

ANNUAL SECURITY AND FIRE SAFETY REPORT



FROSTBURG STATE UNIVERSITY POLICE

Cynthia R. Smith, Chief

2017-2018

Frostburg State University Community,

Frostburg State University's idyllic setting, attractive facilities and sense of community combine to make campus crime a seemingly very remote concern. While our crime rates are indeed very low, crime can and sometimes does occur.

The information that follows is intended to advise the campus community, as well as prospective members of the campus community, of Frostburg State University's general security policies, crime occurrences, arrest data and crime prevention programs. This disclosure is required of all colleges and universities receiving federal student aid funds.

The crime rate information and arrest data are presented in the fashion prescribed by law, making for easy comparison with the disclosure statements of other institutions. I think you will find Frostburg State University to be in a very favorable position, and I urge you to join the many other individuals and departments on campus that continually strive to make Frostburg State University the safest place it can be.

By following the tips below you will help us keep this campus safe.

- Always lock residence hall rooms and offices when you leave.
- Secure valuables when they will be out of your sight.
- Don't trust those you have just met.
- Call in suspicious behavior as soon as possible
 - FSUPD Emergency line 301-687-4222
 - FSUPD Non-Emergency line 301-687-4223
 - Allegany County Emergency Management 911 or 9-911 if calling from a university phone.
 - Anonymous TIPS line 301-687-STOP (7867)
- When going out at night, travel with friends; there is safety in numbers.
- Don't leave friends behind when you leave a party or a bar.
- Do not hold doors open for strangers especially in the residence halls.
- Don't hesitate to approach the officers of FSUPD with suggestions, questions or concerns, get to know us!

Thank you for your support and assistance. When we build a collective sense of responsibility for each other and this University, together we can make a difference!

Cynthia R. Smith
Chief of Police

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University Police Services

Frostburg State University Police are sworn, certified police officers as required by Maryland State law. All officers have attended and completed a twenty-six week academy certified by the Maryland Police Training Commission and mandated in-service training annually. The enforcement authority of campus police is derived from the Annotated Code of Maryland, Education Article 13-601. On occasion the Maryland State Police, Frostburg City Police, and/or Allegany County Sheriff, may respond for assistance if requested by the University.

The University Police are responsible for the safety and security of all who learn, live, work, and visit the campus. The University Police Department has full law enforcement authority on campus, and limited concurrent jurisdiction in the City of Frostburg. Officers are on duty 24 hours a day, 365 days a year. University Police services include but are not limited to investigation of crimes and incidents on campus, response to emergencies, vehicle registration and parking enforcement, lost and found, and physical security of the buildings.

Working Relationships with Other Law Enforcement Agencies

The FSU Police Department maintains a close working relationship with the allied agencies in Allegany County, Maryland. This relationship is formalized with the Frostburg City Police in a Memorandum of Understanding (M.O.U.) which was signed by the University and the City on February 16th, 2012. Under this M.O.U. the officers of the FSU Police Department

are granted concurrent jurisdiction within the City limits of Frostburg in the approximately two block area surrounding the University. By virtue of this agreement the majority of the off campus student housing receives enhanced police protection as both FSU Police and Frostburg City Police patrol the area. Even though the university does not own or control any off campus student housing, FSUPD and Frostburg City Police work closely to monitor suspicious and criminal activity within the campus community.

FSUPD is part of a shared county wide police incident reporting system (MCCI) which allows access to all incident reports from multiple agencies such as: Frostburg City Police, Allegany County Sheriff's Department, Cumberland City Police Department, and many more. The MCCI system is routinely monitored by the FSUPD Patrol Lieutenant for incidents that identify negative or criminal behavior involving FSU students. All reports are then sent to the Office of Student Affairs for adjudication.

Additional police resources from the Allegany County Sheriff's Office, the Maryland State Police and the City of Cumberland Police are available whenever needed. In addition to the chiefs of the agencies regularly communicating regarding crime prevention efforts, investigations and other issues of mutual interest at least two times a year the President of FSU hosts a law enforcement meeting. Attendees regularly include not only law enforcement and security professionals from the area and surrounding region but prosecutors, liquor control board members, and representatives of Student

Affairs from FSU and their counterparts from other nearby institutions of higher education, as well as other appropriate persons. These meetings are an opportunity to share information and strategies aimed at keeping our communities safe.

Frostburg State University Police has an officer assigned to the Combined County Criminal Investigative Unit (C3I) as well. In the event of a serious crime occurring on campus the investigative resources of this Unit are immediately available.

Reporting Crimes and Emergencies

All Frostburg State students, faculty, staff, visitors and community members are encouraged to make prompt and accurate reports to the University Police if they are a victim of or witness to a crime. The University Police are responsible for personal safety and law enforcement on campus. Officers are on duty 24 hours a day, 365 days a year. The University Police is located in the University Police Building (across from Dunkle Hall), and open 24 hours per day. The University Police can be contacted by calling 301-687-4222 (emergencies) and 301-687-4223 (police non-emergency) from a public phone or on campus by dialing the extension 4222/4223 from any campus phone. Incidents can also be reported anonymously by calling the TIPS Line 301-687-STOP (7867)

The University Police Department depends on and encourages active community involvement. We promise to treat all crime victims with dignity and respect and to offer assistance and

support throughout the criminal justice process. The sooner we are notified of dangerous conditions, criminal activity or suspicious behavior or conditions, the higher the likelihood of a successful resolution to the problem.

If you are the victim of a crime and do not want to pursue action within the University System or the Criminal Justice System, you may still want to consider making a confidential report. With your permission University Police can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep as accurate record of the number of incidents involving students, determine if 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 statistics for the institution. Examples of situations that should be immediately reported to the police are:

- any criminal activity that you observe or are a victim of;
- any injury to a person or animal;
- fire, smoke, or other indication of a possible fire;
- suspicious sounds such as breaking glass, screams, explosions, gunfire;
- display of weapons: firearms, knives, martial arts weapons, fireworks, or archery equipment;
- physical security deficiencies: broken locks, doors, windows, light bulbs that are missing or broken;

- strangers in your work or living area, especially if they are carrying items out, or if they offer items for sale at unusually low prices;
- people loitering in lounges, halls or parking lots;
- people removing items from a vehicle and leaving in a second vehicle;
- information regarding drug use or trafficking.

The list of reportable activities or conditions could be made much longer. The important thing to remember is to trust your instincts and to notify University Police if you are at all suspicious. You may also report crime to other university administrators or employees with significant responsibility for student and campus activities. Examples of such campus security authorities are any member of the Executive Committee, the Title IX Coordinator, Affirmative Action/Equal Opportunity officer, Residence Life professional or hall staff, Lane Center professional staff, or any other member of the professional staff of the Vice President for Student Affairs, excepting professional counselors acting as such. Pastoral and professional counselors are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Similarly, the Director of Athletics, a team coach, or a faculty advisor to a student group may receive reports of crime on campus. Crimes reported to alternate university security authorities may be made on an anonymous basis, and will be reported in the university's annual statistical disclosure as unverified, good faith reports. A complete list of campus security authorities including contact

information can be obtained from the Chief of Police, Cynthia Smith by phone at 301-687-4223 or email at colsmith@frostburg.edu.

