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University of Maine 2013 Clery Fire Safety Report

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THE UNIVERSITY OF MAINE

2013 CLERY REPORT FIRE SAFETY REPORT

The Higher Education Opportunity Act requires that each campus report on fires at student housing facilities as well as publish a fire safety report which is to be available to the public after October 1 of every year. A copy of the annual report is available upon request. Contact the Safety and Environmental Management Department at (207) 581-4055.

1.

Fire Statistics Report for 2013. The log for the current year is available at the University of Maine Police Department.

Fire Statistics Reporting Table for 2013

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
Androscoggin Hall 13 Androscoggin Rd	0	0		0/0	\$0-99
Aroostook Hall 29 Square Rd	0	0	N/A	N/A	N/A
Balentine Hall 13 Balentine Rd	0	0	N/A	N/A	N/A
Cumberland Hall 7 Cumberland Rd	0	0		0/0	\$0-99
Colvin Hall 21 Estabrooke Dr	0	0	N/A	N/A	N/A
DATV 156 Rangeley Rd	0	0	N/A	N/A	N/A
Gannett Hall 12 Hebron Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hancock Hall 120 Munson Rd	4	1	Intentional/Burn marks on elevator ceiling	0/0	\$0-99
		2	Intentional/Singe marks elevator	0/0	\$0-99
		3	Intentional/Singe marks elevator	0/0	\$0-99
		4	Intentional/Singe marks elevator	0/0	\$0-99
Hart Hall 6 W Mall Rd	1	1	Intentional/Singe drawing on elevator ceiling	0/0	\$0-99
Kennebec Hall 17 Square Rd	4	1	Intentional/Elevator wall and door singe	0/0	\$0-99
		2	Intentional/Burnt paper 3 rd floor elevator door	0/0	\$0-99
		3	Intentional/Corner of poster burnt	0/0	\$0-99
		4	Intentional/Singe mark on table	0/0	\$0-99
Knox Hall 122 Long Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Oak Hall 111Munson Rd	1	1	Intentional/Poster burnt	0/0	\$0-99
Oxford Hall 134 Long Rd	0	0	N/A	N/A	N/A
Patch Hall 129 Long Rd	0	0	N/A	N/A	N/A
Penobscot Hall 12 Penobscot Dr	0	0	N/A	N/A	N/A

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
Somerset Hall 180 Rangely Rd	0	0	N/A	N/A	N/A
Stodder Hall 20 Stodder Dr	0	0	N/A	N/A	N/A
York Hall 10 Square Rd	0	0	N/A	N/A	N/A
University Park University Park Rd	0	0	N/A	N/A	N/A
Brooke Hall (Darling Marine Center Walpole, ME)	0	0	N/A	N/A	N/A
Alpha Gamma Rho 134 College Ave	0	0	N/A	N/A	N/A
Beta Theta PI 130 Munson Rd	0	0	N/A	N/A	N/A
Chi Omega 81 College Ave	0	0	N/A	N/A	N/A
Delta Tau Delta 111 College Ave	0	0	N/A	N/A	N/A
Lambda Chi Alpha 95 College Ave	0	0	N/A	N/A	N/A
Phi Eta Kappa 107 College Ave	0	0	N/A	N/A	N/A
Phi Gamma Delta 79 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Alpha 380 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Sigma 89 College Ave	1	1	Arson in attic	0/0	\$50,000
Sigma Alpha Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Sigma Nu 140 Munson Rd	0	0	N/A	N/A	N/A
Sigma Phi Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Tau Kappa Epsilon 370 College Ave	0	0	N/A	N/A	N/A
Theta Chi 371 College Ave	0	0	N/A	N/A	N/A

2.

University of Maine 2012 Clery Fire Safety Report

Fire Statistics Report for 2012. The log for the current year is available at the University of Maine Police Department.

Fire Statistics Reporting Table for 2012

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
Androscoggin Hall 13 Androscoggin Rd	1	1	Intentional/Burn marks on toilet paper holder	0/0	\$0-99
Aroostook Hall 29 Square Rd	0	0	N/A	N/A	N/A
Balentine Hall 13 Balentine Rd	0	0	N/A	N/A	N/A
Cumberland Hall 7 Cumberland Rd	1	1	Intentional/ No Smoking Sign burned	0/0	\$0-99
Colvin Hall 21 Estabrooke Dr	0	0	N/A	N/A	N/A
DATV 156 Rangeley Rd	0	0	N/A	N/A	N/A
Estabrooke Hall 15 Estabrooke Dr	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Gannett Hall 12 Hebron Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hancock Hall 120 Munson Rd	0	0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
		0	N/A	N/A	N/A
Hart Hall 6 W Mall Rd	1	1	Scorch marks on door	0/0	\$0-99
Kennebec Hall 17 Square Rd	0	1	N/A	N/A	N/A
		2	N/A	N/A	N/A
Knox Hall 122 Long Rd	0	1	N/A	N/A	N/A
		0	N/A	N/A	N/A
Oak Hall 111Munson Rd	0	0	N/A	N/A	N/A
Oxford Hall 134 Long Rd	0	0	N/A	N/A	N/A
Patch Hall 129 Long Rd	0	0	N/A	N/A	N/A
Penobscot Hall 12 Penobscot Dr	0	0	N/A	N/A	N/A
Somerset Hall 180 Rangely Rd	0	0	N/A	N/A	N/A
Stodder Hall 20 Stodder Dr	0	0	N/A	N/A	N/A

