation will be completed as soon as reasonably possible under all of the circumstances of the case, with a target of 60 days.
7. The complainant and the respondent will have an opportunity to review the investigation report. Within ten days of reviewing the report, the parties may submit personal impact statements of no more than five typed pages for review by the Title IX Coordinator and the President. The complainant and the respondent will also have an opportunity to meet with the Title IX Coordinator to discuss their views about the report, within the ten-day period for submitting personal impact statements.
8. The President will review the investigation report and the impact statements. The President may accept the investigation report or request that the investigator pursue additional information. If additional information is collected, the complainant and respondent will have an opportunity to review the revised report and amend their impact statements.
9. The President has the following options:
  - a. Accept the investigator's finding that the respondent is not responsible. The President has the discretion of implementing remedial measures even when there is a finding of not responsible.
  - b. Accept the investigator's finding that the respondent is responsible and determine appropriate disciplinary action and other remedial measures.

10. A copy of the President's decision will be provided to the complainant and respondent. The respondent will be fully informed of any sanctions. In cases of sexual violence, the complainant will also be fully informed of any sanctions. For other policy violations, the complainant will be informed only of those sanctions that directly relate to the complainant.
11. Investigations conducted under this policy and procedures are entirely administrative and are not considered legal proceedings. Neither party may audio or video record interviews or meetings.
12. The Title IX Coordinator will retain records of all reports, investigations, and resolutions. Affirmative findings of responsibility are part of the individuals' formal records.
13. An individual who is found to have committed a criminal sex offense will be subject to disciplinary action, suspension, expulsion, or termination from MMW+C.

## SEX OFFENDER REGISTRATION

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

<https://sor.informe.org/cgi-bin/sor/index.pl>

MMW+C only performs background checks on individuals who are employed in positions that have direct contact with students enrolled in Maine Media's Youth Program. The background check performed includes national and local sex offender registries. MMW+C does not maintain a list of registered sex offenders on all who may be associated with MMW+C.

## HATE-BIAS INCIDENT/CRIMES PROCEDURE

Under the Federal statutes of the United States, a hate crime is defined as a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of reportable hate crimes defined by the Clery Act are religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

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 targeted members of the community and negatively affect the campus climate. Discovery of a possible hate/bias incident or crime should be reported via the online Incident Report immediately.

- A member of the Campus Oversight Team (COT) will initiate an appropriate investigation to interview witnesses and secure/preserve the evidence.

- The President and Provosts will be notified immediately.
- The Rockport Police Department will be notified immediately.
- The Rockport 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.
- Maine Media Workshops + College's initial report will be provided by fax to the Maine Attorney General's office.

There were no reported hate crimes at MMW+C for the year 2020.

## MANDATORY REPORTING

IF YOU SEE SOMETHING, SAY SOMETHING!

Maine Media Workshops + College is committed to fostering an environment where every member of our community feels safe and respected. By the same token, all staff and faculty of our community play an essential role in our ability to uphold this commitment.

Maine Media is dedicated to responding when it learns of incidents that might undermine these values. This Mandatory Reporting Policy provides a safe haven for persons to report incidents and receive support. At the same time, it also provides opportunities for Maine Media to improve our campus environment.

Failure to report has consequences on the entire community. We all share responsibility to help create the environment we strive to achieve. Each one of us needs to live up to these values and work to support our collective and individual successes.

Online report can be found at [www.mainemedia.edu/incidentreport](http://www.mainemedia.edu/incidentreport)

## POLICY

This policy is intended to outline Maine Media's policy regarding mandated reporting of incidents, concerning injury, damage, behaviors, discrimination, harassment and crimes by employees, faculty, students, or other members of Maine Media's community. It briefly explains the meaning and purpose of mandatory reporters, outlines the legal context, and articulates a straightforward set of guidelines for all employees and faculty to follow.