For immediate response with the highest likelihood of a positive outcome, the University Police recommend that they be the primary contact point. If you call University Police, try to remain calm. Stay on the telephone until the dispatcher tells you to hang up, unless you are in immediate danger. You will be asked a number of questions, including:

- your name
- the circumstances you are reporting
- the location of the incident
- when it happened
- who is involved
- other questions pertinent to the type of incident you are reporting.

Have the following descriptive information ready if you can:

PERSONS

Name, age, race, sex, height, weight, clothing, any identifying characteristics.

VEHICLE

License number, state, make, model and color, number of occupants, any identifying characteristics.

Timely Warning Policy

Timely Warnings are provided to give the University Community notification of crimes that may present a threat to the campus community and to heighten safety awareness. An informed community is better prepared to ensure its own safety. Crime alerts may also ask for information that may lead to arrest and conviction of the offender.

University Police will issue a Timely Warning when there is a reported crime that poses a potential threat to the safety of the University community. Timely Warnings will be issued for incidents occurring both on and off campus. Timely Warnings are issued via Burg Alerts in both text and e-mail format, you are strongly encouraged to sign up for these alerts here –

<https://www.frostburg.edu/computing/services/burg-alerts>

Information and direction may also be broadcast via the outdoor speaker system on campus if warranted by the situation. In the event of a Timely Warning Activation the Shift Supervisor or Police Communication Operator (PCO) will notify Frostburg City Police Department immediately to advise them of the situation and request assistance if necessary. Further a weekly crime report is submitted by the Chief of Police to and published by the student newspaper “The Bottom Line”. The daily crime log can be viewed on line here

<http://www.frostburg.edu/admin/police/clery-compliance/crime-log/> or by stopping by University Police.

This information is provided as part of Frostburg State University’s commitment to the safety of the campus and is in compliance with the federal Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542 as amended to the Clery Act of 1998) and the Higher Education Opportunity Act of 1965 (Public Law 110-315 as amended in 2008).

Statistical Disclosure of Reported Incidents

Incidents reported to FSUPD that fall into one of the required reporting classifications will be disclosed as a

statistic in this annual report published by FSUPD.

Reporting Methods Available on Campus

FSUPD can be contacted from on-campus telephones by dialing the four digit extension 4222 for an emergency or 4223 in a non-emergency situation.

In addition approximately 23 Emergency Blue Light Phones on campus that rings directly into the FSUPD dispatcher.

Off Campus Crime

FSUPD utilizes a shared report management system, as such has timely access to reported incidents of off campus crime. If criminal activity involving FSU students is occurring off campus the student may be subject to arrest by the investigating agency and University Code of Conduct disciplinary proceedings through the Office of Student Affairs.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University System or the Criminal Justice System, you may still want to consider making a confidential report. With your permission University Police can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep as accurate record of the number of incidents involving students, determine if

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 statistics for the institution.

Confidential TIPS Line

The Frostburg State University created a tip line for students, staff and members of the community to anonymously provide information about crimes, disturbances or other issues of concern. The tip line, 301-687-STOP, (301-687-7867) was initiated by the students in the President's Leadership Circle. Upon calling the tip line, the caller will listen to a recorded message for instructions and be directed to leave a message containing the information they wish to share. Within five (5) minutes of a recorded message it is automatically sent to FSU Central Communications to be routed immediately to the appropriate office. The messages are completely anonymous without numbers or names connected to them. Anonymous crime information can also be submitted to Allegany County Crime Solvers at 301.722.4300.

Access to Campus Facilities

Academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card access after normal business hours. Academic and administrative buildings are patrolled by FSUPD officers but do not have an officer assigned to them.

Residence Halls

Residence halls are kept locked 24 hours a day. These facilities are for the use by residents and their bona fide guests only. Residents have keys to their rooms and are encouraged to keep their doors locked at all times, even if they are going to be out for a "few minutes." Access to residence halls is restricted to residents, their approved guests, and other approved members of the University community. Residents gain access by swiping their student ID card on the card reader. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access card. FSUPD officers patrol the residence halls on a regular basis.

Residence Life staff, Residence Directors, and Area Coordinators also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Residence Life staff and FSUPD staff also conduct periodic educational sessions on prevention of various crimes including property crimes, sexual assault and acquaintance rape.

Maintenance of Campus Facilities

The Physical Plant Department maintains university buildings and grounds with a concern for safety and security. It inspects campus buildings regularly, promptly makes repairs effecting safety and security and responds to reports of potential safety and security hazards such as broken windows or locks. University Police assists Physical Plant personnel by formally inspecting campus buildings on a

quarterly basis. Repairs and improvements are done on a work order basis, except in emergency situations. Faculty and staff may submit work orders through their departments. Student work orders are initiated in the Residence Life Office. University community members are helpful when they report equipment problems to FSUPD or the Physical Plant Department.

Crime Statistics

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University Community obtained from FSU Police Department (FSUPD), Frostburg Police Department, and non-police officials designated as Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are reported in the calendar year the crime was reported.

A written request is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all University Deans, directors, and Department Heads.

All statistics are gathered, compiled, and reported to the University community via this report, entitled "Annual Security and Fire Safety Report" which is published by FSUPD. FSUPD submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

<http://www2.ed.gov/admins/lead/safety/campus.html#data> .

FSUPD sends an e-mail to every enrolled student and current employee on an annual basis. The e-mail includes a brief summary of the contents of this report. The e-mail also includes the address for the FSUPD website where the "Annual Security and Fire Report" brochure can be found on-line

(<http://www.frostburg.edu/admin/police/>) and a physical copy may be obtained by making a request to the FSUPD 301-687-4223.

Information about Classifying Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offense, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number in the statistics column for the following crime categories includes one offense per distinct operation: Robbery, Burglary, and Arson. For example, if five students are walking across campus together and they are

robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons Violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of students referred to the Dean of Students for Code of Conduct violations involving those specific laws. Being "found responsible" for a violation includes a referral that resulted in a student being charged by the Dean of Students, disciplinary action and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism,

Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a Hate Crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate distinct crime, but is the commission of a criminal offense which is motivated by the offenders' bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

Statistics for "Residential Facilities" are also counted in the "On-Campus" crime category. The law requires institutions to break out the number of "On-Campus" crimes that occur in residential facilities.