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
York Hall 10 Square Rd	0	0	N/A	N/A	N/A
University Park University Park Rd	0	0	N/A	N/A	N/A
Brooke Hall (Darling Marine Center Walpole, ME)	0	0	N/A	N/A	N/A
Alpha Gamma Rho 134 College Ave	0	0	N/A	N/A	N/A
Beta Theta PI 130 Munson Rd	0	0	N/A	N/A	N/A
Chi Omega 81 College Ave	0	0	N/A	N/A	N/A
Delta Tau Delta 111 College Ave	0	0	N/A	N/A	N/A
Lambda Chi Alpha 95 College Ave	0	0	N/A	N/A	N/A
Phi Eta Kappa 107 College Ave	0	0	N/A	N/A	N/A
Phi Gamma Delta 79 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Alpha 380 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Sigma 89 College Ave	0	0	N/A	N/A	N/A
Sigma Alpha Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Sigma Nu 140 Munson Rd	0	0	N/A	N/A	N/A
Sigma Phi Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Tau Kappa Epsilon 370 College Ave	0	0	N/A	N/A	N/A
Theta Chi 371 College Ave	0	0	N/A	N/A	N/A

3.

Fire Statistics Reporting Table for 2011

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
Androscoggin Hall 13 Androscoggin Rd	0	0	N/A	N/A	N/A
Aroostook Hall 29 Square Rd	0	0	N/A	N/A	N/A
Balentine Hall 13 Balentine Rd	0	0	N/A	N/A	N/A
Cumberland Hall 7 Cumberland Rd	1	1	Intentional/ Scorched Poster	0/0	\$0-99
Colvin Hall 21 Estabrooke Dr	0	0	N/A	N/A	N/A
DATV 156 Rangeley Rd	0	0	N/A	N/A	N/A
Estabrooke Hall 15 Estabrooke Dr	2	1	Intentional/singe mark on ceiling	0/0	\$0-99
		2	Intentional/singe mark on ceiling	0/0	\$0-99
Gannett Hall 12 Hebron Rd	3	1	Intentional/Burn marks on railing	0/0	\$0-99
		2	Intentional/Burnt toilet paper	0/0	\$0-99
		3	Intentional/Burnt toilet paper	0/0	\$0-99
		0	N/A	0/0	N/A
Hancock Hall 120 Munson Rd	0	0	N/A	0/0	N/A
		0	N/A	0/0	N/A
		0	N/A	0/0	N/A
		0	N/A	0/0	N/A
Hart Hall 6 W Mall Rd	0	0	N/A	N/A	N/A
Kennebec Hall 17 Square Rd	2	1	Intentional/Scorched paper	0/0	\$0-99
		2	Intentional/Burnt Poster	0/0	\$0-99
Knox Hall 122 Long Rd	1	1	Intentional/ Scorched toilet paper holder	0/0	\$0-99
		0	N/A	0/0	N/A
Oak Hall 111Munson Rd	0	0	N/A	N/A	N/A
Oxford Hall 134 Long Rd	0	0	N/A	N/A	N/A
Patch Hall 129 Long Rd	0	0	N/A	N/A	N/A
Penobscot Hall 12 Penobscot Dr	0	0	N/A	N/A	N/A
Somerset Hall 180 Rangely Rd	0	0	N/A	N/A	N/A
Stodder Hall 20 Stodder Dr	0	0	N/A	N/A	N/A
York Hall 10 Square Rd	0	0	N/A	N/A	N/A
University Park	0	0	N/A	N/A	N/A

