



ANNUAL SECURITY AND FIRE SAFETY REPORT

Published September 28, 2013

*In compliance with the Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Act*

	<u>Campus Phone</u>	<u>Cell Phone</u>
Carleton College Security Services	x 4444	507-222-4444
Carleton College Safe Transport Service	x 4444	507-222-4444
Northfield Police, Fire, and Rescue	9-911	911
Hope Center Safe Line	9-1-800-607-2330	800-607-2330
Carleton Student Health & Counseling	x 4080	507-222-4080
Northfield Hospital	9-1-507-646-1000	507-646-1000

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act, certain crimes statistics and policies are mandated to be published. Carleton College supports this initiative and makes every effort to make this information available. An informed community is a safer community.

Carleton College is committed to maintaining a safe campus. Included in this document is information about the College’s safety and security policies, crime statistics, emergency procedures, fire safety policies and statistics and several other resources available through Security Services.

Security Services personnel are responsive, well-trained and caring professionals. In addition to Security Services, the responsibility for crime prevention is shared by you, and other members of the College community. Your involvement is the most important factor in crime prevention. The success of crime prevention depends mostly on following sound security practices and recognizing and *immediately* reporting suspicious or criminal activity.

TABLE OF CONTENTS

I.	Security Services Overview	2
II.	Reporting Procedures	3
III.	Timely Warning Procedures	5
IV.	Emergency Evacuation Procedures and Policies	5
V.	Northfield Police Department	6
VI.	Access to Campus Facilities	6
VII.	Maintenance of Campus Facilities	6
VIII.	Education Programs	7
IX.	Missing Students.....	7
X.	Sexual Assault Policies	8
XI.	Sex Offender Registry	10
XII.	Alcohol and Drug Policies	11
XIII.	Crime Statistics	12
XIV.	Annual Fire Safety Report	13

I. SECURITY SERVICES OVERVIEW

The department of Security Services is responsible for maintaining security and providing emergency response at Carleton College. Security Services collects crime reports from campus security authorities and local law enforcement for inclusion in the Annual Report. The Security Services office is located in Sayles-Hill, room #205. Security Services personnel can be contacted 24 hours a day at on-campus extension 4444, or by dialing 507-222-4444.

Security Services personnel provide patrol protection of the campus seven days a week, 24 hours a day, 365 days a year by a staff comprised of professional security personnel. The Security staff is responsible for a full range of public safety services including crime prevention, crime reports, investigations, medical emergencies, fire emergencies and responding to all other incidents requiring emergency assistance.

Security Services personnel are not sworn police officers but are empowered to make arrests pursuant to Minnesota Statutes covering citizen arrests. Each Officer fulfills the Minnesota Statute requiring a criminal history check through the Federal Bureau of

Investigation and State Bureau of Criminal Apprehension. A Memorandum of Understanding (MOU) exists outlining the respective duties and obligations concerning the coordination of law enforcement efforts between Carleton College and the City of Northfield, MN. The MOU is on file and may be viewed at any time upon request of the Director of Security.

Security Services maintains both direct telephone and two-way radio contact with the Northfield Police Department. A close working relationship is maintained with the Northfield Police Department as well as appropriate elements of the criminal justice system. Regular meetings are held both on a formal and informal basis. Although Carleton College has no student organizations residing in off-campus property, crime related reports and statistics are routinely exchanged.

II. REPORTING PROCEDURES

All members of the campus community are encouraged to promptly and accurately report criminal or suspicious activity to Security Services either in person or by dialing x4444 from a campus telephone or 507-222-4444 from a cell phone or outside line. Campus telephones are located in the public areas of all campus buildings. In addition, outdoor emergency telephones are provided in various locations on campus (see <https://apps.carleton.edu/emergency/phones/>). The responding officer will investigate the complaint or concern and complete an incident report when appropriate. Security Services personnel will assist those wishing to report the incident to the Northfield Police Department. Individuals may also report crimes directly to the Northfield Police by dialing 9-911 from a campus telephone or 911 from a cell phone or outside line. In addition to Security Services and the Northfield Police, students, faculty and staff may report crimes to individuals designated as a Campus Security Authority. The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be Campus Security Authorities. In addition to Security Services staff, the Act defines CAMPUS SECURITY AUTHORITIES as officials of an institution who have significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. Pastoral and professional counselors are exempted from disclosing information.