**Maine Media Workshops + College policy defines all employees and faculty as mandatory reporters.**

## REPORTABLE INCIDENTS AND/OR BEHAVIOR:

- Injury to Person (Employee, Student, Faculty or other)
- Equipment or Property Damage
- Vehicle Accident

- Alcohol or Drug Incident
- Harassment/Bullying
- Suspicious Person/Activity
- Disruptive Behavior
- Individual at risk – causing harm to self or others
- Firearms or weapons on campus or on person
- Missing Student Notification (longer than 24hrs)
- Fire
- Arrest
- Other

### **Mandatory Reporters: What and Why?**

There are three federal laws that establish responsibilities for employees of colleges to report certain types of crimes and incidents, especially sexual misconduct---the Clery Act, Title VII and Title IX. Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors, and guests from criminal and discriminatory behavior. The responsibilities established by these laws give rise to the term “mandatory reporter.” Reporting of concerning and disruptive behaviors is not legally mandated but is a policy mandate to assist Maine Media Workshops + College in early identification and detection of at-risk situations. Additionally, state law imposes mandates with respect to the reporting of child abuse and sexual.

### **The Legal Context**

The Clery Act creates a duty for institutions to report crimes in 15 different categories and has the broadest scope. It is Maine Media that has the duty to report these crimes and failure to do so can result in substantial fines being imposed on the institution by the Department of Education.

Title VII focuses on sexual harassment in the workplace and failure to take appropriate action can lead to financial liability for the College. In this case, the law creates a duty to report for employees who supervise other employees, including students being paid by the College.

Title IX focuses on the adverse consequences faced by victims of gender discrimination and sexual harassment and creates obligations for the College to investigate and to provide a “prompt and effective remedy.” If the victim is a student, Title IX means among other things that the College must provide a safe environment that does not interfere with the victim’s right to pursue an education. The College incurs this obligation when a victim has given notice to a “responsible employee or faculty,” or when the College, in the exercise of reasonable care, should have known about the assault or harassment.

### **PROCEDURE**

Maine Media Workshops + College asks that all incident and/or behaviors be reported in a timely manner, by way of the online incident form found at [www.mainemedia.edu/incidentreport](http://www.mainemedia.edu/incidentreport). This form is monitored by the HR|Business Manager. The HR|Business Manager may coordinate with Director(s) and/or the President in determining best actions for resolution.

If you learn about sexual harassment, discrimination or sexual assault, you are expected to promptly complete the incident report or contact the campus Title IX Coordinator, Jane Richardson at [titleix@mainemedia.edu](mailto:titleix@mainemedia.edu), 207.236.8581 x308 or a message may be left on the Title IX hotline 802.962.1465. The Coordinator will take responsibility for prompt notification of appropriate Maine Media officials.

When reporting sexual harassment or discrimination or sexual assault, an employee or faculty member may initially be able to omit personally identifiable information (the name of the victim, the name of the

accused individual, and other identifying details about witnesses, location, etc.). The Title IX Coordinator will guide you with regard to how much detail is needed in an initial report. Subsequent to an initial report, campus officials may need additional information in order to fulfill Maine Media's obligations under Title IX. In taking these subsequent actions, Maine Media will always be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as possible, but no employee or faculty member can or should promise confidentiality.

The Clery Act requires reporting of 15 serious crimes, including sexual assault. Sexual harassment and discrimination are not covered by the Clery Act but reporting of such incidents is required under Title IX. Employees and faculty are expected to report crimes covered by the Clery Act without delay. Employees and faculty may choose -- but are not required -- to provide personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, specific location, etc.) unless a clear threat to health or safety is present.

The Clery Act does not establish an obligation for Maine Media to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines. In some cases, Maine Media may also be required to release a timely warning to the community about a threat to the community. In such cases, an initial investigation or determination of the nature of the threat may be conducted, after which a warning will be issued immediately.