Residential Facility	# of fire per building	Fire #	Cause	Injuries/Deaths	Value of Damage
University Park Rd					
Brooke Hall (Darling Marine Center Walpole, ME)	0	0	N/A	N/A	N/A
Alpha Gamma Rho 134 College Ave	0	0	N/A	N/A	N/A
Beta Theta PI 130 Munson Rd	0	0	N/A	N/A	N/A
Chi Omega 81 College Ave	0	0	N/A	N/A	N/A
Delta Tau Delta 111 College Ave	0	0	N/A	N/A	N/A
Lambda Chi Alpha 95 College Ave	0	0	N/A	N/A	N/A
Phi Eta Kappa 107 College Ave	0	0	N/A	N/A	N/A
Phi Gamma Delta 79 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Alpha 380 College Ave	0	0	N/A	N/A	N/A
Phi Kappa Sigma 89 College Ave	0	0	N/A	N/A	N/A
Sigma Alpha Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Sigma Nu 140 Munson Rd	0	0	N/A	N/A	N/A
Sigma Phi Epsilon 375 College Ave	0	0	N/A	N/A	N/A
Tau Kappa Epsilon 370 College Ave	0	0	N/A	N/A	N/A
Theta Chi 371 College Ave	0	0	N/A	N/A	N/A

4. **Note:** The policies and procedures below are available on the web (see links) and in section 09 of this report.

5. **Description of each of campus student housing facility fire safety system:**

Building	Fire Alarm System	Detectors	Sprinkler System	Fire doors & Evacuation Plans	Other
Androscoggin Hall 13 Androscoggin Rd	yes	yes	yes	yes	
Aroostook Hall 29 Square Rd	yes	yes	yes	yes	
Balentine Hall 13 Balentine Rd	yes	yes	yes	yes	
Cumberland Hall 7 Cumberland Rd	yes	yes	yes	yes	
Colvin Hall 21 Estabrooke Dr	yes	yes	yes	yes	
DATV 156 Rangeley Rd	yes	yes	yes	yes	
Gannett Hall 12 Hebron Rd	yes	yes	yes	yes	
Hancock Hall 120 Munson Rd	yes	yes	yes	yes	
Hart Hall 6 W Mall Rd	yes	yes	yes	yes	
Kennebec Hall 17 Square Rd	yes	yes	yes	yes	
Knox Hall 122 Long Rd	yes	yes	yes	yes	
Oak Hall 111Munson Rd	yes	yes	yes	yes	
Oxford Hall 134 Long Rd	yes	yes	yes	yes	
Patch Hall 129 Long Rd	yes	yes	yes	yes	
Penobscot Hall 12 Penobscot Dr	yes	yes	yes	yes	
Somerset Hall 180 Rangeley Rd	yes	yes	yes	yes	
Stodder Hall 20 Stodder Rd	yes	yes	yes	yes	
York Hall 10 Square Rd	yes	yes	yes	yes	
University Park University Park Rd	yes	yes	yes	yes	
Brooke Hall is located at the Darling Marine Center (Walpole, ME)	yes	yes	yes	yes	All policies and rules as below except fires are reported to the Laboratory Manager
Alpha Gamma Rho 134 College Ave	yes	yes	yes	yes	*
Beta Theta PI	yes	yes	yes	yes	*

Building	Fire Alarm System	Detectors	Sprinkler System	Fire doors & Evacuation Plans	Other
130 College Ave					
Chi Omega 81 College Ave	yes	yes	no	yes	*
Delta Tau Delta 111 College Ave	yes	yes	yes	yes	*
Lambda Chi Alpha 95 College Ave	yes	yes	yes	yes	*
Phi Eta Kappa 107 College Ave	yes	yes	yes	yes	*
Phi Gamma Delta 79 College Ave	yes	yes	yes	yes	*
Phi Kappa Alpha 380 College Ave	yes	yes	yes	yes	*
Phi Kappa Sigma 89 College Ave	yes	yes	yes	yes	*
Sigma Alpha Epsilon 117 College Ave	yes	yes	yes	yes	*
Sigma Nu 140 Munson Rd	yes	yes	yes	yes	*
Sigm Phi Epsilon 375 College Ave	yes	yes	yes	yes	*
Tau Kappa Epsilon 370 College Ave	yes	yes	yes	yes	*
Theta Chi 371 College Ave	yes	yes	yes	yes	*

* These buildings are not owned or controlled by the University but are either on or adjacent to University property and only subject to the student conduct code. The student conduct code can be found at: <http://umaine.edu/handbook/policies-regulations/student-conduct-code/>.

6. The number of fire drills held during the previous calendar year:

- 33 Fire Drills were held in conjunction with the Fire Department during 2013 in student housing.