Examples of individuals whose positions probably meet the criteria for being CAMPUS SECURITY AUTHORITIES include:

- Professional staff in the Dean of Students office, to include Residential Life staff
- Professional Staff in the Student Activities office
- Faculty or staff advisers to student organizations
- Resident Assistants/advisers
- Athletic Directors and coaches (including Assistant Athletic Directors and Assistant Coaches)
- Contract Security Officers

Examples of individuals who would not meet the criteria for being CAMPUS SECURITY AUTHORITIES include:

- College Chaplain or other pastoral counselor
- Professional counselors
- A faculty member WITHOUT responsibility for student and campus activity beyond the classroom
- Clerical staff
- Facilities/maintenance staff
- Dining Services staff

CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want your name released to the public or pursue action within the College system or criminal justice system, you may still file a confidential report. With your permission, Security Services personnel can file a report on details of the incident without publicly revealing your identity. You may also report a crime via a Community Concern Form: (https://apps.carleton.edu/campus/dos/forms/community_concern/). The purpose of the confidential report is to comply with your wish to keep your name confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; 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.

Other resources for confidential reporting include the College Chaplains and the Psychologists, Nurses and Director of the Student Health and Wellness Center. In most circumstances these individuals have a professional and legal obligation not to reveal information shared in the course and scope of performing their duties. However, confidential support personnel do have a duty to report when they have reasonable cause to believe that the person sharing information with them is dangerous to themselves or others. Student Health and Counseling counselors will review their confidentiality obligations with you when you meet with them. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Support Services for victims of violent crime are available from the Carleton College Student Health and Wellness Center and the Hope Center Help Line.

DAILY CRIME AND FIRE LOG

The purpose of the Daily Crime and Fire Log is to record criminal incidents and alleged criminal incidents reported to have occurred within the patrol jurisdiction of Security Services. Also included is the report of any fire that occurs in an on campus student housing facility.

The Daily Crime and Fire Log will include the Security Services Case File Number, the nature/classification of the crime or fire, the location of the occurrence, the date and time the occurrence is reported to Security Services, the date and time of the occurrence, and the disposition of the complaint, if known.

In accordance with Federal Law, Security Services may temporarily withhold information if there is clear and convincing evidence that the release of information would: Jeopardize an ongoing investigation; jeopardize the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence.

The Daily Crime and Fire Log is updated within two business days of an occurrence and is available upon request at the Security Services office (Sayles-Hill 205) during normal business hours. An electronic copy of the daily Crime and Fire Log is available upon written request of the Director of Security Services.

ANNUAL REPORT

A comprehensive Annual report of crime-related, statistical information is compiled, published, and distributed with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

PUBLIC SAFETY ALERTS

If circumstances warrant, Public Safety Alerts are prepared and distributed through the Security department web site, text messaging, electronic mail, and/or posted in selected locations throughout campus.

III. TIMELY WARNING PROCEDURES

Upon confirmation of a significant threat, emergency, or dangerous situation on campus, the College without delay and taking into account the safety of the community, will initiate the campus emergency notification system. The Dean of Students, Director of Security or their designee reviews information that is reported to Security Services by members of the community, by Campus Security Authorities and by the Northfield Police to determine if a reported crime poses a serious on-going threat to members of the Carleton Community and if the distribution of a Timely Warning Notice is warranted. Timely Warning Notices are usually distributed for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBS) classifications: criminal homicide, robbery, and arson. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Security Services. Timely Warning Notices may also be posted for other crime classifications as deemed necessary.

Carleton College utilizes the e2Campus mass Notification System (branded as CarlAlert) to notify students, faculty, and staff with time sensitive information involving an immediate threat to their health and safety. The offices of Security Services, External Relations, Dean of Students, and the President are authorized to determine the content and issue emergency notifications unless doing so will, in the judgment of first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. CarlAlert uses e-mail, text messaging, social media and campus message boards to broadcast pertinent information, and when appropriate provides directions to those in affected areas. The CarlAlert system is tested three (3) times during each academic year. Students, faculty and staff can sign up for CarlAlert at: <https://apps.carleton.edu/emergency/service/notify/>.