Statistics under the heading of "Referred for Disciplinary Action" include those individuals referred to the Dean of Students for Code of Conduct violations involving those specific laws. The numbers include incidents that are reported through FSUPD reports as well as reports generated by other members of the campus community.

Frostburg State University Police Crime Statistics 2016 This report contains statistics for the previous three calendar years regarding crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the university and on public property within in or immediately adjacent to and accessible to the campus.

CLERY CRIME	YEAR	ON-CAMPUS	CAMPUS-RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder & Non-Negligent	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Murder & Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Sex Offense-Forcible Rape	2017	0	0	0	0	0
	2016	2	2	0	0	2
	2015	7	4	0	0	7
Fondling	2017	1	1	0	0	1
	2016	2	2	0	0	2
	2015	2	2	0	0	2
Sex Offense Non-Forcible Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2016	2	1	0	0	2
	2015	0	0	1	0	0
Aggravated Assault	2017	0	0	0	0	0
	2016	2	2	0	0	2
	2015	0	0	0	0	0
Burglary	2017	4	3	0	0	4
	2016	5	4	0	0	5
	2015	8	6	0	0	8
Motor Vehicle Theft	2017	0	0	0	0	0
	2016	1	0	0	0	1
	2015	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Hate Crimes	2017	0	0	0	0	0
	2016	1	0	0	0	1
	2015	0	0	0	0	0

CLERY CRIME	YEAR	ON-CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Liquor Law Arrests	2017	6	4	0	1	7
	2016	24	18	0	2	26
	2015	42	37	0	1	43
Drug Arrests	2017	11	7	0	4	15
	2016	31	20	0	5	36
	2015	27	22	0	0	27
Weapons Arrests	2017	0	0	0	0	0
	2016	1	1	0	0	1
	2015	0	0	0	0	0

CAMPUS DISCIPLINARY REFERRALS						
CLERY CRIME	YEAR	ON-CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Liquor Law Referrals	2017	33	32	0	0	33
	2016	16	16	0	1	17
	2015	33	33	0	0	33
Drug Violation Referrals	2017	45	43	0	1	46
	2016	15	15	0	0	15
	2015	41	41	0	0	41
Weapons Possession Referrals	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

VIOLENCE AGAINST WOMEN (VAWA) ACT						
CLERY CRIME	YEAR	ON-CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Domestic Violence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	0	0	1
Dating Violence	2017	2	1	0	0	2
	2016	2	0	0	0	2
	2015	9	7	0	0	9
Stalking	2017	0	0	0	0	0
	2016	2	0	0	0	2
	2015	2	2	0	0	2
Unfounded Crimes	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a 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 the person is employed, carries on a vocation, volunteer's services, or is a student.

The Campus Sex Crimes Prevention Act is designed to make campus communities aware of sex offenders in their midst, just as "Megan's Law" does for non-campus, residential communities. In Maryland, a sex offender registry is maintained by the Department of Public Safety. You can access it at: **www.dpscs.state.md.us** or by clicking on the link at the University Police web page, **www.frostburg.edu/admin/police**

The linked page gives a full explanation of the use to which the sex offender registry can be put, as well as some cautionary advice

Emergency Evacuation Procedures and Policies

The University's Crisis Intervention Plan identifies the top hazards to the University and outlines mitigation response plans. University departments are responsible for developing contingency plans and continuity of

operations plans for their staff and areas of responsibility. The University conducts emergency response exercises each year, such as table top exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

FSUPD officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents and FSUPD officers work with other FSU staff and local public safety agencies to manage, mitigate, and recover from incidents.

General information about the emergency response and evacuation and emergency response procedures for FSU are available on the FSUPD website here: <http://www.frostburg.edu/admin/police/emergency-procedures/>

Notifications to the FSU Community about an Immediate Threat

Timely Warnings are provided to give the University Community notification of crimes that may present a threat to the campus community and to heighten safety awareness. An informed community is better prepared to ensure its own safety. Crime alerts may also ask for information that may lead to arrest and conviction of the offender.

University Police will issue a Timely Warning when there is a reported crime that poses a potential threat to the Safety

of the University community. Timely Warnings will be issued for incidents occurring both on and off campus.

Timely Warnings are issued via Burg Alerts in both text and e-mail format, you are strongly encouraged to sign up for these alerts here –

<https://www.frostburg.edu/computing/services/burg-alerts>

This information is provided as part of Frostburg State University's commitment to the safety of the campus and is in compliance with the federal Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542 as amended to the Clery Act of 1998) and the Higher Education Opportunity Act of 1965 (Public Law 110-315 as amended in 2008).

Emergency Response and Evacuation Testing Procedures

An evacuation (fire) drill is coordinated by the FSU Health and Safety Officer assisted by officers from FSUPD a minimum of once per semester. Thus emergency evacuation procedures are tested at least twice each year. Students 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 short term building evacuation. FSUPD and Residence Life staff on scene will communicate information to students regarding any developing situation or evacuation status change.

The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire

or other emergency. At FSU evacuation drills are 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 each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of the fire alarm system components.

Evacuations drills are monitored by FSUPD staff, the Health and Safety Officer and Residence Life staff to evaluate egress and behavioral patterns. The Health and Safety Officer and/or FSUPD personnel prepare a report that identifies defective equipment so the repairs can be made immediately. Recommendations for improvement are also submitted to the appropriate departments/offices for their consideration.

Shelter in Place Procedures What it Means to "Shelter in Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to more danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic Shelter in Place Guidance

If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Bobcat Card, etc.) and follow the evacuation procedure for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to Shelter in Place

A shelter in place notification may come from several sources, including FSUPD, Residence Life staff, other University employees, or other authorities using the University's emergency communications tools.

How to Shelter in Place

No matter where you are, the basic steps of shelter in place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed to the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:

- An interior room;
- Above ground level;
- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

3. Shut and lock all windows for a tighter seal and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilations systems as you are able. (University staff will close off the ventilation as quickly as possible).
6. Make a list of the people with you and ask someone (Residence Life Staff, faculty, or other staff) to call the list in to FSUPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or T.V. and listen for further instructions.
8. Make yourself comfortable.

Education of Members of the University Community

Campus security and fire safety procedures are discussed annually during FSU Preview to all new incoming students and their parents. The FSUPD, Residence Life staff, the Office of the Dean of Students, the Title IX Coordinator, and the Health and Safety Officer participate in several programs and presentations throughout the academic years in the residence halls and classrooms to address students on various areas such as: emergency response, active shooter, sexual assault, alcohol and drug awareness, theft, identity theft, personal safety and fire safety. Members of the FSUPD conduct several crime prevention and general security and safety awareness presentations upon request by various groups including students, and employees of the University, and members of the surrounding community. During these presentations, the following information is typically provided; crime prevention tips, statistics on crime at FSU, fire safety information, information regarding campus safety procedures and practices, including encouraging participants to be responsible for their own security and safety and for that of others on campus. FSUPD organizes, sets up and staffs a crime prevention education display table during all open house sessions throughout the year.