#### **MANDATORY REPORTING UNDER THE CLERY ACT, TITLE VII AND TITLE IX ONLY:**

##### **GUIDELINES FOR EMPLOYEES OF MAINE MEDIA WORKSHOPS + COLLEGE**

1. Maine Media Workshops + College has defined **all** employees and faculty as mandatory reporters.
2. When an employee or faculty becomes aware of an alleged act of sexual harassment, discrimination or assault, the employee or faculty member must **promptly complete the incident report** or contact the Title IX Coordinator. Alternatively, the employee may call the Title IX hotline at 802.962.1465.
3. The Title IX Coordinator will promptly inform the President about the report.
4. When an employee or faculty member thinks that a student may be about to report an act of sexual harassment, discrimination or assault, the employee should, if at all possible, tell the student that Maine Media will maintain the privacy of the information, but the employee or faculty cannot maintain complete confidentiality and, is required to report the act and may be required to reveal the names of the parties involved. If the student wishes to proceed, the employee or faculty should inform the student of the implications of sharing the names of the parties involved, which puts Maine Media on notice.
  - a. The student can be referred to the Sexual Assault Response Team/hotline at any time of the day or week and weekends. 802.962.1465
5. Under the Clery Act, Maine Media employees and faculty are mandatory reporters for a broader array of serious crimes, including the following:
  - a. Murder & Non-Negligent Manslaughter--The willful killing of one human being by another.
  - b. Negligent Manslaughter--The killing of another person through gross negligence.
  - c. Robbery--The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
  - d. Aggravated Assault--An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied



by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- e. Burglary--The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- f. Motor Vehicle Theft--The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- g. Arson--Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- h. Arrests for Weapon Law Violations--The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- i. Arrests for Drug Abuse Violations-- Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- j. Arrests for Liquor Law Violations--The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness & driving under the influence are not included in this definition.)
- k. Disciplinary Referrals for Weapon Law Violations
- l. Disciplinary Referrals for Drug Abuse Violations
- m. Disciplinary Referrals for Liquor Law Violations
- n. Hate Crimes
- o. Sex Offenses
  - i. Forcible--Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
  - ii. Sex Offenses-Nonforcible--Unlawful, nonforcible sexual intercourse.
    - 1. Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - 2. Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent.

## TIMELY WARNING POLICY

In the event that a situation arises, that, in the judgment of the Campus Oversight Team, constitutes an ongoing or continuing threat to MMW+C's community, a campus-wide "timely warning" will be issued. The warning will be issued as soon as pertinent information is available. One or all (working together) of



the Campus Oversight Team will determine what information should be conveyed in the warning and will initiate the notification process. The timely warning will be issued through MMW+C's e-mail and may also be issued through text messages and/or cell phone calls. The timely warning will be distributed to all MMW+C's students, faculty, and staff who are present at the time of the incident.

Anyone with information warranting a timely warning should report the circumstances to a COT team member, by phone, email, or in person.

## ALCOHOL POLICY

Maine Media Workshops + College is committed to protecting the safety, health and well-being of all individuals in the MMW+C community. We recognize that alcohol abuse is a significant threat to our goals. We have established an alcohol policy that balances our respect for individuals with the need to maintain an alcohol abuse free environment. Maine Media encourages individuals to voluntarily seek help with an alcohol problem.

### Applicability

Our alcohol policy is intended to apply whenever anyone is on campus or representing the organization.

### Alcoholic Beverages

The sale, possession, and use of alcohol at Maine Media Workshops + College must comply with the laws of the State of Maine.

### Prohibited

- The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age.
- Anyone over 21 years of age possessing and consuming alcohol in a prohibited area of campus is proper cause for disciplinary action and may result in dismissal.
- **NO** alcohol may be consumed or purchased from outside of Maine Media, and any alcohol obtained from the Maine Media licensed bar may not be consumed in these non-licensed areas:
  - Young Artists dining tent - across from Haas building
  - NIC, Haas, Film Building & Shepherd
  - All classrooms' balconies, stairs, hallways & offices
  - Homestead
  - Smoking Area, Parking lots, Driveways & Lawns

### Permitted

Alcohol may be consumed at Maine Media only by persons 21 years of age or older, in appropriately licensed areas and distributed by authorized personnel (**2 drink limit**). Individuals must present a valid form of identification each time an alcoholic beverage is served.

Alcohol provided by Maine Media's bar may be consumed in these licensed areas **ONLY**

- Dining Pavilion
- Pathway from the dining pavilion to the soundstage
- Soundstage

Residential areas on our campus do not fall under our existing liquor license. This means that alcohol purchased from outside of Maine Media is permitted and may be consumed by adults 21 or over. No alcohol may be served to anyone under the age of 21. These areas are permitted for responsible alcohol consumption:

- Campus Residence
- Kate's Cottage
- Ranch House

All are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the Maine Media community.

### **Searches**

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the alcohol policy, he or she may be asked to submit to a search or inspection at any time.