IV. EMERGENCY EVACUATION PROCEDURES AND POLICIES

Carleton College has an Emergency Operations Plan that is evaluated and updated on a regular basis. Various campus departments and outside agencies work together with Security Services to ensure the College can prepare for, prevent, respond to, and recover from emergency situations. Evacuation exercises in each of the residence halls are conducted once per academic term. Evacuation exercises are conducted in each of the campus academic and administrative buildings on an annual basis.

Upon confirmation of a significant threat, emergency, or dangerous situation on campus, the College without delay and taking into account the safety of the community, will initiate the campus notification system. The Director of Security in consultation with the President of the College, Dean of the College, Dean of Students, and/or the Vice President and Treasurer are responsible for declaring a state of emergency on campus. These individuals along with the office of College Relations will determine who to notify as well as the methods and content of the notification.

Notifications will be issued by one or more of the following methods: e2 Campus Mass Notification System, electronic mail, College web site, campus mail, building posting, and/or word of mouth. Emergency notifications may be issued by one or more of the

following offices: Security Services, Dean of Students, College Relations and the Office of the President.

V. NORTHFIELD POLICE DEPARTMENT

Security Services maintains a close working relationship with the Northfield Police. Security Services also works with The Rice and Dakota County Sheriff Departments. Meetings are held between the leaders of these agencies on both a formal, informal and as-needed basis. Crime related reports and statistics are routinely exchanged. The officers of each department communicate regularly on the scene of incidents that occur in and around the campus area.

Carleton College has no student organizations residing in off-campus property. However, many students live in the neighborhood adjacent to campus. The Northfield Police routinely communicate with Security Services as well as the Dean of Students Office regarding crime related information and reports.

A Memorandum of Understanding (MOU) exists outlining the respective duties and obligations concerning the coordination of law enforcement efforts between Carleton College and the City of Northfield, MN. The MOU is on file and may be viewed at any time upon request of the Director of Security. There is no written MOU between Security Services and the Rice or Dakota County Sheriff Departments.

VI. ACCESS TO CAMPUS FACILITIES

College facilities are well-maintained and their security given constant attention in the interest of students, staff, and faculty. Many cultural and athletic events held in College facilities are open to the public.

The Carleton College campus is open to the public. Academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most buildings have individual hours and the hours may vary at different times of the year. Access to campus buildings is generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other College business. Only those with a demonstrated need are issued keys/electronic access to a building, classroom, lab, office, etc.

Access to student residences is restricted to students, their approved guests, and other approved members of the College community. Outside doors to residence halls, and selected College owned off campus houses are equipped with an electronic locking/unlocking system. College owned off-campus houses that are used as student residences and are not included on the electronic access control system are equipped with locking mechanisms that are not able to be left in an unlocked state by residents. Individual room doors to student residences are equipped with either a manual or electronic locking mechanism.

Residence halls and college owned off campus houses used as student residences are supervised by non-student Area Directors who live in the residence halls. In addition, each student residence is staffed by trained student Resident Assistants or House Managers. The Office of Residential Life provides appropriate training.

VII. MAINTENANCE OF CAMPUS FACILITIES

Carleton College maintains a strong commitment to campus safety and security.

Exterior lighting, landscaping, fire safety equipment, and locking hardware are designed for safety and security and are inspected on a regular basis by Security Services and Facilities department personnel. Security Services personnel survey exterior lighting on campus each evening during routine patrol. Malfunctions of exterior lighting are reported and repaired promptly. Grounds crew personnel trim shrubs and tree branches from sidewalks and building entrances to enhance lighting and visibility.

Security Services personnel lock exterior doors on academic buildings daily. Door and security hardware operating deficiencies are reported to Facilities personnel.

VIII. EDUCATION PROGRAMS

Security Services personnel may conduct crime prevention and general safety and security awareness presentations to students, faculty, and staff upon request.

