



## **Annual Security and Fire Safety Report**

# **2019**

**401 Rosemont Avenue  
Frederick, MD 21701  
Communications Center (24 hours) Non-emergency: 301-696-3548  
Emergency: 301-696-3111**

## Clery Reporting Information

Hood College's "2019 Annual Security and Fire Safety Report" is now available. This report is required by federal law and contains policy statements, crime and fire statistics. The policy statements address our policies, procedures and programs concerning safety and security, crime awareness and preventive measures one can take to reduce chances of becoming a victim. Three years' worth of statistics are included for certain types of crimes and fire incidents, which were reported to have occurred on campus, in or on off-campus buildings, property owned or controlled by the school, and on public property within or immediately adjacent to the campus.

Our mission is to make your time at Hood pleasant and safe, whether you are a student, faculty member, staff member or visitor. This publication is a way to keep you informed and share statistical data reported to the Department of Campus Safety during the most recent three-year period. It also allows us to present information regarding crime prevention, procedures for reporting crimes on campus, who and where to call in emergencies, missing person's information, drug and alcohol awareness programs, sexual assault response procedures and other personal safety topics.

This report is available online. [Click here to view the report](#). Hard copies of this report can be obtained at the Hood College Department of Campus Safety, located in the Whitaker Campus Center, room 108.

If you need assistance with any safety or security concern, or have any difficulty accessing or retrieving this report, please contact me at [maynard@hood.edu](mailto:maynard@hood.edu) or call 301-696-3546. The Department of Campus Safety is pleased to serve the needs of the Hood College community.

Sincerely,

Thurmond Maynard  
Director and Chief  
Department of Campus Safety  
Hood College

**Mission Statement**

Through an integration of the liberal arts and the professions, Hood College provides an education that empowers students to use their hearts, minds and hands to meet personal, professional and global challenges and to lead purposeful lives of responsibility, leadership, service and civic engagement.

**Overview**

The Department of Campus Safety reports to the vice president for student life and dean of students at Hood College. The staff works closely with all departments of the College to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to students, faculty and staff.

The office is located in the Whitaker Campus Center at 401 Rosemont Ave., Frederick, MD 21701. It is open 24 hours a day, 365 days a year. Uniformed campus safety officers provide around-the-clock patrol and services to the campus community.

Campus safety officers are responsible for a full range of safety services to the Hood College community, including all crime report investigations, medical emergencies, fire emergencies, traffic accidents and enforcement of all College policies including those relating to alcohol use, drug use, and weapons possession.

Campus safety officers submit incident reports on all crimes on campus reported to the department. All serial numbers of vehicles and office equipment stolen from campus are reported through the local police department to the National Crime Information Center (NCIC).

All criminal activity, suspicious activity, and other emergencies on campus should be reported directly to the Department of Campus Safety by any member or guest of the Hood College community. Please dial 301-696-3111 or ext. 3111 for all emergency or service calls, 24 hours a day. Campus safety officers will meet you anywhere on campus to investigate and inquire about any of these events. You may also call 301-696-3548 from an outside phone line or ext. 3548 from a college phone, 24 hours a day for all non-emergency business calls.

This publication contains information about on- and off-campus resources. The information about “resources” is not provided to infer that those resources are “reporting entities” for Hood. Crimes should be reported to the Department of Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to a Frederick Crisis Center would not be included in Hood College crime statistics.

## **Policy Addressing Preparation of Disclosure of Crime Statistics**

The Hood College Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at [www.hood.edu](http://www.hood.edu) under the Campus Safety section. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, the Division of Student Life, and designated campus safety authorities. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to campus safety, designated campus safety authorities (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Wellness Services staff informs their clients of the procedures to report crime to campus safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an email notification regarding access to this report is made to all enrolled students, faculty, and staff. Copies of the report may also be obtained from the Department of Campus Safety located in the Whitaker Campus Center, or by calling 301-696-3548 from an outside phone line or ext.3548 from a College phone. All prospective employees may obtain a copy of this report from the Department of Human Resources in Alumnae Hall, room 312 or by calling 301-696- 3592. The website address is also included on Hood employment applications.

## **Policy Addressing How to Report Criminal Offenses**

### **To report a crime:**

Call the campus safety emergency line at 301-696-3111 from an outside phone or ext. 3111 from a College phone. To report a non-emergency security or public safety related matter, call campus safety at 301-696-3548 from an outside phone line or ext. 3548 from a College phone. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call.

Code Red telephones are located in the Residence Halls; Blue Light Emergency Phones are located throughout the campus.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around residence halls should be reported to the Department of Campus Safety. In addition, you may report a crime to the following individuals:

- Vice President for Student Life  
301-696-3573  
203 Alumnae Hall

- Director and Chief of Campus Safety  
301-696-3546  
219 Whitaker Campus Center
- Director of Residence Life and Student Conduct  
301-696-3577  
223 Whitaker Campus Center

For off-campus options, contact the City of Frederick Police Department by dialing 911. Campus safety works with local law enforcement during mutual investigations, arrests and prosecutions. Campus safety personnel attend meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the Hood community.

### **Policy Addressing Voluntary Confidential Reporting**

If you are the victim of a crime on campus and do not want to pursue action within the Hood College system or the criminal justice system, you may still want to consider making a confidential report.