Victim Assistance Services

If an FSU community member becomes the victim of a crime, the FSUPD staff offers direct assistance, services, and referrals. The FSUPD provides assistance to victims/survivors of a crime by assisting them in obtaining the services they need to work through and better understand their options.

The FSUPD work closely with other University Offices and other Allegany County and State agencies to assist the victim in receiving effective, comprehensive services and compassionate responses.

FSUPD officers offer guidance and information to a victim when they file a report. There is also a significant amount of victim service information on the FSUPD website.

Responsibilities of the University Community

Members of the university community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to FSUPD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the FSUPD Safe Ride,
- Limit your alcohol consumption, and leave social functions that get

too loud, too crowded, or that have too many people drinking excessively. Remember to call FSUPD for help at the first sign of trouble.

- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles, lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Notification of Missing Students

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately contact University Police 30-687-4222.

University Police will immediately begin an investigation into the circumstances, regardless of the duration the student has been missing. Within 24 hours of the determination by University Police that the student is missing, the University will notify the emergency contact indicated by the student and notify allied agencies.

Students should maintain accurate emergency contact information in PAWS which identifies an individual the University will notify if the student is missing. In addition to an individual indicated as the emergency contact, the parent or guardian will also be notified if the student is under 18. Emergency contact information will be available to campus officials and law enforcement personnel in the event of a missing person investigation, or if otherwise authorized by a law enforcement investigation.

Alcohol and Drug Policies

Frostburg State University is committed to the pursuit and dissemination of knowledge and, as such, expects all members of the academic community to behave in a manner conducive to that end. Illegal or abusive use of drugs or alcohol by members of the university community severely limits their educational and human potential and their ability to achieve educational, career and personal goals, jeopardizes the safety of the individual and the university community, and adversely affects the mission of the University. Frostburg State University is therefore committed to

having a campus that is free of the illegal or abusive use of drugs and alcohol. Toward that end, it is the policy of the University that the illegal or abusive use of drugs or alcohol by students is prohibited on university property or as a part of any university activity whether on or off campus.

In accordance with the University's responsibilities under the Federal *Drug-Free Schools and Communities Act Amendments of 1989*, and the Maryland Higher Education Commission's *Policies Concerning Drug and Alcohol Abuse Control*, the University provides the following information to its employees and students.

Standards of Conduct

The terms "controlled substances" and "illegal drugs" prohibited under this policy are those set forth in Article 27 of the Annotated Code of Maryland:

1. Students shall not unlawfully manufacture, distribute, dispense, possess, or use any controlled dangerous substance while on campus or at a University sponsored activity.
2. Students shall not possess or use drug paraphernalia on campus or at a University sponsored activity.
3. Students shall not possess, purchase or consume any alcoholic beverages on campus or at a University sponsored activity unless they are 21 years of age or older. Students also shall not distribute, provide or sell alcohol to underage

persons on campus or at any University sponsored activity.

4. Students shall not unlawfully distribute, provide, sell, or dispense any alcoholic beverages on campus or at a university sponsored activity.

5. Violations of the University's Alcoholic Beverages Policy, as contained in the *Pathfinder*, or as from time-to-time amended, shall be considered a violation of this policy and the University Standards of Personal and Group Conduct.

6. Violations of "Student Code of Conduct" policies which occur on or off-campus may be considered a violation of the University Standards of Personal and Group Conduct where such violation interferes with the mission of the University and presents a danger to the health, safety and well-being of others. Students convicted of federal, state and/or local alcohol or drug laws on or off campus also violate the University Standards of Personal and Group Conduct and may be subject to appropriate action through the Student Code of Conduct. Students accused of violating a federal, state and/or local drug law on or off campus which is considered a felony under federal, state or local law, may face action under the University Code of Conduct, including interim suspension pending a university hearing, prior to or concurrent with any criminal proceeding.

7. Possession or use of alcohol in university residence halls is prohibited in

all residence halls that have been designated as alcohol free. In all other residence halls, alcohol may be consumed only by persons 21 years of age or older, and with the following limitations:

- a. Alcohol may not be consumed in a room where any guest (non-occupant) under the age of 21 is present.
- b. Alcohol may not be consumed in residence hall hallways, corridors, stairwells, common bathrooms, elevators and any public place.
- c. Alcohol may not be brought into residence halls by guests or visitors.

Violation of these policies and other duly adopted policies relating to the consumption of alcohol in university residence halls will be considered a violation of the Residence Hall Contract and the University Standards of Personal and Group Conduct.

Sanctions of Student Conduct

1. Any student found to be in violation of any of the applicable provisions of this policy shall be subject to progressive disciplinary action through the University Student Code of Conduct System. One or more of the sanctions for violations of the University Standards of Personal and Group Conduct may be imposed, including probation, suspension or expulsion from the University. As a condition of continued enrollment, the University may require a student to participate in a substance abuse

education, assistance or rehabilitation program.

2. The University may suspend on an interim basis and/or remove from campus housing a student accused of violating this policy pending a hearing on the violation if it determines that the student's continued presence on campus constitutes a threat to the health, safety or welfare of the student or others or the welfare of the University, its property or personnel.

3. The University reserves the right to conduct student conduct hearings and take disciplinary action against students who have been charged with violating a federal, state or local drug or alcohol law before, during or after any civil or criminal proceeding or resolution of those charges occur.

The entire text of the substance abuse policy is contained within the Policy Statements manual issued annually by the office of Student Affairs and can be found here

<http://www.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf>

Resources

Student Assistance Programs

Frostburg State University believes that members of the university community who use illegal drugs or abuse drugs or alcohol severely limits their educational and human potential and their ability to achieve educational, career and personal goals. Frostburg State University provides

educational programs and activities for all members of the university community to increase their knowledge, awareness and understanding of drugs and alcohol.

Students may receive confidential and professional counseling through the University's counseling services. Referrals and information concerning community resources are available through Counseling & Psychological Services or the Residence Life Office.

Information and programs are provided to enhance awareness and education concerning abuse prevention.

Intervention efforts consist of substance abuse workshops, assessment, referrals to campus and community agencies, and involvement with support groups such as AA, Adult Children of Alcoholics, NA and others. The program also offers a resource library to provide information about alcohol and other drug use and abuse.

BURG

Sand Spring Hall

X4761

Contact: Mr. Don Swogger

BURG is a student organization offering peer education to FSU students concerning substance abuse issues.

COUNSELING & PSYCHOLOGICAL SERVICES

Sand Spring Hall

X4234

Contact: Dr. Patricia J. Robison

Counseling & Psychological Services provides short-term counseling, assessment and referral services for students. In addition, we provide educational and consultation services for students.