Carleton College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of crime prevention programs used by the College:

Safety Escort - Provide escort service, particularly during the hours of darkness, for persons walking on campus.

Emergency Telephones - Both interior and exterior telephones are linked directly to Security Services and are located throughout campus.

Crime Prevention Presentations - Crime prevention presentations are offered for the residence halls and other campus groups and organizations.

Bicycle Lock Purchase - High quality Kryptonite bicycle locks and anti-theft devices can be purchased at the Carleton Bookstore.

Whistle-Alert Program - Plastic whistles, which can be attached to a key chain, are offered free to students, faculty, and staff. Battery powered personal alarms are available for purchase at the Security Services office. Individuals are encouraged to use the whistle or personal alarm when they are being followed, harassed, attacked, or witness a crime in progress.

Printed Crime Prevention Materials - Crime prevention brochures, posters, and bookmarks addressing personal and property safety and security are distributed throughout the campus.

IX. MISSING STUDENTS

Anyone who believes that a student who resides in on-campus housing is missing should immediately notify Security Services at 507-222-4444. Security Services will generate a missing person report and initiate an investigation.

After investigating the missing person report, should Security Services determine that the student is missing and has been missing more than 24 hours; Security Services will notify the Northfield Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Carleton College will notify the student's parent or legal guardian immediately after Security Services has determined that the student has been missing more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Carleton College in the event the student is determined to be missing more than 24 hours. If a

student has identified such an individual, Carleton College will notify that individual no later than 24 hours after the student is determined to be missing. A student's contact information is confidential and that information is accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

X. SEXUAL ASSAULT POLICIES

Carleton College is committed to:

- Fostering an environment free of sexual assault, sexual harassment, and other sexually inappropriate conduct. We expect community members to engage in relationship and sexual interactions that are characterized by consent. Individuals who engage in behaviors that violate Carleton's community standards and Policies Against Sexual Misconduct are held responsible for their actions.
- Maintaining a response to sexual misconduct that is comprehensive in its scope, supportive in its approach, and fair in its execution. It should be supportive before, during, and after any adjudication, recognizing that for all parties affected by an instance of sexual misconduct -alleged or proven -the experience is emotionally, socially, and intellectually demanding.
- Taking seriously the fact that the best process to address sexual misconduct should begin before any sexual misconduct has occurred, with prevention through education, and should conclude with intentional measures to work towards healing individuals and community.

In an effort to prevent and eliminate sexual misconduct, the College will distribute a Policies, Procedures, and Resources booklet and inform every student, staff member, and faculty member of Carleton's policies and procedures. A comprehensive Sexual Misconduct Prevention & Response website with information about the College's response procedures and support resources can be accessed at:

https://apps.carleton.edu/dos/sexual_misconduct .

The Sexual Misconduct Prevention/Campus Investigator and Consultant and Title IX Coordinator maintain oversight responsibility for sexual harassment and sexual violence educational and training programs that are developed by the college for faculty, staff and students.

Peer leaders and professional staff members in advisory roles will receive additional training in responding to incidents of sexual misconduct and directing those affected by sexual misconduct to resources and support people. Individuals designated as part of the Sexual Misconduct Support Team will receive extensive and ongoing training, as will those involved in administration and adjudication of the student sexual misconduct complaint process.

In addition to these trainings, the College community is informed about issues surrounding sexual misconduct through proactive and preventative education efforts. The Gender and Sexuality Center is primarily responsible for this education; appropriate resources and administrative support are provided for that purpose.

At any time, students who wish to pursue an external complaint of sexual harassment or sexual assault may do so. To pursue external action, you may contact the Northfield Police at 507-645-4477, the Minnesota Department of Human Rights at 1-800-652-9747, or a private attorney. Advocates at the HOPE Center 1-800-607-2330 are well prepared to provide guidance as you navigate the legal system.

Individuals who have been sexually assaulted are urged to contact the Security Services 507-222-4444 and the Northfield Police 507-645-4475. Additional assistance is available by calling the Hope Center Safe Line at 1-800-607-2330, the Northfield Hospital at 507-646-1000, the Minnesota Department of Human Rights at 1-800-652-9747, or a private attorney. Making a report to the police does not require the victim to press criminal charges. The Office of the Dean of Students or Security Services can provide assistance in contacting outside resources. In order to preserve physical evidence, the victim of a sexual assault should not wash, douche, change or throw away clothes, or alter the place where the sexual assault occurred.