With your permission, the chief or a designee of campus safety 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 College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **Policy Addressing Limited Voluntary Confidential Reporting**

The Department of Campus Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to their local police. Because police reports are public records under state law, the Department of Campus Safety cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the chief of campus safety.

### **Policy Statement Addressing Security and Access**

During business hours, academic buildings and business offices of the College will be open to students, faculty/staff, parents, employees, contractors and guests. During non-business hours, access to all College facilities is by key or keycard, if issued, or by admittance via the Departments of Campus Safety or Residence Life staff. In the event of extended closings, the College will admit only those with prior written approval to all facilities. Residence halls are secured 24 hours a day.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Athletic Center, Library, etc. In these cases, the facilities will be secured according to schedules developed by the responsible department.



Additionally, during the academic year, the Directors of Facilities Management, Residence Life and Campus Safety meet to discuss issues of pressing concern.

### **Policy Addressing Campus Law Enforcement Authority**

Hood College campus safety officers have the authority to ask people for identification and to determine whether individuals have lawful business on campus and at College leased/approved off-campus housing. Safety officers have the authority to trespass unwanted visitors, report and investigate violations of the Code of Student Conduct, issue parking tickets, tow vehicles parked in violation, and bill appropriate expenses to the financial accounts of students, faculty and staff. Campus Safety officers do not possess arrest power.

Criminal incidents are referred to the City of Frederick Police Department, who have jurisdiction on the campus. The Department of Campus Safety maintains a highly professional working relationship with the City of Frederick Police Department and Frederick County Sheriff's Office. All crime victims and witnesses are strongly encouraged to immediately report crimes to campus safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **Policy Statement on Police Cooperation**

The Hood College Department of Campus Safety maintains a close working relationship with the City of Frederick Police Department. Campus safety staff occasionally work with other law enforcement agencies in the greater Frederick area to include the FBI, U.S. Secret Service, sheriff's office and state police, as needed and appropriate. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of campus safety and Frederick City communicate regularly on the scene of incidents that occur in and around the campus area. The City of Frederick Police Department investigators work closely with campus safety's investigative staff when incidents arise that require joint investigative efforts, resources, crime-related reports and exchanges of information, as deemed necessary. There is a written Memorandum of Understanding between Hood College and the City of Frederick Police Department, regarding investigations of sexual assault, domestic violence and dating violence.

Hood College does not have any recognized student organizations with non-campus locations that are monitored by the City of Frederick Police Department.

### **Policy Addressing the Encouragement of Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to campus safety in a timely manner. This publication focuses on campus safety because it patrols the Hood College campus.

In response to a call, campus safety will take the required action, dispatching an officer or aiding the victim in reporting the incident to the City of Frederick Police Department to file an incident report. All Campus Safety incident reports are forwarded to the Office of the Dean of Students for review and potential action. Campus safety officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the dean of students. If assistance is required from the City of Frederick Police Department or another agency, campus safety will contact the appropriate unit.

### **Policy Addressing Counselors and Confidential Crime Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. “Pastoral Counselors” and “Professional Counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Pastoral Counselor is defined as an employee of the College who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor is defined as an employee of the College whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

### **Policy Addressing Security Awareness Programs for Students and Employees**

During new student orientation in August, students are informed of services offered by the Department of Campus Safety. A presentation outlining ways to maintain personal safety and residence hall security is also given. Students are also provided data about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

Periodically during the academic year, campus safety, in collaboration with other College organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft and vandalism, as well as educational sessions on personal safety and residence hall security, and fire safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of the responsibility for their own security and the security of others.

When time is of the essence, information is released to the College community through the Hood Alert System via electronic mail, automated voice phone and phone texting systems.

### **Policy Addressing Alcoholic Beverages**

The possession, sale or the furnishing of alcohol on the Hood College campus is governed by state and federal laws. However, the enforcement of alcohol laws on campus is the primary responsibility of the Office of Residence Life and the Department of Campus Safety.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal. For details regarding the Hood College Policy on Alcohol and Other Substances refer to <http://www.hood.edu/studenthandbook/>. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

### **Policy Statement Addressing Illegal Drug Possession**

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by campus safety. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

### **Hood College Drug and Alcohol Prevention Programs**

The College has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Alcohol and Drug Education:

- Hood College Substance Abuse Awareness & Prevention Committee,
- Hood College Director of Wellness

Counseling Services:

- Hood College Health and Counseling Services at Tollhouse (501 W. 7<sup>th</sup> Street Frederick, MD 21701)

Referral Services:

- For a complete list of Frederick County drug and alcohol referral services, [click here](#).

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

### **Policy Addressing Preventing and Responding to Sex Offenses**

Hood College educates the student community about sexual assault, domestic violence, dating violence and stalking through mandatory new student orientations each fall. The Division of Student Life and the Office of Human Resources offer various sexual assault, domestic violence, dating violence and stalking prevention information to students and employees upon request.

To combat these types of crime on campus, the most powerful tool is voicing a concern. The best way bystanders can assist in creating an empowering climate, free of interpersonal violence is, in a safe and positive manner to diffuse the problematic behaviors before they escalate. Bystander intervention is defined as, “strategies for prevention of various types of violence, including bullying, sexual harassment, sexual assault and intimate partner violence.” Here are several ways to aid in the matter:

- Educate yourself about interpersonal violence AND share this info with friends



- Confront friends who make excuses for other people's abusive behavior
- Speak up against racist, sexist and homophobic jokes or remarks

Risk reduction pertaining to sexual assault, domestic violence, dating violence and stalking is defined as, "strategies for prevention and deterring the likelihood of these types of behavior." While you can never completely protect yourself from these behaviors, there are some things you can do to help reduce your risk.