RESIDENCE LIFE OFFICE

Annapolis Hall

X4121

Contact: Mr. Carl Crowe

The Residence Life Office provides educational programs and services on substance use and abuse. Additionally, we provide referrals to campus and community agencies.

Firearms and Weapons Policy

Possession of firearms or potentially dangerous weapons or explosives is not permitted on university property unless they have been properly registered and secured with university police. Any potentially dangerous weapon including, but not limited to, a rifle, pistol, hunting knife, bowie knife, martial arts weapons and live ammunition must be registered and deposited with University Police. Fireworks are considered explosive devices and are not permitted on campus except when approved by the university administration for official functions. Weapons such as a dirk knife, switchblade knife, pen knife with a blade exceeding three inches, sand club, blackjack, metal knuckles, straight razor, paintball guns,

pellet gun, BB gun, air soft gun or any weapon considered illegal by the State of Maryland are also not permitted on campus.

At no time may the weapon be kept any place on campus other than with University Police in accordance with the Weapon Registration Policy. Weapons checked out must be returned to the University Police Office immediately upon the weapon being returned to campus. Any object employed in a violent manner may be considered as "use of a weapon." Students found responsible for possession or use of weapons or explosives will be subject to removal from the residence hall and/or suspension or expulsion from the University.

Emergency Medical Response on Campus

Students, faculty and staff and guests should report any emergency medical situation to FSUPD immediately at 301-687-4222. The FSUPD dispatcher will send an officer and if necessary will notify the Office of Allegany County Emergency Management and request EMS response to the scene.

Response to and Prevention of Sexual Misconduct, Relationship Violence, and Stalking

The University's Sexual Misconduct, Relationship Violence and Stalking Policy can be found online at <http://www.frostburg.edu/titleix/policies>

I. Purpose and Applicability

The University is firmly committed to maintain a learning and working environment that is free from sexual misconduct, relationship violence, and stalking. Sexual misconduct, relationship violence, and stalking are not tolerated and are expressly prohibited by the University. The University's Sexual Misconduct, Relationship Violence and Stalking policy applies to all students, faculty, and staff, and contractors and other third parties within the University's control.

II. Prohibited Conduct

The University's Policy prohibits the following conduct:

Sexual Harassment

Sexual harassment mean any unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, physical, or electronic conduct of a sexual nature when (1) submission is made either explicitly or implicitly as a term or condition or employment, academic work, or participation in a University-sponsored educational program or activity; (2) submission to or rejection of such conduct is used as a basis for an academic, employment, or activity or a participation decision; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance (i.e., it is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, humiliating,

demeaning or sexually offensive work or learning environment.

Policy And Procedures for Gender-Based Harassment and Violence, including Incidents of Sexual Misconduct, Relationship Violence and Stalking

The University has established a Gender-Based Harassment and Violence Policy that articulates the expectations for maintaining a learning and workplace environment that is safe and free from gender-based harassment, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, relationship violence, stalking, complicity, and retaliation. This type of misconduct will not be tolerated at FSU and is expressly prohibited. Students who violate the University's Gender-Based Harassment and Violence Policy may face disciplinary action up to and including expulsion from the University. The University's Title IX Coordinator has the primary responsibility for administering the Gender-Based Harassment and violence Policy. This policy can be found at www.frostburg.edu/titleix/policy and students are strongly encouraged to review the policy to familiarize themselves with what conduct is prohibited. Benjamin Brauer is the FSU's Title IX Coordinator. His office is located in the University's Office of Gender Equity at 116 Hitchins. He can be reached at 301-687-3035 or at bbrauer@frostburg.edu

Sexual Assault I –Nonconsensual sexual intercourse

Sexual Assault-nonconsensual sexual intercourse involves any act of sexual intercourse with another individual without Consent, Sexual intercourse includes vagina or anal penetration, however slight, with any body part or object, or oral penetration_involving mouth to genital contact.

Sexual Assault II-Nonconsensual sexual contact

Sexual Assault II—Nonconsensual sexual contact involves any intentional touching of the intimate parts of another person, causing another to touch one's intimate parts, or disrobing or exposure of another without Consent. Intimate parts may include genitalia, groin, breast, or buttocks, or the clothing covering them, or any other body part that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

Sexual Exploitation

Sexual exploitation is the non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for anyone other than the person being exploited, or taking advantage of another person's sexuality.

Sexual Intimidation

Sexual intimidation involves threatening behavior of a sexual nature directed at another person. It includes: (1) threatening to sexually assault another

person; (2) engaging in indecent exposure; and (3) gender-based stalking, including cyber-stalking.

Domestic Violence

Domestic violence refers to sexual or physical abuse committed by any of the following: (1) a current or former spouse or intimate partner of the complainant; (2) a person with whom the complainant shares a child in common; (3) a person who is cohabitating with or who has cohabitated with the complainant as a spouse or intimate partner; (4) a person similarly situated to a spouse of the Complainant; or (5) any other person against an adult or youth complainant protected by Maryland's domestic and family laws.

Dating Violence

Dating violence refers to physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. Whether the relationship is of a romantic or intimate nature is determined by a variety of factors, which include: (1) the length of the relationship, (2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship.

Stalking

Stalking means a course of physical or verbal conduct directed at another individual that would cause a reasonable person to fear for his or her safety or the

safety of others, or suffer substantial emotional distress.

Retaliation

Retaliation refers to acts or words against an individual because of the person's participation in a complaint, investigation, and/or resolution of an allegation of Prohibited Conduct.

Complicity

Any act that knowingly aids, facilitates, promotes, or encourages the commission of Prohibited Conduct by another person.

It is important for students, faculty, and staff to understand the following terms in the University's policy:

III. Programs to Prevent Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The University is committed to preventing sexual misconduct, relationship violence, and stalking on its campus. To that end, the University provides regular and ongoing prevention education and awareness programs. The University strives to ensure that all of its primary prevention and awareness programs are inclusive, research-informed, and evaluated for value and effectiveness.

First-year students receive in-person training on healthy sexual communications and consent during their orientation program. In addition, students

are required to complete a graded assignment as part of their orientation course on the University's Sexual Misconduct, Relationship Violence, and Stalking Policy. Throughout the academic year, the University provides ongoing prevention and awareness programs that include media campaigns, guest speakers, resource tables, panel discussions, and in-person training to targeted groups.

The University's primary prevention and awareness programs also include mandatory online training for incoming students and new employees. In addition, the University offers bystander intervention programs that offer safe and positive options for individuals to prevent harm and intervene in situations of sexual misconduct, relationship violence, or stalking. The University provides bystander intervention training to students through its Step Up! Program.

The Title IX Coordinator is responsible for overseeing the University's training and educational programs related to sexual misconduct, relationship violence, and stalking. The Title IX Coordinator, offers programs and training, upon request, to the campus community relating to sexual misconduct, relationship violence, and stalking.