Victims of sexual assault may choose to go to the hospital where they will receive a medical examination to treat injuries and address concerns about sexually transmitted diseases and pregnancy. In addition, evidence can be collected that can be critical in locating and prosecuting the assailant.

The best evidence is collected within twelve (12) hours of the assault, but may be collected as many as 120 hours after an assault. The Northfield Hospital Sexual Assault Forensic Examiner (SAFE) Nurse will conduct the exam. If a report is made to the police, Rice County will pay the cost of the victim's medical exam. The Northfield Hospital does not notify the College or the victim's parents of the assault unless the victim requests them to do so.

Carleton College provides confidential counseling services which may be used by individuals who feel they have been sexually assaulted. Students may seek confidential counseling from the Student Health and Counseling staff or the Office of the Chaplain. The Rice County HOPE Center may also provide confidential services.

College authorities will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Minnesota State Crime Victims Reparations Board and the Minnesota State Office of the Crime Victim Ombudsman. College authorities responding to complaints of sexual misconduct will inform victims, at a minimum, of the options of criminal prosecution, medical assistance, the internal complaint process, confidential counseling, and academic assistance alternatives. Students who allege a sexual offense may request a change in their academic and living situation on campus after the alleged incident takes place if such changes are reasonable available.

The Student Health and Counseling staff and College Chaplain serve as confidential resources on matters relating to students who are potential or actual victims of sexual assault and/or harassment. They are available to alleged student victims, and all members of the college community, for consultation and direct support on sexual harassment and/or assault issues related to students, and will facilitate access to the formal complaint process when appropriate.

The Sexual Misconduct Committee is formed each academic year to advise the College on matters relating to policy regarding sexual harassment and sexual assault. The committee regularly evaluates and reviews Carleton's Policies Against Sexual Misconduct and recommends any necessary changes to College Council. It also considers campus climate issues as they relate to sexual misconduct and makes suggestions for improvement.

The Committee receives reports from the Title IX Coordinator regarding action taken to respond to sexual misconduct. The Title IX Coordinator, in consultation with the Committee, will have primary responsibility for reporting such actions in general, non-

identifying terms to the Carleton community at least once per term. Since much of the work on sexual misconduct at Carleton is done by staff from a variety of offices, this committee provides a space to bring these staff together to effectively collaborate and efficiently respond to needs on campus. This committee serves as a collaborative hub to make educated decisions on policy issues and make recommendations for campus climate improvement.

Every complaint where sexual misconduct has been committed by a student, faculty member or staff member against any student, faculty member or staff member will be investigated by the appropriate College authority. When the appropriate adjudication body indicates that the Policies Against Sexual Misconduct have been violated, the appropriate College authorities will take prompt and responsive action. Adjudication of student-to-student complaints of sexual misconduct are heard by the Community Board on Sexual Misconduct. Complaints involving faculty are adjudicated by the Dean of the College, and complaints involving staff are adjudicated by the VP and Treasurer. Hearings are private and are not open to members of the Carleton community or to the public. In the hearing, both the complainant(s) and respondent(s) will have the opportunity to present their statements, comment on points of agreement or disagreement with the investigative summary or with other parts of the documentary record, and to respond to questions posed by the CBSM panel. The panel also will hear from the investigator, and may hear from witnesses who have additional information about the complaint. Either the complainant and/or respondent may request that the hearing be conducted such that the two parties are not in the hearing room at the same time.

In all cases where an investigation or hearing indicates that a violation of the Policies Against Sexual Misconduct has occurred, the College will take appropriate disciplinary action. In a case of a staff or faculty member, appropriate disciplinary action may include, but is not limited to counseling, chemical dependency evaluation, a warning, suspension, or termination of employment. In the case of a student, appropriate disciplinary action may include, but is not limited to counseling, chemical dependency evaluation, a warning, censure, probation, suspension, or expulsion.