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have money for transportation.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting earbuds in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering or party, go with a group of friends. Arrive together, check in with each other and leave together.
- Practice safe drinking. Know your limit. Do not leave any beverages unattended or accept drinks from someone you don't know or trust (this includes non-alcoholic drinks).
- Have a buddy system. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about you or your friend's safety.
- Know what "consent," means. Hood College defines consent as, "knowing, voluntary and affirmatively communicated willingness to participate in a particular sexual activity or behavior." It must be given by a person with the ability and capacity to exercise free will and make a rational, reasonable judgment. Consent may be expressed by either words or clear, unambiguous actions.
- If someone you don't know or trust asks you to go somewhere alone, let that individual know that you would rather stay with the group.

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking at this institution, your first priority should be to get to a place of safety. You should then report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. These incidents should be reported directly to designated officials deemed "responsible officials." A report to these individuals is an official report that requires a response by the College. Responsible officials include most directors, deans and vice presidents, supervisors, and residence life staff who work directly in the housing environment, including Resident Assistants. Filing a report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions.

**Filing a police report will:**

- ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which possibly could not be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in crisis intervention.

Nothing precludes a victim from contacting the City of Frederick Police Department on their own. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College, one or the other, or both. Appropriate College staff will guide the victim through the available options and support the victim in his or her decision.

Various counseling options are available from the College through Health and Counseling Services at Tollhouse and Student Life. Counseling and support services outside the College system can be obtained through the Heartly House or a Frederick Rape and Sexual Abuse Center.

You may file charges through the College's internal judicial system as appropriate. Students should file a report with the dean of students, the director of campus safety, the ombudsperson or the executive director of human resources. Students may also initiate action by filing a written complaint with the aforementioned individuals. Community members that are accused of sexual misconduct will be subject to a formal hearing from the College Grievance Board or the Faculty Board of Review. Hood College uses the "preponderance of evidence" standard, to determine whether the incident did or did not take place. When reporting the incident, if you choose not to file a report or complaint, you will have up to 180 days to reverse your decision.

The College Grievance Board will be convened solely with faculty and staff members, i.e., without student members, in cases of sexual misconduct (sexual violence, nonconsensual sexual contact, sexual harassment, sexual assault, sexual exploitation, sexual intimidation, and relationship violence). In order to promote confidentiality to the greatest extent possible and to assure appropriate reporting, students will be not permitted to serve on cases involving allegations of sexual assault or other sexual misconduct. One faculty alternate and one staff alternate will be called to complete the complement of Grievance Board Members.

The Faculty Board of Review will handle allegations of sexual misconduct involving faculty as accusers or as victims per the procedures described above. Students, faculty, staff and other members of the Hood community who are found to have engaged in sexual misconduct or violence will be subject to sanctions which reflect the seriousness of the offense, the circumstances of the occurrence, and any prior violations of College

behavioral standards. Such sanctions may include, but are not limited to, probationary status, loss of College housing and/or separation from the institution on a temporary or permanent basis.

Officials conducting hearings receive annual training on issues such as dating violence, domestic violence, stalking, sexual assaults and how to conduct hearings that protect the safety of the victim and accountability.

## **RIGHTS OF THE PARTIES:**

I. At each step of the process, whether an informal or formal procedure is chosen, and regardless of the nature of the allegation, both the complainant and the respondent have the right to an advocate or counsel present at any proceedings regardless of the type of resolution procedure chosen. However, the advocate or counsel may not participate in the proceedings or examine witnesses.

II. The complainant has the right to file a grievance, to present supporting evidence, and to reply to the respondent's information at each step of the process.

III. The respondent has the right to be informed of all charges and of any evidence against her/him used to evaluate those charges, to bring evidence, and to reply to the complainant's information at each step of the process.

IV. The parties have the right to be protected against conflict of interest by decision makers at all steps of the process as set forth below. A conflict of interest exists when a decision maker in a grievance procedure has a personal or professional relationship with any of the parties that could in any way compromise the process or present the appearance of conflict of interest.

a) Either the complainant or the respondent, when made aware of the composition of the grievance board, may request that a member (or members) of the board recuse her/himself if she/he feels there may be a conflict of interest.

b) It is incumbent upon a grievance board member, when she/he learns the identities of the complainant and the respondent, to recuse her/himself if she/he feels there may be a conflict of interest.

c) When a grievance board member has recused her/himself, she/he is obligated to maintain confidentiality regarding the complaint.

V. The parties have the right to a prompt and impartial internal investigation into the circumstances and prompt resolution procedures, regardless of the nature of the allegation.

a) Complainants who are victims of alleged sexual assault will be advised of their rights to file internal formal complaints, criminal complaints, or both. Support persons

for both complainant and respondent will be offered.

b) Complainants who are victims of alleged sexual assault, relationship violence and/or stalking will be provided with appropriate options to provide for their individual safety.

c) Both parties have the right, and are encouraged, to contact law enforcement or legal counsel for assistance and/or to legal protections and remedies.

d) Both parties have the right to use College resources to help navigate the grievance process. The College will conduct affirmative outreach to both parties and make appropriate resources available.

e) The College affirms its right to use legal counsel or other appropriate resources at any point during the investigative, adjudication, disciplinary and appeals process.