### **Consequences**

One of the goals of our alcohol policy is to encourage anyone to voluntarily seek help with alcohol abuse. If, however, an individual violates the policy, the consequences are serious.

If a Maine Media community member violates the policy, he or she may subject to disbarment from Maine Media.

### **Assistance**

Maine Media Workshops + College recognizes that alcohol abuse is a treatable illness. We also realize that early intervention and support improve the success of rehabilitation. To support our community, our alcohol policy:

- Encourages individuals to utilize the services of qualified professionals in the community to assess the seriousness of alcohol problem and identify appropriate sources of help.

Local and National assistance information:

Maine –

Sweetser directory of services.

<https://www.sweetser.org/all-programs-services.php>

General directory number: 1-800-434-3000

Crisis line: 207-568-1112.

Veteran's number: 1-800-434-3000

Eating Disorder Recovery number: 1-207-294-4522

Maine Health and Human Services Hotline Directory:

<https://www.maine.gov/dhhs/hotlines.htm>

National –

Substance Abuse and Mental Health Services Administration (SAMHSA) (US govt)

1-800-662-HELP (4357)

<https://www.samhsa.gov/find-help/national-helpline>

Treatment locator: <https://findtreatment.samhsa.gov/>

### **Confidentiality**

All information received by the organization through the alcohol policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive environment is achieved through cooperation and shared responsibility. All community members are asked to not attend classes if impaired due to use of alcohol.

In addition, community members are encouraged to:

- Be concerned about learning in a safe environment.
- Report incidents of abuse or underage drinking.
- Report dangerous behavior to student services.

## **DRUG-FREE POLICY**

Maine Media Workshops + College is committed to protecting the safety, health and well being of all individuals in the MMW+C community. We recognize that drug use poses a significant threat to our goals. We have established a drug-free policy that balances our respect for individuals with the need to maintain a drug-free environment. Maine Media encourages anyone with a drug addiction problem to voluntarily seek help for drug addiction.

### **Applicability**

Our drug-free policy is intended to apply whenever anyone is on campus or representing the organization.

### **Prohibited Behavior**

It is a violation of our drug-free policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants.

### **Medical or Recreational Marijuana Use**

Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana or recreational on-campus illegal, even in states with medical marijuana laws. Thus, Maine Media Workshops + College does not permit medical or recreational use of marijuana anywhere on campus.

### **Searches**

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free policy, he or she may be asked to submit to a search or inspection at any time.

### **Consequences**

One of the goals of our drug-free policy is to encourage individuals to voluntarily seek help with drug abuse. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if the individual violates the drug-free policy, the offer to become a student can be withdrawn. The applicant may reapply after six months.

If an individual violates the policy, the individual may have their enrollment terminated or will be subject to progressive disciplinary action. Nothing in this policy prohibits the individual from being disciplined or discharged for other violations and/or performance problems.

### **Assistance**

Maine Media Workshops + College recognizes that drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support individuals, our drug-free policy:

- Encourages individuals to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug problems and identify appropriate sources of help. However, the ultimate financial responsibility for recommended treatment belongs to the individual.

Local and National assistance information:

Maine –

Sweetser directory of services.

<https://www.sweetser.org/all-programs-services.php>

General directory number : 1-800-434-3000

Crisis line: 207-568-1112.

Veteran's number: 1-800-434-3000

Eating Disorder Recovery number: 1-207-294-4522

Maine Health and Human Services Hotline Directory:

<https://www.maine.gov/dhhs/hotlines.htm>

National –

Substance Abuse and Mental Health Services Administration (SAMHSA) (US govt)

1-800-662-HELP (4357)

<https://www.samhsa.gov/find-help/national-helpline>

Treatment locator: <https://findtreatment.samhsa.gov/>

### **Confidentiality**

All information received by the organization through the drug-free policy is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

### **Shared Responsibility**

A safe and productive drug-free environment is achieved through cooperation and shared responsibility. All individuals have important roles to play.

In addition, individuals are encouraged to:

- Be concerned about learning & working in a safe environment.
- Support fellow individuals in seeking help.
- Report dangerous behavior to the Director of Student Service.

It is the organization's responsibility to:

- Observe individual's performance.
- Investigate reports of dangerous practices.
- Clearly state consequences of policy violations.