7. Description of the institutions policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility:

- Only approved electrical appliances may be used in student housing. More details on the policies and rules on electrical appliances and open flames are found at: <http://umaine.edu/reslife/guide-to-campus-living/microfridgewasherdryervending-policies/>
- Smoking is prohibited in all University buildings including housing. More details at: <http://umaine.edu/tobaccofree/>
- Candles and open flames are prohibited in student housing. More details at: <http://umaine.edu/reslife/guide-to-campus-living/moving-inchecking-out/>

8. The institution's procedures for student housing evacuation in the case of a fire:

- Students are required to evacuate housing immediately in case of fire. More details are located in the Guide to Campus Living - Fire Policies at: <http://umaine.edu/studentlife/firesafety/>

9. Description of the policies regarding fire safety education provided to the students and employees:

- Safety and Environmental Management (SEM) Training is required annually. The policies on fire safety are covered in Basic Safety Training and procedures that students and employees must follow are in the Department Emergency Action Plan which is included in the Department Annual Safety Training (area specific training). In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- Additional student policies are included in the Student Code of Conduct. More details can be found at the following links:
 - Guide to Campus Living - Fire Policies <http://umaine.edu/studentlife/firesafety/>
 - Guide to Campus Living - Room Policies/Quiet Hours at <http://umaine.edu/reslife/guide-to-campus-living/room-policiesquiet-hours/>
 - Policy Manual, Student Conduct Code at <http://umaine.edu/handbook/policies-regulations/student-conduct->
 - SEM Training Policy at <http://www2.umaine.edu/SEM/Documents/Policy/03-ST%20Training%20Requirements.pdf>
 - SEM Training web page at <http://www2.umaine.edu/SEM/Training/training.htm>

10. For the purposes of including fires statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report a fire is:

- All fires must be reported the University of Maine Police Department

11. Plans for future improvements in fire safety, if determined necessary by the institution.

12. Link to Clery Safety and Security Report: <http://www.umaine.edu/clery/>

13. Policies and Procedures

Student Conduct Code
Effective Date: May 21, 2012

Policy Statement

It is the purpose of the University of Maine System Student Conduct Code to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individuals under the auspices of the University of Maine System (hereinafter referred to as "University") and the individual campuses. It is also the purpose of this Code to ensure the safety of persons engaging in those pursuits; to protect the free and peaceful expression of ideas; and to assure the integrity of various academic processes.

It is expected that students will conduct their affairs with proper regard for the rights of others and of the University. All members of the University community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

All members of the University are governed by University policies, local ordinances, and state and federal laws. For specific governing documents, students and/or campus organizations may refer to the University Policies and Procedures manual; campus student handbooks; campus residence hall agreement and manual; and related notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off the campus. In addition, the student may be subject to disciplinary action by the University pursuant to this Code. THE SEVERITY OF THE IMPOSED SANCTIONS WILL BE APPROPRIATE TO THE VIOLATION AND CIRCUMSTANCES OF THE SITUATION.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code. IN THE ENFORCEMENT OF THIS CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE UNIVERSITY'S ADMINISTRATIVE PROCESS AFFORDS FUNDAMENTAL FAIRNESS, BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW.

I. Jurisdiction

- A. The University of Maine System Student Conduct Code (hereinafter referred to as "Code") shall apply to the following:
 - 1. Any person(s) registered or enrolled in any course or program offered by the University or any person admitted to the University who is on the University real property or University-related real property for any purpose related to registration or enrollment at the time of the alleged offense. A person is deemed to be enrolled in any such course or program until such time as he or she has officially graduated from the University or has been suspended or dismissed or has not been enrolled in any course or program within the University for one calendar year. Students taking distance courses provided by or presented at a University shall be deemed enrolled for the purposes of this Code.
 - 2. Any recognized student organization or any group of students not currently recognized but under probation or suspension.
- B. The Code may be applied only in cases of conduct:
 - 1. occurring on any campus of the University, on any other University real property, or on University-related real property, or
 - 2. involving University personal property or University-related personal property, or
 - 3. at activities pursued under the auspices of the University, or
 - 4. in which the University can demonstrate a clear and distinct interest as an academic institution regardless of where the conduct occurs and which seriously threatens (a) any educational process or legitimate function of the University or (b) the health or safety of any member of the academic community.