VI. Both parties will be notified simultaneously and in writing of the outcome of the proceedings; the appeals process; any change to the results before it becomes final; and when the results become final.

In this policy, the College provides for adequate, reliable, and impartial investigation into complaints (including protection against conflicts of interest), with the opportunity to present witnesses and other evidence. In cases of physical threats, discrimination, and sexual misconduct, the College will take appropriate and immediate steps to end the offensive or threatening behavior and to provide a safe environment that does not interfere with the complainant's right to pursue an education. This can be accomplished by requesting a "no contact order," classroom or housing assignment accommodation, or possibly a peace order issued from the Frederick County commissioner's office. The Department of Campus Safety and Student Life Team can assist with these processes.

### **Sexual Assault Awareness Programs and Campaigns**

All students are required to complete a primary prevention program, known as EverFi sexual assault training. EverFi is a nationally recognized leader that provide programs to promote violence-free homes and communities and helps victims of domestic violence and sexual assault. Faculty and staff are required to complete sexual assault training through SafeColleges. SafeColleges programs are designed to help campuses address challenging issues affecting their institutions to make them safer and more inclusive places to work and learn. Both of these training programs provide information regarding Hood College revised policies, resources, and other important information for community members to help prevent sexual assault, domestic violence, dating violence, and stalking on campus. Community member are then able to assist victims, should the need arise. These are considered primary prevention programs because they are aimed towards giving community members information before incidents occur.

Hood College participates in the following ongoing awareness programs regarding the prevention of sexual assaults, domestic violence, dating violence and stalking:

- “It’s On Us”: The campaign is designed to create awareness on college campuses on how to stop sexual assault. It provides the opportunity for the College to have a collective conversation on the role each person can play in ending sexual violence on and off campus. Everyone is encouraged to sign a pledge to add their name to thousands across the country who are declaring that sexual assault is unacceptable and to become part of the solution. More information can be provided about the campaign by visiting the website at <http://itsonus.org/>.
- “One Love Foundation”: The One Love Foundation strives to eliminate relationship violence by engaging audiences through compelling and powerful educational content. The mission of the organization is to empower young people as the critical leaders in a movement for change and to mobilize a generation towards a brighter future where relationship violence is far less prevalent. More information can be provided about the foundation by visiting the website at <https://www.joinonelove.org/>.

### **Nondiscrimination Notice**

Hood College does not discriminate on the basis of sex, race, color, national origin, sexual orientation, marital status, pregnancy, disability, religion or age in recruitment, admission and access to, treatment of, or employment in its programs, services, benefits or activities as required by applicable laws including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and complies with the law regarding reasonable accommodation for disabled applicants and students. Inquiries about discrimination or reasonable accommodation should be referred to the Title IX and Section 504 Coordinator at Alumnae Hall, 401 Rosemont Avenue, Frederick, MD. 21701 (AD 312), 301-696-3592.

### **Policy Addressing Sex Offender Registration**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education.

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Hood College Department of Campus Safety is providing a link to the Maryland State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement 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 of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

The Hood College Department of Campus Safety maintains this direct link to the Maryland Sex offender registry for easy access by the Hood Community. This site includes all registered sex offenders reported to be working at Maryland Colleges and Universities:

[www.dpscs.state.md.us/sorSearch](http://www.dpscs.state.md.us/sorSearch).

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA)

to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

### **Policy Addressing Missing Students, Notification and Procedure**

If a member of the Hood College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify campus safety at 301-696-3548 or ext. 3111.

Campus safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Hood in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Hood will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through residence life or campus safety. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should campus safety determine that the student has been missing for 24 hours, Hood will notify the City of Frederick Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Hood will notify the student's parent or legal guardian immediately after Hood has determined that the student has been missing for 24 hours.

### **Policy Statement Addressing Issuing Timely Warnings**

In the event that a situation determined to be a Clery Act crime or constitutes an ongoing or continuing threat arises, either on or off campus, a campus-wide "timely warning" will be issued by the chief and director of campus safety. The warning will be issued through the College email system to students, faculty and staff.

### **Emergency Response and Evacuation Procedures**

In the event of an actual emergency, the College community will be notified through phone mail, email and the Hood College website, via the "Hood Emergency Mass Notification System (Hood Alert)." Students and community members should take responsibility for regularly checking their email. In order to receive campus-wide email announcements, students must have a College email account, which may be obtained from the Office of Information Technology (I.T.) services in Alumnae Hall.

### **Emergency Response and Evacuation Procedures Statement**

The College's campus safety manual and website include information about shelter-in-place and evacuation guidelines. College departments are responsible for contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts numerous emergency response exercises each year, such as tests of the emergency notification systems on



campus.

Hood College Campus Safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually members of the Hood College Department of Campus Safety, the City of Frederick Police Department and/or the Frederick Fire and Emergency Medical Services Department, who work together to manage the incident. Depending on the nature of the incident, other departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Hood College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the campus safety website.