IV. Reporting Procedures

Individuals who experience sexual misconduct, relationship violence, stalking, or any other form of Prohibited

Conduct can report the incident to the University, file a complaint for

disciplinary action under the procedures for the Sexual Misconduct, Relationship Violence, and Stalking Policy, and pursue criminal charges with law enforcement. All of these options are discussed in more detail below.

Sometimes students may be reluctant to report an incident out of fear of being disciplined for underage alcohol consumption and/or consumption of other drugs. To encourage reporting, a student who reports Prohibited Conduct, either as a Complainant or third party witness, will not face disciplinary action for their consumption of alcohol or drugs at or near the time of the incident. Because alcohol and drug misuse can negatively impact a student's physical and emotional wellbeing, the University may still refer a student for health or medical intervention related to their alcohol or drug use.

Reports to the University

Individuals can report incidents of sexual assault, relationship violence, stalking, and other forms of Prohibited Conduct by: (1) emailing titleix@frostburg.edu; (2) contacting the Title IX Coordinator, Benjamin Brauer, who is located in Hitchins 229 and can be reached at 301.687.3035 or (3) submitting a report online at <http://www.frostburg.edu/titleix>; or (4) contacting University Police.

The university has also created an anonymous reporting system as a means to encourage reporting by those who

otherwise would not come forward to report sexual misconduct, relationship violence, stalking, or other forms of Prohibited Conduct. There are two ways for individuals to make an anonymous report. Individuals can leave a voicemail message on the university's sexual misconduct, relationship violence, and stalking tip line (301.687.3434) or they can complete the online reporting form at <http://www.frostburg.edu/titleix> and check the anonymous report box and not leave their contact information. While the University will work hard to respond and remedy the conduct alleged in all anonymous reports, the University's response may be limited.

Complaints under the Sexual Misconduct, Relationship Violence, and Stalking Policy

When reporting an incident of sexual misconduct, relationship violence, stalking, or other Prohibited Conduct that was perpetrated by a university student, faculty, or staff, an individual can choose to file a formal complaint under the University's Sexual Misconduct, Relationship Violence, and Stalking Policy. There are a number of options available for filing a formal complaint. Individuals can email their complaint (including complainant's information, respondent's information, and details of the incident) to titleix@frostburg.edu. Individuals can give their complaint in-person to the Title IX Coordinator (301.687.3117), Hitchins 229. Finally, individuals can fill out a

complaint and submit it online at <http://www.frostburg.edu/titleix>.

Reports to Law Enforcement

Individuals who experience sexual misconduct, relationship violence, stalking, or other Prohibited Conduct are strongly encouraged to report the incident to law enforcement. The University Police station is open 24-hours a day and has officers available to assist individuals wanting to make a report. University Police can also be reached at 301.687.4222 (emergency) or 301.687.4223 (nonemergency). Reporting to law enforcement does not preclude an individual from also reporting the incident to the University. Reports made to the University and law enforcement may be pursued simultaneously; and the outcome of one investigation does not determine the outcome of the other.

V. Preserving Evidence and Forensic Medical Exams

Experiencing sexual or relationship violence can be traumatic and shatter a person's sense of security. In the immediate aftermath of an incident, it is important to seek a safe place. Individuals who are in immediate danger or seriously injured should dial 911.

If it is safe to do so, individuals are encouraged to take precautions in order to preserve any evidence that may help with a criminal prosecution or the University's investigation and resolution process. Regardless, if a person intends to file criminal charges, they are

encouraged to obtain a forensic medical exam (SAFE exam) in order to preserve evidence that may be on their body and clothes. Western Maryland Regional Medical Center located at 12500 Willow Brook Road, Cumberland, has specially trained nurses who can perform a SAFE exam for individuals who have been sexually assaulted.

If possible, individuals should refrain from showering or bathing, brushing their teeth, washing their hands, and urinating or defecating. The best way to preserve evidence is to go to the hospital in the clothing worn during the assault. Individuals who end up changing their clothes should take the clothes worn during the assault with them to the hospital. Try to use a paper bag to store any clothing rather than a plastic bag, which can degrade or contaminate forensic evidence.

In addition to the physical evidence that may be on the body or clothes, evidence may also include texts, emails, voicemail messages, social network postings, photographs, and written documentation, such as cards, notes, and letters. Individuals should preserve this evidence as well in order to assist investigators if a person decides to file a complaint with law enforcement and/or the University.

VI. Campus Disciplinary Procedures

1. Student Disciplinary Procedures

In addition to any criminal or civil remedies available under the law, any act of sexual misconduct, relationship violence, and stalking is subject to university's disciplinary proceedings. The University's investigation and proceedings are conducted by officials who receive annual training on sexual misconduct, relationship violence and stalking and on how to conduct fair and impartial proceedings. The range of potential sanctions for students found responsible for violating the University's Sexual Misconduct, Relationship Violence, and Stalking policy include, but are not be limited to, disciplinary probation, loss of privileges, mandatory prevention education, housing restrictions, suspension and expulsion from the University.

The University's process is designed to provide for the prompt, equitable, and impartial investigation and resolution of sexual misconduct, relationship violence, stalking, and other incidents of Prohibited Conduct Throughout this the accuser and the accused are afforded the same opportunities to have others present during the University's disciplinary proceeding, including having an advisor of their choice present at every meeting that is part of the University's disciplinary process. In addition, both the accuser and the accused are informed, simultaneously and in writing, of the: 1) result of any institutional disciplinary proceeding that

arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; 2) institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceedings; 3) any change in the outcome; and 4) when the result becomes final. More information can be found here:

<https://www.frostburg.edu/titleix/>

2. Faculty and Employee Disciplinary Procedures

In addition to any criminal or civil proceedings available under law, any act of sexual misconduct, relationship violence, and stalking is subject to the University's disciplinary proceedings. Like the disciplinary proceedings for students, reports against faculty and staff are handled by officials who receive annual training on sexual misconduct, relationship violence, and stalking. The University's investigation process is the same regardless of whether the accused is a student or employee. If the accused is an employee, after the investigation is complete the matter may proceed to an appropriate disciplinary officer rather than a hearing panel. Both the accuser and accused are afforded the same opportunities to have others present during any proceeding and/or meeting and both are simultaneously provided written notice of the outcome of the proceedings.

The range disciplinary action for faculty and employees includes, but is not limited to, mandatory counseling or training,

reprimand, suspension, or termination of employment.

For more information on the University's proceedings, see Procedures for Investigating and Responding to Reports of Sexual Misconduct, Relationship Violence, and Stalking against Faculty and Staff at <http://www.frostburg.edu/titleix>.

VII. Services for Victims

The University offers remedial and protective measures to protect victims and facilitate their continued success to employment or education programs and activities. Remedial and protective measures are available regardless of whether a victim pursues disciplinary action through the University's process or reports the incident to law enforcement. Types of remedial and protective measures offered include, but are not limited to, "no contact" orders, academic schedule modification, residence modification, safety escort, and academic accommodations.