Once it has reached a decision, the panel will verbally report the finding of violation or no violation to the complainant and respondent, each separately. Then the parties will be invited to discuss with the panel next steps, and if applicable, information that may inform the sanctioning decision. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

XI. SEX OFFENDER REGISTRY

The federal Campus Crime Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. 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 a person is employed, carries on a vocation, volunteer's services or is a student. The Federal Campus Sex Crimes Prevention Act provides for the tracking of convicted, registered sex offenders who are enrolled as students, employed or volunteering on college campuses. Information regarding registered Level 3 sex offenders who may be on campus may be accessed from the Minnesota Dept. of Corrections website:

<http://www.doc.state.mn.us/level3/search.asp>.

XII. ALCOHOL AND DRUG POLICIES

Carleton College is committed to maintain a campus and work place environment where members may live, learn, and work free of the debilitating effects of drug and alcohol abuse. In order to respect the preferences and rights of all community members, Carleton College regulates the use of alcohol in accordance with its Alcohol and Other Drugs Policy which can be accessed at:

http://apps.carleton.edu/handbook/healthsafety/?a=student&policy_id=21793. The Alcohol and Other Drugs Policy is designed to comply with the Federal Drug Free Schools and Communities Act Amendments of 1989 as well as applicable federal, state, and local laws.

The unlawful possession, use or distribution of illicit drugs and alcohol by faculty, staff or students on College property or as part of any of its activities is absolutely prohibited. Persons 21 years of age or older may drink alcoholic beverages only in their private rooms and/or at registered events held in public spaces.

The College affirms the right to take action whenever it has reason to believe that the unlawful use, possession, sale, manufacture, or distribution, of alcohol and/or other drugs has occurred. Any faculty, staff or student found in violation of applicable laws and/or College policy will be subject to disciplinary actions by the College up to and including expulsion from the College, termination of employment, and/or referral to civil authorities for criminal prosecution. The College may also require participation in an appropriate drug or alcohol assistance or rehabilitation program.

Members of the Carleton Community are encouraged to become familiar with the potentially harmful physiological and psychological effects of the use and abuse of alcohol and other drugs. In addition, individuals are expected to understand their legal obligations and responsibilities

The College's educational efforts are centered at Student Health and Counseling (SHaC). Under the direction of the Wellness Education Coordinator and the Student Wellness Advocates, this program encourages students to make responsible choices about alcohol and other drug use as well as other physical and psychological health issues. In addition, Student Wellness Advocates and Resident Assistants are available to provide information and refer a student to the appropriate campus resources.

XIII. CRIME STATISTICS

	On Campus			Residence Hall			Non Campus Building			Public Property		
CRIMINAL OFFENSES:	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	3	6	7	3	6	6	0	0	0	0	0	1
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	13	6	10	2	5	7	0	0	0	0	0	0
Motor Vehicle Theft	0	0	8	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS:												
Liquor Law Violations	21	20	27	14	15	12	0	0	0	0	0	0
Drug Abuse Violations	8	8	9	1	2	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS FOR DISCIPLINARY ACTION:												
Liquor Law Violations	40	35	28	34	29	15	0	0	0	0	0	0
Drug Abuse Violations	63	65	76	39	37	34	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIME REPORTING

In addition to the crimes listed above, any occurrence of the crimes of larceny/theft, simple assault, intimidation, or criminal damage to property, where there is evidence that the victim was intentionally selected because of the perpetrator's bias against race, sexual orientation, religion or ethnicity, must be reported in hate crime statistics.

There were no reported hate crimes in 2010 or 2012. In 2011, one (1) on-campus criminal damage to property report was characterized as racial bias.

ANNUAL FIRE SAFETY REPORT

The Higher Educational Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

FIRE REPORTING PROCEDURE

When a fire or heavy smoke is discovered, the fire alarm system should be activated and the building evacuated. The Northfield Fire Department (9-911) and/or Security Services (X4444) should be notified of any fire or smoke-related incident. Security Services shall be responsible for notifying the Vice-President and Treasurer, Dean of Students, Facilities, and the Office of Residential Life.

2010-12 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

(Definition of Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.)

