ANNUAL SECURITY AND FIRE SAFETY REPORT

Published September 28, 2012

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

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SECURITY SERVICES
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.

CRIME / EMERGENCY REPORTING PROCEDURES
Carleton College encourages the prompt and accurate reporting of all criminal activity occurring on campus. Free campus telephones are located in the public areas of all campus buildings. In addition, outdoor emergency telephones are provided on campus for emergency use. Security Services’ distinct telephone number is labeled on all campus telephones and is listed in the campus telephone directory and each of the Security Services department’s electronic and printed resources.

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime related problems. Included are the following:

Crime Log - A Daily and Monthly Crime Log listing the offense, date, time, general location and disposition (if known) of crimes reported to Security Services is available to the community upon request.


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.

Support services for victims of violent crimes are available from the Carleton College Student Health and Counseling and the Hope Center Help Line. Victims of crimes occurring on campus are encouraged to report the incident to Security Services. Security Services personnel will assist victims in reporting the incident to the Northfield Police Department.
CAMPUS FACILITY ACCESS

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.

Most academic buildings are accessible to the campus community during normal hours of business Monday-Friday and limited designated hours on the weekends during academic terms. Access to academic and administrative facilities is generally limited to students, employees, and visitors for the purposes of study, work, teaching, and conducting other College business. Only those with a demonstrated need are issued keys to a building.

Outside doors to residential buildings, selected College-owned off campus houses, and some academic buildings are equipped with a card access control system. Individual room doors to each living unit within a residence hall or off-campus house are equipped with a lock mechanism.

Residence halls are supervised by non-student Hall Directors who live in the residence halls. In addition, each hall is staffed by trained student Resident Assistants. Security Services provides residence hall staff with appropriate safety and security training.

MAINTENANCE OF CAMPUS FACILITIES

Carleton College maintains a strong commitment to campus safety and security. Exterior lighting, landscaping, and fire safety equipment 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 the 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.

ALCOHOL AND DRUG ENFORCEMENT POLICIES AND EDUCATION PROGRAMS

Carleton College is committed to maintaining 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 Policy. The College Alcohol Policy is designed to comply with 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.

**REGISTERED SEX OFFENDER INFORMATION**
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

**EMERGENCY NOTIFICATION / TIMELY WARNINGS**
In addition to the campus website and electronic mail system, Carleton College utilizes the e2 Campus Mass Notification System to notify students, faculty, and staff with time sensitive information in the event of a significant emergency or dangerous situation involving an immediate threat to their health and/or safety. Security Services, the Dean of Students, College Relations, and the Office of the President are authorized to issue emergency notifications. The e2 system 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. Security Services tests this system three (3) times during each academic year.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**
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.
SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS
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 security are distributed throughout the campus.

MISSING STUDENT NOTIFICATION
Anyone who believes that a student might be missing should report promptly to Security Services or to the Dean of Students Office. Security Services will attempt to track the activity of the missing student from ID card usage at building card readers, dining and library services. If the student is not located within 24 hours after it is determined that the student is missing, Security Services will notify the Northfield Police Department. Security services will provide the police with information about the student, including a recent photo and vehicle information if available. The student’s parent, legal guardian, or emergency contact will be notified within 24 hours of the determination that the student is missing. Security Services, Residential Life and/or the Northfield Police will interview students, faculty and staff members who are familiar with the student or who might have additional information about his or her whereabouts, travel plans or state-of-mind.
CARLETON COLLEGE CRIME STATISTICS

CRIMINAL OFFENSES:

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REFERRALS FOR DISCIPLINARY ACTION:

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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 2009 or 2010. In 2011, one on-campus criminal damage to property report was characterized as racial bias.

SEXUAL ASSAULT PROGRAMS AND PROCEDURES

In an effort to prevent and eliminate sexual assault, Carleton College distributes the Policies Against Sexual Misconduct to every student, staff member, and faculty member. 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. Students, faculty and staff are encouraged to attend training sessions on the subject of sexual assault. Members of the Community Board on Sexual Misconduct (CBSM) receive ongoing training about sexual misconduct from the Sexual Misconduct Advisor, Title IX Coordinator, and the Chair of the CBSM. Members of the Sexual Misconduct Support Team are also trained regularly. In addition, the Policies Against Sexual Misconduct are reiterated at appropriate opportunities such as meetings, programs, and publications.
The Sexual Misconduct Advisor 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.

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.

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.

Individuals who have been sexually assaulted are urged to contact the Northfield Police and Security Services as well as seek immediate medical, emotional or other assistance. Additional assistance is available by calling the Hope Center Safe Line or the Northfield Hospital. 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.
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 VP/Dean of the College, and complaints involving staff are adjudicated by the VP/Treasurer.

In the case of a complaint against a student, both the complainant and the respondent will select or be assigned an adviser, who will assist them in the investigation and hearing process. All parties shall be given the opportunity to appear at the hearing. The outcome of any disciplinary action will be communicated to the complainant and the accused in writing.

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, alternative housing assignments, confidential counseling, and academic assistance alternatives.
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.

2009-11 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.)

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<thead>
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<th>Location</th>
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<th>Damage</th>
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<tr>
<td>Rice House</td>
<td>Unintentional-Cooking</td>
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2010
There were no fires reported in student housing facilities in 2010.

2011
There were no fires reported in student housing facilities in 2011.

* Estimate

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, 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, Hill House, Hunt Cottage, Huntington House, Parr House, Prentice House, Rice House, Stimson House, Williams House and Wilson House.
NUMBER OF REGULAR MANDATORY SUPERVISED FIRE DRILLS:
The Department of Residential Life together with Security Services conducts fire evacuation drills in all on-campus residence halls three (3) times each academic year.

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 Office of Residential Life and Security Services 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.

WHO IS AND WHO ISN’T 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 an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceeding. Pastoral and professional counselors are exempted from disclosing information.

What follows is a list of individuals whose positions meet the criteria for being CAMPUS SECURITY AUTHORITIES.

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