II. Definitions

- A. **University Real Property:** Land, buildings, fixtures, improvements, and any interests therein, owned or held by the University in any manner, including but not limited to, owned, rented, licensed, chartered, or otherwise engaged.
- B. **University Personal Property:** All property, other than real property, and any interests therein owned or held by the University in any manner, including, but not limited to, rented, licensed, chartered, or otherwise engaged. The University's computer network and all its component parts, which are not real property, shall be considered University personal property for the purpose of this Code.
- C. **University-Related Real Property:** Land, buildings, fixtures, improvements, and any interests therein, held by University employees and/or campus organizations as a direct result of and in connection with their service to the University.
- D. **University-Related Personal Property:** All property, other than real property, and any interests therein held by University employees and/or campus organizations as a direct result of and in connection with their service to the University. University-related personal property shall also include any document or record issued or purporting to be issued by the University.
- E. **Activities pursued under the auspices of the University:** Any activities specifically sponsored or participated in by the campus or by any campus organization. Such activities do not include informal off-campus gatherings of students.
- F. **Employee of the University:** Employees, including faculty, staff, students, board of trustees, volunteers, and agents of the University, herein referred to as "Employee".
- G. **Conduct Officer:** Person(s) or designee(s) responsible for adjudicating alleged violations of the Code, herein referred to as "Officer".
- H. **Student Conduct Code Committee:** Committee or designee(s) responsible for deciding original cases referred directly by the Officer and/or reviewing the decisions made by the Officer, herein referred to as "Committee".

- I. Respondent: The student or organization who has been charged with allegedly violating provisions of the Code.
- J. Advisor: The person who advises or supports any party involved in the process. Examples of advisors include, but are not limited to, family members, friends, University staff or faculty, or legal counsel.
- K. Complainant: The person (employee, student, guest, or other person) who files a report that alleges a violation of the Code has occurred.
- L. Student Conduct Code: This entire document.
- M. Sexual Orientation: A person's actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.
- N. Sexual Offenses: Forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape.
- O. Sexual Misconduct: Includes, but not limited to, prostituting another student, non-consensual video-taping of sexual activity, presentation or unauthorized viewing of a non-consensual videotaping of sexual activity, letting others watch you have sex without the knowledge or consent of your sexual partner, peeping tommy, and/or knowingly transmitting an STD or HIV to another person.
- P. Relationship Abuse/Domestic Violence: A pattern of behavior in which one person in a current or former relationship purposely uses abuse, coercion, or threats to gain power and maintain control over their intimate partner.
- Q. Crime of Violence: Arson, Assault offenses, Burglary, Manslaughter, Murder, destruction/Damage/Vandalism of Property, Kidnapping/Abduction and Robbery.

III. Violations

- A. Those activities which directly and significantly interfere with the University's (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives, or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.
- B. Upon satisfactory proof that a student organization has violated a University policy, or procedure, the organization may be subject to disciplinary action.
- C. The violations listed below are considered in the context of the student's responsibility as a member of the academic community; other actions which may be considered as violations may be defined by other documents, as, for example, residence hall contracts. Disciplinary action taken under this Code is independent of the awarding of grades (an academic matter), and provisions of this Code cannot be used for changing awarded grades.
- D. The Residence Hall contract between the student and the University may specify certain other conditions, which impose additional responsibilities and obligations on the residence hall student. The following violations indicate categories of conduct or activity which will violate the Code.
- E. Those listed have been delineated in such a way as to give reasonable warning to students that such conduct or attempted conduct is forbidden. These definitions of violations should not be rigidly construed.
 - 1. Plagiarism--the submission of another's work as one's own, without adequate attribution.
 - 2. Cheating--the act or attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered.
 - 3. Fabrication--the use of invented information or the falsification of research or other findings in an academic exercise.
 - 4. Knowingly supplying false information to employees in pursuit of their official duties, to a Committee in the course of a disciplinary proceeding, or knowingly causing false information to be thus supplied.
 - 5. Violation of a campus-specific or system-wide regulation, policy, standard of conduct, or code of ethics applicable to the activity in which the student is engaged, and which has been adopted, published or otherwise made known to students participating in such activity.
 - 6. Unauthorized representation of the University, or an employee of the University.
 - 7. Tampering with, destroying or falsifying official records.