	<u>Location</u>	<u>Cause</u>	<u>Injuries</u>	<u>Deaths</u>	<u>Damage</u>
<u>2010</u>	<i>There were no fires reported in student housing facilities in 2010.</i>				
<u>2011</u>	<i>There were no fires reported in student housing facilities in 2011.</i>				
<u>2012</u>	<i>There were no fires reported in student housing facilities in 2012.</i>				

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS:

Fire alarm systems are monitored 24 hours a day; seven days a week by an off-site UL approved central monitoring station.

Fire alarm and sprinkler systems are physically tested annually to ensure proper operation.

Residents with disabilities are accommodated according to their needs.

The following residence halls and student houses have full sprinkler and fire alarm systems: Burton Hall, Cassat Hall, Davis Hall, Evans Hall, Goodhue Hall, Memorial Hall, Musser Hall, Myers Hall, Nourse Hall, Parish House, Severence Hall, Watson Hall, Faculty Club, Faculty Club Annex, Brooks House, Collier House, Colwell House, Dixon House, Dow House, Eugster House, Hall House, Hunt House, Nason House, Owens House and Scott House. Evans Hall has a fire alarm system but will NOT have a sprinkler system until December, 2012.

The following student residences are equipped with a full sprinkler system and manual pull stations. Smoke detectors in sleeping rooms and common areas will sound a local alarm but are not hard-wired into the building fire alarm system: Allen House, Benton House, Berg House, Chaney House, Clader House, Douglas House, Farm House, Geffert House, Henrickson House, Hill House, Hunt Cottage, Huntington House, Parr House, Prentice House, Rice House, Stimson House, Williams House and Wilson House.

POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES:

Safety considerations prohibit the possession of flame- or spark-producing items including candles, incense burners, oil-burning lamps, halogen lamps and lanterns, lighter fluid, etc., in residential facilities.

Ceilings, walls, and floors must be kept free of any fire or safety hazards. Decorations used for seasonal and/or special events must be of fire retardant materials. Heat producing electrical devices may only be used in designated areas. Appliances such as hot plates, coffeemakers, irons, and space heaters are not acceptable for use in student rooms by order of the State Fire Marshal. These types of appliances may be used in the kitchens or laundry rooms only.

Each room carries an electrical load limit of approximately 10-15 amps. The electrical capacity within student rooms does not permit the use of any appliance rated over six amps (700 watts). For example, stereos, TVs, and small refrigerators each draw two to three amps. Refrigerators larger than 3.6 cubic feet and air conditioners are not permitted in residential facilities. With the exception of the micro-fridge rental units, the use of microwaves in student rooms is discouraged. Microwaves are available in public kitchens.

Fireplaces in Faculty Club, Evans Lounge, Hill House Lounge, Nourse Lounge, and Parish Lounge are available for use by students with prior approval. Students wanting to use one of the fireplaces must complete the Fireplace Usage Guidelines form and submit it to the Hall Director prior to use of residential fireplaces. Students are responsible for purchasing firewood.

Smoking is prohibited in all residential facilities including student rooms, restrooms, lounges, hallways, and stairwells. Those who smoke must be at least 50 feet from the entrance to prevent building entryways from being smoke-filled. This policy is concurrent with Minnesota law.

PROCEDURES FOR STUDENT HOUSING EVACUATION:

An Emergency Escape Plan and Fire Safety Instructions are posted in each residence hall room and floor lounge.

If you discover a fire or heavy smoke is present, sound the building fire alarm. Always evacuate the building immediately when a fire alarm is sounding. Keep low to the floor if smoke is present.

Before opening the door, feel the door knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door and open it slightly (fire can create pressure enough to push open a door if it is not held firmly). If heat or heavy smoke is present in the corridor, close the door and stay in the room.

If you cannot leave the room:

- 1) Open the windows. If your windows are the type that can be raised or lowered, open the top to let out heat and smoke; open the bottom to let in fresh air.
- 2) Seal cracks around the door with clothing or material to keep out smoke.
- 3) If smoke seeps into your room, put a wet cloth (if possible) over your nose and mouth to act as a filter.