## **CAMPUS EMERGENCY RESPONSE & NOTIFICATION**

### **EMERGENCY RESPONSE**

MMW+C is responsible for developing emergency response and evacuation plans for all students, faculty, staff, and guests to campus. Maine Media conducts at least one exercise each year, which has included tabletop exercises, field exercises, and tests of the emergency notification system on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the Maine Media. MMW+C will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year. Each test is documented, including a description of the exercise, the date, the time, and whether the test was announced or unannounced. This documentation will be kept for seven years.

*Due to COVID-19, Maine Media Workshops + College closed its campus to students, faculty, staff and guests on March 19, 2020, and remained closed through the end of the year. Maine Media was unable to perform its annual exercises and tests of the emergency notification systems on campus. Maine Media reopened the campus on July 19, 2021. Annual testing will resume prior to year-end 2021.*

If a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Campus Oversight Team (COT), the Rockport Police Department, and the Rockport Fire Department. They typically respond and work together to manage the incident. Depending on the nature of the incident, other MMW+C 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 MMW+C is publicized each year as part of Maine Media's Clery compliance efforts and that information is available on the Campus Safety website: <https://www.mainemedia.edu/life-at-mmwc/annual-security-and-fire-safety-report/>

#### **EMERGENCY NOTIFICATION TO MMW+C COMMUNITY**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Maine Media Workshops + College in the event that a situation arises, that, in the judgment of the Campus Oversight Team, constitutes a significant emergency or dangerous situation involving an immediate threat to the MMW+C's community, a campus-wide "emergency notification" will be issued immediately. One or all (working together) of the Campus Oversight Team will determine what information should be conveyed in the warning and will initiate the notification process.

Anyone with information warranting an emergency notification should report the circumstances to a Campus Oversight Team, by phone, email, or in person.

All members of Maine Media Workshops + College community are notified on an annual basis that they are required to notify the Campus Oversight Team (COT) 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. COT and Campus Safety Authorities (CSA) have 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, COT and CSA have 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 Maine Media's community, the COT will issue an official "timely warning" or another form of notification. The COT 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, COT, the Rockport Police Department, the Rockport Fire Department, and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The COT team will determine the content of the message and will use some or all of the systems described below to communicate the threat to MMW+C community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. If necessary,

Maine Media would disseminate information about an on-campus emergency situation to the larger community by contacting local first responder authorities.

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 COT 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 Oversight Team (COT) issue timely warnings or emergency notification, when appropriate, for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Weather-related emergencies
- Other crimes as determined necessary by the COT or CSA designee

Maine 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 COT 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 the COT 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. Students 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

**MAINE MEDIA WORKSHOPS + COLLEGE CAMPUS SAFETY WEBSITE:**

[www.mainemedia.edu/life-at-mmwc/annual-security-and-fire-safety-report/](http://www.mainemedia.edu/life-at-mmwc/annual-security-and-fire-safety-report/)

**MMW+C WEBSITE:** [www.mainemedia.edu](http://www.mainemedia.edu)

**ON-CAMPUS OUTREACH:** MMW+C requests the help of teaching assistants and staff to be available to distribute information to surrounding and available students, staff, faculty and guests.

**FACE-TO-FACE COMMUNICATION:** COT and/or CSA proceed “door to door” on campus to make notification, either verbally or in writing.

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

#### MISSING STUDENT NOTIFICATION POLICY

Maine Media Workshops + College will provide every student living in campus student housing the opportunity and means to identify a missing student contact to be used in the event the student is reported missing. Missing student contact information will be registered confidentially and will be accessible only to authorized Maine Media officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

#### PROCEDURE

If any member of MMW+C community has reason to believe that a student involved in a current residency is missing, he or she should immediately notify the Director of Student Services.

1. The Director of Student Services will work with the Provost to generate a missing person report and initiate an investigation.
2. After investigating the missing person report, should the Director of Student Service/Provost determine that the student is missing and has been missing for more than 24 hours, Director of Student Service/Provost will notify the Rockport Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing.

If a student is under 18 years of age and not emancipated, the College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying the contact person designated by the student.