8. Failing to identify properly one's self to an employee of the University in pursuit of his/her official duties.
9. Direct interference with or failure to comply with an employee of the University in the performance of his/her official duties.
10. Physical assault.
11. Harassment or intimidation of another person.
12. Stalking.
13. To give or cause to be given false reports of fire or other dangerous conditions.
14. Unauthorized use or possession of explosive components, chemicals, etc., such as fireworks, explosives, gas or compressed air.
15. Tampering with, disabling, or causing malfunction of fire and safety equipment or alarm systems.
16. Violation of regulations concerning possession or misuse of firearms or other dangerous weapons, as defined by policies established for each campus.
17. Lewd or indecent behavior.
18. Disturbance resulting in substantial disruption of authorized activities.
19. Violations of University or State alcoholic beverage regulations or laws.
20. Possession, use, or sale of illegal drugs, drug paraphernalia or the misuse of legal prescription drug.
21. Violation of University health or safety regulations.
22. Creation of a fire hazard or other dangerous condition.
23. Restriction of normal traffic flow into or out of University facilities.
24. Hazing--any action taken or situation created recklessly or intentionally by an organization or with the knowledge or consent of any organization--to produce mental or physical discomfort, embarrassment, harassment, ridicule to any member or prospective member, or violation of law.
25. Intentionally or recklessly placing a person or persons in reasonable fear of imminent physical harm.
26. Harassment or discrimination based on race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status.
27. Sexual harassment.
28. Sexual misconduct.
29. Sexual offenses.
30. Relationship abuse/domestic violence.
31. Gender discrimination.
32. Conviction of any crime that threatens: (a) any educational process or legitimate function of the University, or (b) the health or safety of any member of the academic community.
33. Conduct which threatens or endangers the health or safety of any individual.
34. Violation of motor vehicle policies established for each campus.
35. Invasion of privacy.
36. The theft, unauthorized acquisition, removal, or use of property.
37. Intentional or reckless misuse, destruction, or defacement of University property as defined above or the property of other people while located on University property.
38. Misuse of the University computer network or computers including, but not limited to, theft of computer files or data, e-mail, or other electronically stored information, probing or hacking into other computers or computer systems, spamming, sending out computer viruses, or uploading or downloading copyrighted material for personal use or distribution without authorization.
39. Trespassing or unauthorized presence on any University held or related property, including residence halls.
40. Significant interference with the normal residential life of others.
41. Violation of Residence Hall Contracts, except when the Residence Hall Contract specifically provides for an alternate procedure or remedy for the violation concerned.
42. Failure to comply with or attempts to circumvent a sanction(s) imposed by the Officer, Committee, President or designee.
43. Interference with a complainant, witness, investigation or the carrying out of procedures defined in this Code.
44. Knowingly assisting in the violation of any of the provisions of this Code.
45. Continued infractions of the Code.

46. Violating local, state, or federal laws otherwise not covered under this Code.

IV. Sanctions

If a Respondent admits to a violation of this Code to the Officer or the Committee or upon determination by the Officer or Committee that the Respondent has committed a violation of the Code, one or more of the following sanctions may be imposed by the campus where the Respondent is currently enrolled or attending, in accordance with the provisions of this Code (see Section V.):

- A. Disciplinary Dismissal - permanent separation (subject to the right of review after five years) from the University.
- B. Disciplinary Suspension - separation from the University for a stated period of time and/or until a stated condition(s) is met.
- C. Disciplinary Probation - a period of time when a Respondent is under closer scrutiny of the University. It may include the loss of one or more privileges.
- D. Official Warning - official acknowledgment of a violation and the expectation that it will not be repeated.
- E. Deferred Sanction - a specific period of time during which a Respondent's continued enrollment or housing contract at the University is clearly in jeopardy. Any further violation of the Code during that time will minimally result in the imposition of the deferred sanction and any additional sanctions deemed necessary.
- F. Restitution - up to the replacement value of the items damaged, stolen, removed or used without authority and damages incurred.
- G. Removal from University Housing - removal from a particular hall or all housing.
- H. Loss of Visitation Privileges - this loss of visitation may be to any designated area(s) of campus.
- I. Loss of Contact with a Specific Person(s) - with this sanction, the person may not initiate direct or indirect contact with a specified person(s).
- J. Fine - Payment of Money. Respondents who are unable to pay may discuss alternate payment arrangements with the Officer.
- K. Community service related to violation.
- L. Assigned Educational Projects - this may include research projects, reflective essays, counseling assessments, sanction seminars or other related assignments intended to promote learning.
- M. Such other action as the Committee or Officer may reasonably deem appropriate (e.g., suspension of organization's official campus recognition or suspension from extracurricular activity).

The institution may impose a harsher sanction on the Respondent when the Officer or Committee determines that the Respondent intentionally selected the person or organization against whom the violation was committed, or selected the property damaged or stolen, because of the race, religion, color, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability or veteran status of that person, the persons in the organization or the owner of the property.

Respondents who are suspended will not be permitted to attend any of the University institutions during the sanction period. After the sanction period has been completed and all requirements of the suspension have been met, the Respondent is eligible for readmission to any University institution. For a Respondent preparing to transfer to a non-University institution, who has been suspended for a crime of violence or a sex offense, a letter will be attached to his/her transcript explaining that he/she has been suspended. If the Respondent is transferring to a non-University institution after the sanction has been completed; the letter will not be attached to the transcript.