If you can leave the room:

- 1) Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
- 2) Go to the nearest exit or stairway. Do not use an elevator!
- 3) If the nearest exit is blocked by smoke, heat, or fire, go to an alternate exit.
- 4) If all exits are blocked, go back to your room and close the door.
- 5) After leaving the building stand clear at a distance of at least 500 feet.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY AND STAFF:

The Offices of Residential Life and Environmental Health and Safety provide training to housing staff. The training includes information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education sessions for residents.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY:

Carleton College continually evaluates the fire protection systems in residential facilities. A systematic process of annually planning and budgeting for fire protection system upgrades is currently in place. Such upgrades occur through replacements or building renovations. Current plans include: Replacing stand-alone battery operated residential smoke detectors with smoke detectors that are hard-wired into the building fire alarm system.

FIRE SAFETY SYSTEMS IN CARLETON COLLEGE STUDENT HOUSING

FACILITY:	Off Site UL Approved Central Monitoring Station	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Burton Hall; 117 College St. N.	X	X	X	X	X	3
Cassat Hall; 139 Maple St. N.	X	X	X	X	X	3
Davis Hall; 104 Union St. N.	X	X	X	X	X	3
Evans Hall; 715 Evans Dr.	X	X	X	X	X	3
Goodhue Hall; 401 Three Oaks Dr.	X	X	X	X	X	3
James Hall; 140 Nevada St. N.	X	X	X	X	X	3
Musser Hall; 103 Union St. N.	X	X	X	X	X	3
Myers Hall; 200 Maple St. N.	X	X	X	X	X	3
Nourse Hall; 110 Nourse Ln.	X	X	X	X	X	3
Severance Hall; 205 College St. N.	X	X	X	X	X	3
Watson Hall; 103 Maple St. N.	X	X	X	X	X	3
Allen House; 111 Division St. N.	X	X	X	X	X	0
Benton House; 118 Winona St. S.	X	X	X	X	X	0
Berg House; 112 Union St. S.	X	X	X	X	X	0
Brooks House; 101 Division St. S.	X	X	X	X	X	0
Chaney House; 115 Maple St. S.	X	X	X	X	X	0
Clader House; 209 2nd St. E.	X	X	X	X	X	0
Collier House; 105 Division St. S.	X	X	X	X	X	0
Colwell House; 111 Division St. S.	X	X	X	X	X	0
Dixon House; 107 Division St. S.	X	X	X	X	X	0
Douglas House; 401 3rd St. E.	X	X	X	X	X	0
Dow House; 109 Division St. S.	X	X	X	X	X	0
Eugster House; 110 Division St. N.	X	X	X	X	X	0
Faculty Club; 717-721 2nd St. E.	X	X	X	X	X	0
Farm House; 612 Three Oaks Dr.	X	X	X	X	X	0
Geffert House; 112 Division St. S.	X	X	X	X	X	0
Hall House; 210-212 1st St. E.	X	X	X	X	X	0
Henrickson House; 208 2nd St. E.	X	X	X	X	X	0
Hill House; 205 College St. S.	X	X	X	X	X	0
Hunt Cottage; 106 Union St. S.	X	X	X	X	X	0
Hunt House; 201 2nd St. E.	X	X	X	X	X	0
Huntington House; 119 College St. S.	X	X	X	X	X	0
Jewett House; 216 Union St. S.	X	X	X	X	X	0
Nason House; 209 1st St. E.	X	X	X	X	X	0
Owens House; 103 Division St. S.	X	X	X	X	X	0
Page House East; 218 College St. S.	X	X	X	X	X	0
Page House West; 315 3rd St. E.	X	X	X	X	X	0
Parrish House; 419 3rd St. E.	X	X	X	X	X	3
Parr House; 700 Three Oaks Dr.	X	X	X	X	X	0
Prentice House; 107 Division St. N.	X	X	X	X	X	0
Scott House; 106 Division St. N.	X	X	X	X	X	0
Stimson House; 300 1st St. E.	X	X	X	X	X	0
Williams House; 109 Union St. S.	X	X	X	X	X	0
Wilson House; 115 Division St. N.	X	X	X	X	X	0

For further information:

<http://apps.carleton.edu/campus/security/>