All members of the Hood community are notified on an annual basis that they are required to notify campus safety of any situation or incident on Hood property that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, campus safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

#### **Notification to the Hood Community about an Immediate Threat**

The Department of Campus Safety receives information from various campus constituencies. If it confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the community, Campus Safety authorities will collaborate to determine the content of the message and will use the "Hood Alert" system to communicate the threat to the community. The Campus safety authorities, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to Hood College Department of Campus Safety, City of Frederick Police Department, and/or Frederick Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The College will post updates during a critical incident on the website at [www.hood.edu](http://www.hood.edu).

The Campus safety patrol vehicle is equipped with public address systems and can be strategically placed throughout the campus to facilitate communication. Members of the larger community who are interested in receiving information about emergencies on campus should sign up for the "Hood Alert" mass notification system found on the campus safety website.

#### **Testing Emergency Response and Evacuation Procedures**

An evacuation/fire drill is coordinated by campus safety each semester for all residential

facilities and annually for all academic buildings on College property. Campus safety notifies residents several days in advance about evacuations. 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. Campus safety and the student life staff are on the scene and will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train occupants on 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 College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the campus safety and student life departments to evaluate egress and behavioral patterns. Reports are prepared by the Department of Campus Safety, which identifies deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

### **Shelter-in-Place Procedures**

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 that 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, seeking an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Hood College ID card, etc.) and follow the evacuation procedures 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 College building quickly. If security, 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 campus safety, student life members, other College employees, the federal government, City of Frederick Police Department, or other authorities utilizing the College’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. Go to the nearest room or office.
2. Close and lock the door.
3. Turn off the lights.
4. Seek protective cover and barricade the door.
5. Keep quiet and act as if no one is in the room.
6. Do not answer the door.
7. Notify 911 and campus safety at 301-696-3111, if it is safe to do so, providing each switchboard operator with the following information:
  - a. Your name.
  - b. Your location (be as specific as possible).
  - c. Number of shooters (if known).
  - d. Identification or description of shooter.
  - e. Number of persons who may be involved.
  - f. Injuries if known.

### **Daily Crime Log**

Campus Safety maintains a daily crime log that lists all reported crimes. The log outlines the logistics of the crime (date, time and location), the nature of the crime, and how the crime was handled. This log is kept at the campus safety switchboard in the Whitaker Campus Center and is available for review at any time, upon request.

### **Daily Fire Log**

Campus Safety maintains a daily fire log that lists all reported fires. The log outlines the logistics of the fire (date, time and location), the nature of the event, and how it was handled. This log is kept at the campus safety switchboard in the Whitaker Campus Center and is available for review at any time, upon request.

### **Crime Statistics**

The Department of Campus Safety, under the direction of the director (chief) or his or her designee, gathers and compiles Hood College's crime statistics. In addition to the crimes reported to campus safety, the director also solicits information from campus safety authorities and the City of Frederick Police Department. Crime statistics in this report from off-campus venues and adjacent streets were compiled in collaboration with the local police.

These crime statistics are substantiated by the Department of Campus Safety in collaboration with the dean of students. Double counting of these crimes is avoided by an oversight process conducted by the director of campus safety.

It should be noted that the Campus Security Act was amended in 1998. Any marked increase across years or in the revised statistics from previous years can be accounted for by the fact that the geographic boundaries for reporting were greatly expanded in 1998, and reporting of drug, alcohol and weapons violations was also broadened to include not only arrests but also disciplinary referrals.

### **Reportable Crimes and Definitions**

The Department of Campus Safety adheres to the Federal Bureau of Investigation's Uniform

Crime Reporting Index for classifying and reporting crime statistics. The definitions for criminal homicide and non-negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson and larceny-theft are excerpted from the Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

**Criminal Homicide – Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- A. Rape – the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- B. Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- C. Incest - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included in this definition.

**Vandalism :** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such

means as may be specified by local law.

**Stalking:** The willful, malicious and repeated following or harassment of another person with the intent to annoy, alarm or frighten.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Domestic Violence:** Acts, threats or patterns of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce, or injure the other partner.

**Dating Violence:** Controlling, abusive, and aggressive behavior in a romantic relationship.

**Drug Law Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Offenses:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Weapon Offenses:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Hate Crimes:** A criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

## **Crime Statistics**

The following crime statistics are for Hood College and reflect incidents that were reported to the Hood College Department of Campus Safety:

### 2018 CRIMINAL OFFENSES

2018 CRIMINAL OFFENSES	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Rape	0	0	0	0	0
Fondling	1	1	2	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
<b>OTHER CRIMES</b>					
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>VAWA CRIMES</b>					
Domestic Violence	0	0	0	0	0
Dating Violence	3	0	3	0	0
Stalking	0	1	1	0	0

### 2017 CRIMINAL OFFENSES

2017 CRIMINAL OFFENSES	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder/Non-Negligent	0	0	0	0	0



Manslaughter					
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Rape	0	0	0	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
OTHER CRIMES					
Robbery	0	0	0	0	0
Aggravated Assault	0	1	1	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
VAWA CRIMES					
Domestic Violence	0	0	0	0	0
Dating Violence	4	3	7	0	0
Stalking	0	0	0	0	0

### 2016 CRIMINAL OFFENSES

2016 CRIMINAL OFFENSES	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
CRIMINAL HOMICIDE					
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
SEX OFFENSES					
Rape	4	0	4	0	0
Fondling	0	0	0	0	1
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
OTHER CRIMES					
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0

Burglary	0	1	1	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
<b>VAWA CRIMES</b>					
Domestic Violence	0	0	0	0	0
Dating Violence	3	1	4	0	0
Stalking	0	0	0	0	0