# ANNUAL FIRE SAFETY REPORT 2020

## FIRE SAFETY REPORT PUBLISHING

Maine Media Workshops + College publishes this fire safety report in its annual Clery Compliance document, which contains information with respect to the fire safety practices and standards for MMW+C. This report includes statistics concerning:

- The number of false alarms
- The number of unwarranted alarms
- The number of fires
- The number of injuries/deaths

MMW+C's annual statistics are located at [www.mainemedia.edu/life-at-mmwc/annual-security-and-fire-safety-report/](http://www.mainemedia.edu/life-at-mmwc/annual-security-and-fire-safety-report/)

There were no fires reported in 2020 in any campus facility.

## FIRE AND EVACUATION PLAN

If fire occurs in a Maine Media Workshops + College building, community members should immediately call 911 and notify a Campus Oversight Team member (COT) or Campus Security Authority (CSA).

All fire alarm systems are monitored by Pro-Tech Security. In the event of an activated fire alarm, Pro-Tech Security will contact COT and/or CSA, the local fire department via phone or local police and fire radio frequencies.

If a member of Maine Media Workshops + College community finds evidence of a fire that has been extinguished and the person is not sure whether COT or CSA has already responded, the community member should immediately notify COT or CSA to investigate and document the incident.

When the Fire Alarm sounds, act immediately to ensure your safety. The Fire Alarm System is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency situation.

- Become familiar with your area and exit locations in advance of an emergency.
- Always know at least two ways out of a building.
- Never ignore or assume the alarm is false or the result of a test.
- If a fire alarm sounds, prepare to evacuate immediately.
- Do not panic. Walk quickly to the closest emergency exit.
- Do not use elevators. If power is disrupted, elevators will stop working.
- Walk in a single file. Stay to the right when walking through corridors and stairwells.
- Avoid unnecessary talking and keep the lines moving.
- Individuals requiring assistance in an evacuation should proceed to a stairwell entrance area and wait for assistance.
- If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and, if safe, proceed with the evacuation.
- No one is to return to the building until permission is granted by the local fire department or a member of the Campus Oversight Team (COT).



### **EVACUATION OF PERSONS WITH DISABILITIES**

- Be aware that faculty, staff and students with disabilities may need individual assistance. Assist them whenever possible.
- If evacuation cannot be done safely, contact 911 and provide them with your name, location (including floor and stairwell), the reason why you are unable to evacuate, and if immediate assistance is required.
- Students with visual and physical disabilities (whether permanent or temporary) are permitted to await the arrival of emergency personnel at the stairwell landing from which they called.

### **HEARING AND VISUAL IMPAIRMENTS**

- Assist people with these disabilities by notifying them of the emergency and assisting them out of the building.

### **TO EVACUATE PEOPLE WITH PERMANENT AND TEMPORARY MOBILITY DISABILITIES**

- Individuals at ground floor locations may be able to exit without help.
- Assist and accompany them to the evacuation site, if possible.
- Proceed to the stairwell or area of refuge.
- Notify emergency responders of the mobility impaired person's location, by calling 911.
- Stay with the mobility impaired person, if possible.

### **IN THE EVENT OF A FIRE ALARM ACTIVATION**

- Leave the building immediately—use the stairwells—not the elevator.
- If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and instruct someone to notify emergency response personnel of your location.
- No personnel will be allowed to re-enter the building without permission from Campus Oversight Team (COT) or the local fire department.
- Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.

### **TO REPORT A FIRE**

- Signs of a fire include: smelling smoke, seeing smoke, or seeing actual fire; these are emergencies and need to be reported.
- If you encounter signs of a fire, immediately activate the building fire alarm system. (Note: Pull stations are shown on building evacuation plans. Pull stations are located by stairwells and exit doors). This will sound the fire alarm bells or electronic horns to evacuate the building and will automatically notify Rockport Fire Department. It is better to have these agencies respond and not be needed than it is to have them arrive too late for potential rescue.
- Notify a member of the Campus Oversight Team (COT) of the location and size of the fire.
- Always call from a safe location (i.e. from outside the building).
- When a fire alarm sounds, all personnel in the affected areas should evacuate the building immediately. However, if the fire is small enough and it is safe to do so, use a nearby fire extinguisher to control and extinguish the fire. Don't fight the fire if the fire is too large or out-of-control, if the atmosphere is toxic, or if you do not feel comfortable doing so.
- To operate a fire extinguisher, remember the word PASS:
  - Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.