Members of the University community who experience sexual misconduct, relationship violence, stalking, and other Prohibited Conduct are urged to immediately seek help. In addition to reporting the incident to law enforcement and/or the University, help also includes seeking medical treatment and obtaining confidential counseling or crisis response. It is important for victims to attend to any physical injuries as well as their emotional well-being.

Counseling

On Campus

Counseling and Psychological Services (CAPS)

CAPS offers individual and group counseling for those who experience sexual misconduct, relationship violence, and stalking as well as to students who may need support in assisting a friend who is a survivor. There is no cost for counseling services. Counselors are available from 8:00 am to 4:30 pm Monday through Friday. Individuals want to speak with a counselor can call 301.687.4234.

Chaplain Cindy Zirlott—United Campus Ministry

Chaplain Cindy Zirlott is available for students, faculty, and staff to discuss religious, spiritual, and personal issues.

Off Campus

Family Crisis Resource Center (FCRC)

FCRC offers a 24-hour hotline (301.759.9244) and emergency shelter for survivors of relationship violence and sexual assault. FCRC also has trained counselors and advocates to assist individuals who may have experienced sexual misconduct, relationship violence, and stalking. They offer advocacy and accompaniment, individual and group counseling, and crisis intervention services. A FCRC advocate is on campus in the University Lane Center one day a

week to confidentially speak with members of the University community.

The Pro Bono Counseling Project (PBCP)

PBCP links Maryland individuals and families with limited resources with licensed mental health professional who can provide counseling and therapy at no cost. They can be reached at 1.877.323.5800.

Medical Attention

On Campus

Brady Health Center

The University's health center is staffed by licensed healthcare providers and offers complete physical exams, screening and treatment for sexually transmitted infections (STIs), emergency contraception, and pregnancy tests. Students can make an appointment by calling 301.687.4310.

Off Campus

Western Maryland Regional Medical Center

Western Maryland Regional Medical Center is the designated hospital in Allegany County with a certified forensic nurse examiner who can perform a SAFE exam for sexual assault survivors. The University can arrange transportation to the hospital for any student who wishes to have a SAFE exam performed.

Other Sources of Support

National Sexual Assault Hotline

1.800.656.4673

National Domestic Violence Hotline

1.800.799-7223

Jeanne Clery Disclosure of Campus Security and Campus Crimes Statistics Act. Disclosure Statement for the University System of Maryland at Hagerstown.

The Jeanne Clery Act of 1990 requires that students and employees of the University System of Maryland Hagerstown (USMH) be informed of campus crime rates and of university policies relating to safety and security. This disclosure statement is in compliance with that act.

Police Services. The Hagerstown Department of Police is the primary response unit for any crimes which may occur in or near USMH. They may be reached at 911, 301-739-6000 (emergency) or 301-790-3700 (non-emergency). Police personnel of the Hagerstown Department of Police meet or exceed the training requirements of the Maryland Police Training Commission. They will provide initial response, as well as specialized follow-up. A sub-station of the Hagerstown Department of Police is located on the first floor of the USMH Center, on the west end of the building. It is staffed by members of the Downtown Patrol, although there is not an officer at present at all times. Crimes or offenses, including sex offenses, may also be reported to the director of the USMH at 240-527-2727.

Crime Awareness and Prevention

Programs. Students and employees should take reasonable steps to promote their own safety. Crime advisories will be circulated to students, faculty and staff on an as-needed basis, based on the professional judgment of the USMH administrators, the Hagerstown Police, and/or the Frostburg State University Police. Crime prevention presentations can be arranged through the Hagerstown Police, or the FSU University Police. For further information, or to arrange a crime prevention presentation, call Cynthia R. Smith, FSU Chief of Police at 301-687-4223.

Timely Warnings. In the event that a situation arises at USMH, or on adjacent public property, that, in the judgment of USMH administration and/or local police, constitutes an ongoing or continuing threat, a “timely warning” will be issued to the students, faculty and staff of USMH. Timely warnings will be issued in print form and posted conspicuously near building entrances.

Facility Security. Physical security problems such as doors or windows that need adjustment should be reported to the Security Desk in the main lobby.

Facility Access Policies. USMH operational hours are from 9:00 am to 10:00 pm, Monday through Thursday. On occasion, classes extend to 11:00 pm. Friday hours are from 9:00 am to 5:00 pm. Saturday classes are held from 9:00 am to 2:00 pm. There is a reception area that is staffed by a private security firm. Video surveillance of all entrances is conducted during operational hours.

Drug and Alcohol Policies and Programs. USMH does not condone possession, use or distribution of controlled substances or drug paraphernalia. Alcoholic beverages may only be possessed or consumed in a manner consistent with Maryland state law. Anyone in violation of Maryland state law with regard to either drugs or alcohol is subject to disciplinary action and possible arrest, fine or imprisonment. In addition to state restrictions on the possession or consumption of alcoholic beverages, USMH restrictions may apply as well. USMH alcohol and drug policies will be made available to all students and employees upon final approval. Drug or alcohol services are not offered directly by USMH. Local agencies should be consulted. The Washington County Health Department may be contacted at 301-791-3314 for either drug or alcohol information, or for referral to other community resources.

Sex Offender Registry. The Campus Sex Crimes Prevention Act is designed to make campus communities aware of sex offenders in their midst, just as “Megan’s Law” does for non-campus, residential communities. In Maryland, a sex offender registry is maintained by the Department of Public Safety. It may be accessed at: <http://www.dpscs.state.md.us> . The linked page gives a full explanation of the use to which the sex offender registry can be put, as well as some cautionary advice.

2017: No Reportable Crimes at the USM-H, 32 W. Washington St., Hagerstown, Md.

2016: No Reportable Crimes at the USM-H, 32 W. Washington St., Hagerstown, Md.

2015: (1) Robbery reported at USM-H, 32 W. Washington St., Hagerstown, Md. *

Refer to statistical page 9

Annual Fire Safety Report

If a fire occurs in an FSU building, the fire alarm system should be immediately activated. This system dials directly into the Allegany County 911 Center; as such the appropriate response will be promptly initiated. If a FSU community member finds evidence of a fire that has been extinguished, and the person is not sure whether FSUPD has previously responded, the community member should immediately notify FSUPD to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, he/she should not touch the trashcan and should report the incident to FSUPD immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan.

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

Occupants should use the stairs to evacuate the building. If you are caught in the elevator push the emergency phone button. The emergency phones in elevators on campus ring directly to University Police dispatch.