### 2018 ARRESTS AND JUDICIAL REFERRALS

2018 ARRESTS AND JUDICIAL REFERRALS	ON CAMPUS		ON CAMPUS (TOTAL)	NON- CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>JUDICIAL REFERRALS</b>					
Liquor Law Violations	46	2	48	0	0
Drug Law Violations	6	2	8	0	0
Illegal Weapons Violations	0	0	0	0	0

### 2017 ARRESTS AND JUDICIAL REFERRALS

2017 ARRESTS AND JUDICIAL REFERRALS	ON CAMPUS		ON CAMPUS (TOTAL)	NON- CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
<b>ARRESTS</b>					
Liquor Law Violations	0	0	0	0	0

Drug Law Violations	0	2	2	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	57	0	57	0	0
Drug Law Violations	4	0	4	0	0
Illegal Weapons Violations	0	0	0	0	0

### 2016 ARRESTS AND JUDICIAL REFERRALS

2016 ARRESTS AND JUDICIAL REFERRALS	ON CAMPUS		ON CAMPUS (TOTAL)	NON-CAMPUS	PUBLIC PROPERTY
	Student Housing	Other			
ARRESTS					
Liquor Law Violations	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
JUDICIAL REFERRALS					
Liquor Law Violations	64	1	65	0	0
Drug Law Violations	4	0	4	0	0
Illegal Weapons Violations	0	0	0	0	0

### 2018 CLERY BIAS CRIME STATISTICS-ON CAMPUS

2018 BIAS CRIME STATISTICS  ON CAMPUS		CATEGORY OF BIAS					
Clery Act Reportable Offenses		Race	Gender	Religion	Sexuality	Ethnicity	Disability
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0
Sex Offenses: Forcible		0	0	0	0	0	0
Sex Offenses: Non-Forcible		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
Simple Assault		0	0	0	0	0	0
Intimidation		0	0	0	0	0	0
Larceny-Theft		0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)		0	0	0	0	0	0

### 2017 CLERY BIAS CRIME STATISTICS-ON CAMPUS

2017 BIAS CRIME STATISTICS  ON CAMPUS		CATEGORY OF BIAS					
Clery Act Reportable Offenses		Race	Gender	Religion	Sexuality	Ethnicity	Disability
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0
Sex Offenses: Forcible		0	0	0	0	0	0

Sex Offenses: Non-Forcible		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
Simple Assault		0	0	0	0	0	0
Intimidation		0	0	0	0	0	0
Larceny-Theft		0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)		0	1	0	0	0	0

### 2016 CLERY BIAS CRIME STATISTICS-ON CAMPUS

2016 BIAS CRIME STATISTICS	CATEGORY OF BIAS						
ON CAMPUS							
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)	0	0	0	0	0	0	0

## 2018 CLERY BIAS CRIME STATISTICS-NON-CAMPUS

2018 BIAS CRIME STATISTICS		CATEGORY OF BIAS					
NON-CAMPUS							
Clery Act Reportable Offenses		Race	Gender	Religion	Sexuality	Ethnicity	Disability
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0
Sex Offenses: Forcible		0	0	0	0	0	0
Sex Offenses: Non-Forcible		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
Simple Assault		0	0	0	0	0	0
Intimidation		0	0	0	0	0	0
Larceny-Theft		0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)		0	0	0	0	0	0

## 2017 CLERY BIAS CRIME STATISTICS-NON-CAMPUS

2017 BIAS CRIME STATISTICS		CATEGORY OF BIAS					
NON-CAMPUS							
Clery Act Reportable Offenses		Race	Gender	Religion	Sexuality	Ethnicity	Disability
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0



Sex Offenses: Forcible		0	0	0	0	0	0
Sex Offenses: Non-Forcible		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
Simple Assault		0	0	0	0	0	0
Intimidation		0	0	0	0	0	0
Larceny-Theft		0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)		0	0	0	0	0	0

### 2016 CLERY BIAS CRIME STATISTICS-NON-CAMPUS

2016 BIAS CRIME STATISTICS	CATEGORY OF BIAS						
NON-CAMPUS							
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)	0	0	0	0	0	0	0

### 2018 CLERY BIAS CRIME STATISTICS-PUBLIC PROPERTY

2018 BIAS CRIME STATISTICS		CATEGORY OF BIAS					
PUBLIC PROPERTY							
Clery Act Reportable Offenses		Race	Gender	Religion	Sexuality	Ethnicity	Disability
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0
Sex Offenses: Forcible		0	0	0	0	0	0
Sex Offenses: Non-Forcible		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
Simple Assault		0	0	0	0	0	0
Intimidation		0	0	0	0	0	0
Larceny-Theft		0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)		0	0	0	0	0	0

### 2017 CLERY BIAS CRIME STATISTICS-PUBLIC PROPERTY

2017 BIAS CRIME STATISTICS		CATEGORY OF BIAS					
PUBLIC PROPERTY							
Clery Act Reportable Offenses		Race	Gender	Religion	Sexuality	Ethnicity	Disability
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0

Sex Offenses: Forcible		0	0	0	0	0	0
Sex Offenses: Non-Forcible		0	0	0	0	0	0
Robbery		0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0
Burglary		0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0
Arson		0	0	0	0	0	0
Simple Assault		0	0	0	0	0	0
Intimidation		0	0	0	0	0	0
Larceny-Theft		0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)		0	0	0	0	0	0