- Aim low. Point the extinguisher at the base of the fire.
- Squeeze the lever slowly and evenly.
- Sweep the nozzle from side-to-side.
- If the first attempt to put out the fire does not succeed, evacuate the building immediately.
- If possible, doors and windows should be closed as the last person leaves a room.
- Do not use elevators—use building stairwells.
- Upon evacuating the building, personnel shall proceed to the designated staging area.
- NO personnel will be allowed to re-enter the building without permission of the Campus Oversight Team (COT) or the local fire department.

#### **REPORT AN OUTDOOR FIRE**

Notify the local fire department by calling 911 and a Campus Oversight Team (COT) member of the location and size of the fire. Always call from a safe location.

#### **PROCEDURES FOR EMPLOYEES**

- Locate all exit routes, secondary exit routes, and staging areas.
- In the event of an alarm, immediately leave the building and report to the staging area.
- Managers and department heads are responsible for designating a person to be responsible to account for the persons in their department or area(s) in the event that an emergency evacuation must occur.
- This person will take a headcount (henceforth, “accountability”) and report any unaccounted-for individuals to a Campus Oversight Team (COT) member.
- Staff members have the responsibility to ensure that, in the event of a fire alarm, all visitors and contractors are escorted out of their area of control, while the staff member is exiting the building.
- In larger areas employees shall perform a sweep of their area while exiting.
- The staff members are to direct visitors and contractors to the designated staging areas, to await instructions from emergency responders or COT member.
- If any individual is not accounted for, such findings shall be reported immediately to a COT member.

#### **PROCEDURES FOR CRITICAL EMPLOYEES TO REMAIN IN A BUILDING**

At no time should an employee of Maine Media Workshops + College remain in a building when an alarm is sounding. The only exceptions to this are emergency personnel (e.g. the police department, fire department or an EMT). In the event that an unsafe condition exists, all such persons are to leave the building immediately.

#### **STAGING & ACCOUNTABILITY**

All employees will report to the building’s staging area, in the event of a building evacuation. It is the responsibility of the directors and managers to identify a responsible person and a back-up person (or persons) to account for all employees, faculty, staff, students, and guests in their area at all times.

This person will establish a meeting area within the staging area designated for each building where, in the event of an emergency, their employees will meet. At the staging area, this person will account for all employees that are in their work area and report their findings to a Campus Oversight Team (COT) member.

Once all departments have checked in with a COT member, the Campus Oversight Team will report to the front of the building and give their findings to the fire department.

#### **EMERGENCY AID**

Emergency aid (including emergency medical, fire, and rescue needs) will be provided by the Fire, Police Department or an EMT.

#### **OCCUPANT NOTIFICATION**

In the event that a building needs to be evacuated and no fire condition exists, emergency responders may activate the fire alarm system to signal the need to evacuate the building. Notification may also be made using the campus text message alert system and through e-mail. In the event that a fire exists in a building, the automatic alarm system will notify the occupants of the hazard. Manual pull stations may also be used to activate this system.

#### **NOTIFICATION OF ACTIVATED FIRE ALARMS AND EMERGENCIES**

All fire alarm systems are monitored by Pro-Tech Security. In the event of an activated fire alarm, Pro-Tech Security will contact the local fire department via phone or local police and fire radio frequencies. After they evacuate, assuming they have pertinent information, employees, students, or others are asked to contact a Campus Oversight Team (COT) member in the event of a fire. The additional data that can be gathered through your phone calls greatly helps responders in their response to our campus.