FSUPD publishes this fire safety report as part of its annual Clery Act Compliance document via this brochure, which

contains information with respect to the fire safety practices and standards for FSU. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. (See attached charts on page 29) for more information. This compliance document is available for review 24 hours a day on the FSUPD website at <http://www.frostburg.edu/admin/police/clery-compliance/fire-log/> and a printed copy may be obtained by making a request to FSUPD (301-687-4223)

Fire Protection Equipment/Systems

A majority of University buildings are equipped with automatic fire detection and alarm systems that are monitored by FSUPD personnel and dial directly to the Allegany County Emergency Management PSP 911 center upon activation. Refer to page 28 to review the fire safety amenities in the FSU Residential Facilities Chart for information about fire detection, notification and suppression systems in each residential facility.

Procedures for Students and Employees in the Event of a Fire

Find the nearest pull station, and sound central alarm. If unable to locate a pull station dial 911 (9-911 if using an on campus phone) and report the location of the fire.

If you can safely shut all doors and windows in the vicinity of the fire, do so. If the fire is small and you can safely use a fire extinguisher to put it out, do so.

Exit by the nearest safe stairway. Do not use the elevators. Do not run.

- If there is smoke in the room, keep low to the floor.
- Try to exit the room. Feel the doorknob. If it is hot, do not open the door.
- If the doorknob is hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
- Don't panic.
- Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack the windows at the bottom and the top if possible to allow for ventilation.

Hang a sheet or towel from the window to announce that you are in your room. Call the FSUPD at 301-687-4222. Be sure to give your room number and your location.

- If you can exit the room put shoes on (and if necessary get a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is available call FSUPD, or find a window

and signal that you are still in the building.

Plans for Future Improvements in Fire Safety

The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

Health and safety Inspections

Student rooms are inspected periodically by University personnel for health and safety violations. Inspections are unannounced, and are designed to find and eliminate safety violations. Students are required to read the Residence Hall Guide which includes all rules and regulations for residential buildings. Inspections include but are not limited to, a visual examination of electrical cords, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room may be examined for the presence of prohibited items (e.g. sources of open flames, such as candles; non-surge protected extension cords; portable cooking appliances in non-kitchen areas, etc.) or prohibited activity (e.g. smoking in the room; tampering with life safety equipment; possession of pets; etc.) this inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited devices will be disabled or confiscated and donated/discarded if found, without reimbursement. The following is a list of prohibited items and

are considered a violation of University policy.

- Candles
- Non-surge protected extension cords
- Incense
- Lanterns/Oil lamps
- Flammable liquids
- Burners and other object with an open flame in non-kitchen areas
- Hot plates, rice cookers, crock pots, waffle irons, and popcorn poppers in non-kitchen areas
- Toaster/Toaster ovens in non-kitchen areas
- Sandwich makers/grills in non-kitchen areas
- Microwaves or refrigerators that are not provided by the University
- Space heaters
- Fireworks and explosives

Fire Safety Tips

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University policy.

Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is not permitted anywhere on the campus of FSU.

A daily fire log is available for review 24 hours a day on the FSUPD website at <http://www.frostburg.edu/admin/police/clery-compliance/fire-log/> or at FSUPD Monday through Friday 8 a.m. to 4 p.m., excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date time, and general location.

Fire Safety Systems in FSU Residential Facilities

Facility	Alarm monitored by 911 Center	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of evacuation Drills each year
Allen Hall	YES	NONE	YES	YES	YES	2
Annapolis Hall	YES	PARTIAL	YES	YES	YES	2
Cumberland Hall	YES	PARTIAL	YES	YES	YES	2
Cambridge Hall	YES	PARTIAL	YES	YES	YES	2
Diehl Hall	YES	NONE	YES	YES	YES	2
Edgewood Commons	YES	FULLY SPRINKLED	YES	YES	YES	2
Frederick Hall	YES	PARTIAL	YES	YES	YES	2
Frost Hall	YES	PARTIAL	YES	YES	YES	2
Gray Hall	YES	NONE	YES	YES	YES	2
Simpson Hall	YES	NONE	YES	YES	YES	2
Sowers Hall	YES	NONE	YES	YES	YES	2
Westminster Hall	YES	PARTIAL	YES	YES	YES	2
TLC Apartments	YES	YES	YES	YES	YES	2

Partial Sprinkler Systems cover the common areas of the Hall.

**2017 Fire Statistics
On-Campus Student Housing Facilities**

Date Occurred	Time Occurred	Location	Cause of Fire	Number of Injuries	Deaths Related to Fire	Damaged Value caused by Fire
1/26/2017	20:08	148 Edgewood Commons	Food	0	0	0
9/14/2017	13:41	340 Edgewood Commons	Food	0	0	\$595.00

**2016 Fire Statistics
On-Campus Student Housing Facilities**

Date Occurred	Time Occurred	Location	Cause of Fire	Number of Injuries	Deaths Related to Fire	Damaged Value caused by Fire

**2015 Fire Statistics
On-Campus Student Housing Facilities**

Date Occurred	Time Occurred	Location	Cause of Fire	Number of Injuries	Deaths Related to Fire	Damaged Value caused by Fire

Resources Sheet	
24 Hour HOTLINE	301-759-9244
Advisory Council Against Gender Based Violence	http://www.frostburg.edu/gbv/
Allegany County Crime Solvers	301-722-4300
Allegany County Detention Center	301-729-8540
Allegany County Health Department	301-777-5606
Allegany County Sheriff	301-777-5959
Allegany County State's Attorney	301-777-5959
Criminal Injuries Compensation	410-585-3010
District Court Commissioner of Allegany County	301-723-3150
District Court of Allegany County	301-723-3150
Domestic Violence Crisis Referral	800-MDHELPS
Family Crisis Resource Center	301-759-9246
First Call For Help	800-492-0618
Frostburg City Police	301-689-3000
FSU Counseling Center	301-687-4234
FSU Student Affairs	301-687-4311
FSU TIP LINE	301-687-STOP (7867)
Governor's Office of Crime Control 300 E. Joppa Road, Suite 1105 Baltimore, Maryland 21286	410-321-3521
Juvenile Justice, Allegany County	301-777-2131
Legal Aid Bureau, Inc.	301-777-7474
Maryland State Police Barrack "C" Cumberland	301-729-2101
National Domestic Violence Center	800-799-SAFE
Office of Gender Equity	301-687-4733
Out-Patient Additions Program	301-777-5606
Parole & Probation – Allegany County	301-777-2140
Public Defender – Allegany County	301-777-2142
Sexual Assault Crisis Referral	800-656-HOPE
Sexual Misconduct Relationship Violence, And Stalking Tip Line	301-687-3434
Stephanie Roper Foundation	301-952-0063
Title IX Coordinator	301-687-3035
University Police Department	301-687-4223
Western Maryland Regional Medical Center	240-964-7000

Frostburg State University Police Mission Statement



The mission of the Frostburg State University Police Department is to create a safe and secure environment in which others may work, study, learn and live.