### 2016 CLERY BIAS CRIME STATISTICS-PUBLIC PROPERTY

2016 BIAS CRIME STATISTICS	CATEGORY OF BIAS						
PUBLIC PROPERTY							
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	0	0	0	0	0	0
Sex Offenses: Non-Forcible	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0
Destruction/Damage /Vandalism of Property (Except Arson)	0	0	0	0	0	0	0

\*\*\*How statistics are compiled. The chief and director of the Department of Campus Safety is responsible for collecting crime statistics, in cooperation with the City of Frederick Police Department. The chief also works with the Office of the Vice President for Student Life and Dean of Students in collecting the statistics on referrals for campus disciplinary actions, drug abuse, liquor law or weapons violations; collects statistics from the designated campus safety authorities in regards to the Clery crimes that were not reported.

\*\*\*Note: Revisions were made to this report on 10/30/2019 for judicial referrals of drug violations, per state law.

## **FIRE SAFETY REPORT**

Hood College provides a fire safety program for the protection of the campus community. This is a program which promotes fire prevention and the use of fire protection systems to ensure effective emergency notifications and response. All fire protection systems are regularly inspected and tested according to the National Fire Protection Agency (NFPA) standards. Campus safety staff members are trained and receive continuing education in various areas that encompass possible hazards to life, safety and health. Professional staff and resident assistants, who also live in the residence halls, participate in required fire safety training sessions annually, regardless of prior experience.

### **Fire Protection Systems**

Fire alarms are installed in all residence halls as well as academic and administrative buildings. Alarm systems report electronically and directly to the Department of Campus Safety Communications Center, which monitors activity 24 hours a day, 365 days a year.

- All residence halls are equipped with an automatic sprinkler system.
- Life Safety systems, including all fire alarms and fire sprinkler systems are tested on a regular schedule in compliance with the National Fire Protection Agency (NFPA) Fire Code regulations.
- In addition to the independent testing of the life safety systems, daily safety inspections are conducted by professional Campus Safety staff in all structures.

### **Fire Safety Education and Training**

- Unannounced fire drills, with performance standards, are held twice each semester during the academic year in residence halls. Fire drills are also held bi-annually for all academic/administrative buildings.
- Instructions outlining what to do in case of a fire and building specific emergency evacuation plans are posted in prominent locations in all campus buildings including, residence halls.
- These procedures are reviewed during required orientation programs, follow-up safety sessions, and fire drill exercises. The procedures are available on the Campus Safety Website at: [https://www.hood.edu/sites/default/files/17\\_EmergencyReadinessGuide\\_Booklet.pdf](https://www.hood.edu/sites/default/files/17_EmergencyReadinessGuide_Booklet.pdf).

Current policies regarding portable electrical appliances, smoking and open flames (such as candles) can be found at: <http://www.hood.edu/studenthandbook/>.

All fire incidents on Hood College property are reported through the Department of Campus Safety at 301-696-3131. This ensures appropriate emergency response, incident recording for follow up and statistical reporting. All fire incidents are required to be reported to campus safety, even if discovered after a fire has been extinguished (cold fire) or burned out.

### **Fire Evacuation Procedure**

The Department of Campus Safety responds to all fire alarms. However, the most important step you can take for your safety is to learn the quickest way out of the building and always evacuate whenever you hear a fire alarm. Smoke is the most significant danger in a fire and prompt evacuation is your best response.

When the general alarm sounds in your building, use the back of your hand to feel your room door/doorknob:

- If cool, leave immediately, close the door, and proceed quickly and in an orderly fashion to the nearest exit. Stay out of the building until given the “all clear” signal by emergency personnel or authorized staff. Failure to evacuate properly during a fire alarm is a serious breach of Hood policy. Use stairwells in the event of fire. DO NOT use elevators, which might become inoperable and trap occupants. Fire doors must remain closed at all times. Never prop them open, especially when evacuating.
- If the door is hot, remain in the room, put towels or other material under the door, open the window from the top. Signal for help by hanging a flag (i.e., sheet, jacket, etc.) out of the window and call 911 or ext. 3548.

### **Fire Evacuation Tips**

- If you see smoke or flames and the alarm is not sounding, pull the closest fire alarm and leave the building.
- If smoke is present in the hallway or stairwell, remain close to the floor.
- Familiarize yourself with alternate routes to leave the building.
- Do not attempt to jump from multi-story windows.
- Once out, stay out. Go to your designated assembly area. Contact your RA or department administrator for the location of your designated assembly area.
- The pergola area is the designated assembly area for all halls.

### **Fire Safety Precautions**

- Dispose of cigarettes properly: be sure they are completely extinguished and do not discard them near grass, mulch, buildings and other areas where they can smolder and ignite.
- Do not overload electrical circuits or outlets.
- Use a power strip with a surge protector.
- Check your electrical cords for worn places and broken installations.

- Do not use combustible items such as candles and incense.
- Do not staple or connect multiple extension cords together or route cords under doors or carpet.
- Use only the recommended light bulbs with the appropriate wattage for your lamp and other peripheral device.
- Make sure that all appliances are turned off at night and whenever you leave your room.