Respondents who are dismissed will not be permitted to attend any of the University institutions. After five (5) years from the date of the dismissal, the Respondent may submit a written request to be readmitted to attend one of the University institutions. For a Respondent preparing to transfer to a non-University institution, who has been dismissed for a crime of violence or a sex offense, a letter will be attached to his/her transcript explaining that he/she has been dismissed. After five (5) years from the date of the dismissal, the Respondent may submit a written request to have the letter attached for transfer applications to non-University institutions removed from his/her transcript. Requests for readmission or removal of the letter attached for transfer applications must be submitted to the Officer of the institution from which the Respondent was dismissed. The Officer will convene the institutional committee designated by the President to review such requests pursuant to the campus written procedures.

V. Procedures

Each of the University institutions may adopt procedures for carrying out the provisions of this Code within the guidelines set forth by the Code as described below and consistent with the

Code. University institutions having a professional code of ethics may adopt additional procedural provisions to be applicable to their own students. When a Respondent is alleged to have violated this Code on a System campus other than that in which he/she is enrolled, the case will be referred to the Respondent's home institution for disposition. Each campus President shall designate a campus official(s) to perform the functions of the Officer(s) and shall establish a Committee. The Officer shall not be a member of the Committee.

ADMINISTRATION AND INTERPRETATION OF THE STUDENT CONDUCT CODE SHALL BE SOLELY WITHIN THE JURISDICTION OF THE OFFICER, COMMITTEE AND THE PRESIDENT OR HIS/HER DESIGNEE ON EACH CAMPUS, SUCH INTERPRETATION BEING PURSUANT TO THE PROCEDURES OF THIS CODE.

A. Responsibilities of Officer

1. The Officer may initiate and supervise investigations of possible violations of this Code which are brought to his/her attention by employees, students, or members of the general public.
2. Upon concluding the investigation, the Officer shall notify the Respondent in writing of the charge(s), the complaint(s), the date(s) of alleged occurrence(s), the Code section(s) which is (are) alleged to have been violated, the maximum possible sanction which may be imposed, date of hearing, and the Respondent's rights of review.
 - a. This notice shall indicate if the hearing is to be before the Officer or Committee.
 - b. This notice may be delivered personally, mailed to the Respondent to his/her last known address, or be delivered through the use of the student's University e-mail account.
 - c. If the hearing is to be before the Committee, this notice will afford the Respondent the opportunity to meet with the Officer prior to the hearing of the alleged violation(s).

B. Administrative Hearing Before Officer

1. If the Respondent is not present at the time appointed for the hearing, the Officer may first attempt to determine the reason for the Respondent's absence. The Officer may proceed in a normal manner without the Respondent's attendance or reschedule the hearing to a later date. The Officer may not consider the absence of the Respondent as relevant to whether the Respondent committed the alleged violation of the Code.
2. During the meeting or hearing with the Respondent, no party present shall be accompanied by legal counsel, except when the Respondent also faces criminal charges for the same incident. All parties may be accompanied by an advisor or support person, for example, his/her parent(s), legal guardian(s), or member of the University community.
3. During the hearing, the Officer may hear and consider any relevant information. Efforts will be made to obtain the most reliable information available. The Officer may not consider:
 - a. Information obtained directly or indirectly through a search of a Respondent's person, effects, or room without his/her consent, unless obtained pursuant to a warrant or other legal search. Nothing in this section shall be deemed to prohibit routine inspection or maintenance of a Respondent's room; and nothing in this section shall be deemed to prohibit forcible entry of any place or constraint of any person in order to prevent harm or damage to person or property when made with reasonable belief that such damage or harm is occurring, has just occurred, or is about to occur.
 - b. The Respondent's refusal to consent to a search or to give information concerning the alleged facts. If the Officer is aware that a criminal prosecution relating to the same violation(s) is being conducted, or such action appears likely to be made, independent of the hearing, the Officer will notify the Respondent in advance of the right to remain silent, and the Officer shall draw no inference from the Respondent's refusal to give information.

4. The Officer shall then:
 - a. dismiss the case, or
 - b. impose appropriate sanctions. Sanctions shall become operative within seven calendar days after written notice thereof has been given to the Respondent. Sanctions may be stayed in the event the Respondent submits a request for review by the Committee in accordance with this Code (see Section C below), or
 - c. refer the matter to the Committee if the Officer is in doubt as to whether acts have been committed which constitute a violation of this code, or
 - d. refer the matter to the Committee if the Officer is in doubt of which, if any, sanction ought to be imposed, or
 - e. refer the matter to the Committee if there is a conflict of interest for the Officer, and
 - f. in the case of an alleged sexual offense or violent crime, inform the complainant of the outcome of the proceeding.
5. Notwithstanding the above, a Respondent may be suspended from the University or have privileges revoked pending the outcome of a disciplinary proceeding if, in the judgment of the Officer, the Respondent's continued presence or use of privileges at the University pending the outcome of the proceeding is likely to pose a substantial threat: to self or other people or groups of people and/or of causing significant property damage and/or of disruption of or interference with the normal operations of the University. The Officer will make a judgment on interim action based on the review of the alleged conduct. Ordinarily, the Officer will converse with the Respondent when interim action is considered. A Respondent sanctioned under this section may seek review of that decision by requesting the President or his/her designee to review the decision within 5 calendar days after the Respondent has received notice of the interim action. The Respondent may request that a formal Committee hearing be held as soon as practicable.