#### **STAGING AREA DESIGNATED FOR EACH BUILDING**

Congregate in the following places:

- New Imaging Center (NIC)
  - Homestead Staff parking area (upper lot)
- Haas Building
  - Campus parking lot
- Focus Building
  - Campus parking lot
- Photo Labs, Film office, Film Sound Stage
  - Campus parking lot
- Marshall House
  - Campus Residence parking lot in front of building
- Campus Residence
  - Campus Residence parking lot in front of building
- Windjammer Residence
  - Windjammer Front parking area

#### **FIRE PROTECTION EQUIPMENT/SYSTEMS**

2020 Fire Safety Systems								
Facility	Fire Alarm Monitoring (On-Site)	Fire Alarm Monitoring (Off-Site)	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills 2020
Shepherd Building - 1st, 2nd & 3rd Floor		x		x	x	x		0
Windjammer	x				x	x	x	0
Kates Cottage		x			x	x	x	0
Kates Garage						x		0
Ranch House/Garage					x	x	x	0
Campus Residence		x		x	x	x	x	0
Dining Pavilion (no walls)								0
Film shack								0
Focus Building		x			x	x		0
Haas Building		x			x	x	x	0
Homestead Building		x		x	x	x	x	0
NIC Building		x		x	x	x	x	0
Operations Garage						x		0
Soundstage					x	x		0
Tech/Post Building	x			x	x	x		0
Marshall House	x			x	x	x	x	0
<p align="center"><b>NOTE</b></p> <p align="center">Due to COVID, all on-campus activities were suspended March 16, 2020 thru July 19, 2021. Fire drills did not take place in 2020.</p>								

Maine Media does not have future plans to upgrade fire panels and fire protection systems.

## EVACUATION TESTING PROCEDURES

Evacuation procedures and testing is completed annually in coordination with the Rockport fire department. Current students, staff 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 evacuation.

Students, staff and faculty are advised to be prepared to follow instructions. Campus Oversight Team member (COT) and/or Campus Security Authority (CSA) on the scene will communicate information regarding the developing situation or any evacuation status changes.

The purpose of the evacuation testing 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 Maine Media Workshops + College an opportunity to test the operation of fire alarm system components.

*Due to COVID-19, Maine Media Workshops + College closed its campus to students, faculty, staff and guests on March 19, 2020, and remained closed through July 19, 2021. Maine Media was unable to perform its annual exercises and tests of the emergency notification systems on campus. Annual testing will resume prior to year-end 2021.*

## 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 a Campus Oversight Team member (COT) and notify them of the alarm.

Fires reported in this manner may be included in the statistics for the annual fire safety report.

## **FIRE SAFETY INSPECTIONS**

The Director of Operations & Maintenance 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, 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**

Maine Media Workshops + College has established this policy in order that a safe campus, conducive to learning and growth may be maintained.

### **Electric Appliances**

Electric blankets or electric bed warmers of any kind, pressing irons, sun lamps, soldering tools, halogen lamps, portable heating units or portable air conditioning units, and electric cooking equipment, including grills (such as the “George Foreman” unit) and air fryers are not permitted. Cooking equipment that is prohibited, if found in resident rooms, will be confiscated and returned at the end of the contract period. Residents are financially responsible for damages caused by cooking that result in extensive repairs.

The use of additional heating or air conditioning units, except those already provided for by the College are strictly prohibited.

### **Electrical Safety**

Any electrical device which is modified after purchase is prohibited and will be removed. You 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 Material**

A fire is a disaster that can be avoided by the mutual effort of everyone. 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 Maine. 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 fine will be assessed along with the repair/replacement cost if any life safety items are tampered with.

### **Recreational Equipment – Motorized**

Items prohibited from Maine Media's buildings and grounds include but are not limited to: battery or gasoline-motorized cycles, self-balancing scooters, hoverboards or similar equipment.

### **Smoking**

Maine Media Workshops + College is a smoke-free campus, including the prohibition of smoking in all Maine Media-owned, leased, and operated campus grounds both indoor and outdoor areas except for the designated outdoor smoking area away from public activity. Maine State law prohibits persons less than 21 years of age from smoking. This smoking ban does not apply to public rights-of-way (sidewalks, streets) at the perimeter of the campus. Maine Media prohibits use of e-cigarettes (personal vaporizing instruments) in the facilities the same as traditional tobacco products.

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 the Registrar & Director of Student Services.

View full policy at on Maine Media's Website [here](#).

### **Open Flames**

Candles and incense have resulted in fires, injuries, and/or property damages. Therefore, the use and/or storage of candles and incense are not permitted in any facility.

### **Fireworks**

All fireworks are prohibited from Maine Medias' buildings and grounds.

Please be sure to review [Maine Medias' Fire & Evacuation Plan](#)

## **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. Bathrooms 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 from housing
- 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 online [here](#).