### **General Safety Precautions**

- Immediately report stolen or missing Hood College identification cards and keys to residence life services and campus safety.
- Never take your personal safety for granted.
- Never prop open exterior doors of residence halls and buildings.
- Never admit strangers into your room or hall.
- Lock room doors, offices, and other student and employee work spaces, even when leaving for a short time.
- Carry keys and your Hood College identification cards at all times and never lend them to anyone.
- Park your vehicle in a well-lit area and keep it locked at all times.
- Never leave valuables in plain view inside a vehicle.
- Report suspicious persons and activities immediately to the Department of Campus Safety by calling 301-696-3111 or by using the emergency telephone system.
- Never leave keys and other valuables visible in rooms, offices, labs or study areas.
- Never remain alone in isolated or unoccupied areas, including classrooms, libraries or other buildings. When such use is required, special arrangements must be made with the Department of Campus Safety.
- When walking at night, have a friend(s) along and carry a cell phone.

## Campus Safety and Security Fire Survey

2018 Statistics Reporting Table Regarding Fires In Residential Facilities						
Residential Facility	Total Fires In Each Bldg.	Fire Number	Cause of Fire	Number of Injuries That Req. Medical Attention	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Coblentz Hall (650 Blazer Trail)	1	1	Burned Food	0	0	0
Coblentz Memorial Hall (561 Coffman Chapel Dr.)	0	0	N/A	N/A	N/A	N/A
Smith Hall (505 Coffman Chapel Dr.)	0	0	N/A	N/A	N/A	N/A
Shriner Hall (530 Hodson Dr.)	0	0	N/A	N/A	N/A	N/A
Meyran Hall (550 Hodson Dr.)	0	0	N/A	N/A	N/A	N/A
Marx Center (541 Coffman Chapel Dr.)	0	0	N/A	N/A	N/A	N/A
1004/1006 W. 7 <sup>th</sup> St.	0	0	N/A	N/A	N/A	N/A
1000/1002 W. 7 <sup>th</sup> St.	0	0	N/A	N/A	N/A	N/A

2017 Statistics Reporting Table Regarding Fires In Residential Facilities						
Residential Facility	Total Fires In Each Bldg.	Fire Number	Cause of Fire	Number of Injuries That Req. Medical Attention	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Coblentz Hall (650 Blazer Trail)	0	0	N/A	N/A	N/A	N/A
Coblentz Memorial Hall (561 Coffman Chapel Dr.)	0	0	N/A	0	0	0
Smith Hall (505 Coffman Chapel Dr.)	0	0	N/A	N/A	N/A	N/A
Shriner Hall (530 Hodson Dr.)	0	0	N/A	N/A	N/A	N/A
Meyran Hall (550 Hodson Dr.)	0	0	N/A	N/A	N/A	N/A
Marx Center (541 Coffman Chapel Dr.)	0	0	N/A	N/A	N/A	N/A
1004/1006 W. 7 <sup>th</sup> St.	0	0	N/A	N/A	N/A	N/A
1000/1002 W. 7 <sup>th</sup> St.	0	0	N/A	N/A	N/A	N/A

2016 Statistics Reporting Table Regarding Fires In Residential Facilities						
Residential Facility	Total Fires In Each Bldg.	Fire Number	Cause of Fire	Number of Injuries That Req. Medical Attention	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Coblentz Hall (650 Blazer Trail)	0	0	N/A	N/A	N/A	N/A
Coblentz Memorial Hall (561 Coffman Chapel Dr.)	1	1	Unk.	0	0	0
Smith Hall (505 Coffman Chapel Dr.)	0	0	N/A	N/A	N/A	N/A
Shriner Hall (530 Hodson Dr.)	0	0	N/A	N/A	N/A	N/A
Meyran Hall (550 Hodson Dr.)	0	0	N/A	N/A	N/A	N/A
Marx Center (541 Coffman Chapel Dr.)	0	0	N/A	N/A	N/A	N/A
1004/1006 W. 7 <sup>th</sup> St.	0	0	N/A	N/A	N/A	N/A
1000/1002 W. 7 <sup>th</sup> St.	0	0	N/A	N/A	N/A	N/A

## Conclusion

The Department of Campus Safety is committed to working with the Hood College community to resolve all criminal and fire related matters in a timely fashion. All members of the department know that for this to happen they must cooperate and work hand-in-hand with faculty, staff and students of Hood College. By working together, the Department of Campus Safety and the College community strive to maintain a safe and secure learning environment.



### **Additional Emergency Phone Numbers**

Ambulance, Fire, Police	911
Frederick County Mental Health Resources	211
Heartly House (24-Hour Hotline)	301-662-8800
Frederick City Fire Marshal	301-600-1479
Poison Center	1-800-222-1222
Environmental Protection Agency (Pollution, Toxic Chemicals, Oil Spills)	1-800-424-8802
Water and Sewer 24-hour Emergency Number	301-600-1160

### **Emergency Management/Disaster Relief**

Frederick County Emergency Management	301-600-6790
MD Emergency Management Agency	1-877-636-2872
Red Cross – Frederick County	301-662-5131

### **Police Departments**

The City of Frederick Police	301-600-2100
Non-emergency direct line	301-600-2102
Frederick County Sheriff's Office	301-600-1046
MD State Police	301-600-4151

### **Hospital**

Hood College Health and Counseling Services at Tollhouse	301-698-8374
Frederick Memorial Hospital General Info.	240-566-3300

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Department of Campus Safety  
Hood College