C. Right of Review Beyond Officer

1. The Respondent may direct a request for review of the Officer's findings or actions to the Committee. The outcome of this review may result in higher, lower, the same, or no sanction at all being imposed.
2. Requests for review shall be written by the Respondent and shall state the issue(s) to be reviewed and provide a detailed rationale for the request. This written request for a review must be received by the Officer within seven calendar days after the Respondent has received notice of the findings. The Officer shall promptly forward the request for review to the Committee.

D. Responsibilities of the Committee

1. After notification from the Officer (or the President/designee in the event of procedural error referrals), the Chair of the Committee shall, as soon as practicable:
 - a. Notify, in writing, the Officer and the Respondent of a date, place, and time for hearing with the hearing normally to be held not earlier than five calendar days, nor later than 14 calendar days after issuance of notification by the Committee.
 - b. List in the notice to the Respondent the names of the Committee member(s) conducting the review and witnesses being invited by the Officer.
 - c. Make arrangements for the keeping of a recorded record of the proceedings. In cases of a review, the Respondent charged with the violation, his/her representative, and authorized University officials may have access to the record for purpose of review relating to a request for review but no copies shall be made except by the University. Such record shall be kept by the University campus for three years after all review rights have been exhausted at which time such record will be destroyed. Such records of hearings are deemed to be Student Education Records under the Family Educational Rights and Privacy Act of 1974 and may not be disclosed publicly except as provided in such Act. No recording in any form, other than the one made by the Committee, is permitted at the hearing.
2. Composition of Committee
 - a. The Committee shall consist of at least three, but no more than seven, members, at least one of whom shall be a student and one a Presidential designee. The number of Committee members, the composition of the Committee, and the method of selection shall be determined by each campus in a manner approved by the President or his/her

- designee. The President or his/her designee shall also appoint the Chair from among the Committee members.
- b. The Respondent charged with the violation, the Officer, and the Complainant shall have the right to challenge for cause any member of the Committee by submitting to a designated official a written memorandum stating the grounds for this challenge at least two days prior to the scheduled meeting. Removal of members for cause shall be within the authority and at the discretion of the Chair of the Committee or another member of the Committee if the Chair is unable to exercise that function or is challenged for cause.
3. Hearing Preliminaries
- a. At any proceeding before the Committee, the Officer, the Respondent, or any other party to the hearing may have the assistance of an advisor which may include legal counsel. Such assistance will be at the option of the Respondent. That is, if the Respondent chooses such assistance, the Officer or other party shall have the right to similar assistance. In the case of an alleged sexual offense, however, the Complainant shall have the same opportunity as the Respondent to have the assistance of an advisor.
 - b. The hearing shall be closed. The Committee Chair may permit, in addition to the party's advisor, two support people for each the Respondent or Complainant to observe the proceedings. When the hearing is opened to any of the above mentioned people, the Committee Chair reserves the right to close the hearing or any portion thereof in order to protect any party participating.
 - c. If the Respondent or any other party is not present at the time appointed for the hearing, the Committee shall first attempt to determine the reason for that person's absence. The Committee may proceed in a normal manner without Respondent's attendance or any other party's attendance, may hear only a portion of the testimony and adjourn to a later date, or may continue the entire hearing to a later date. The Committee may not consider the absence of a party as relevant to whether the Respondent committed the alleged violation of the Code.
4. Hearing Procedures
- a. Responsibility for recognizing and permitting persons to speak lies exclusively with the Chair.
 - b. Persons disruptive to any stage of the hearing may be evicted at the reasonable discretion of the Chair.
 - c. The Officer shall first present the results of the investigation and/or the charges against the Respondent.
 - d. The Officer and/or the Complainant may present oral testimony and/or written statements from any person(s) including the Respondent, and all relevant documents, records and exhibits.
 - e. The Respondent may then present written documentation or oral testimony from the Respondent him/herself and/or other witnesses, and all relevant documents, records and exhibits. The names of such witnesses and/or copies of written statements must be submitted to the Officer at least one working day prior to the hearing for inclusion in the materials presented to the Committee. At the discretion of the Chair, the Respondent may submit written documents, oral testimony of witnesses, and all relevant documents, records, and exhibits at the time of the hearing.
 - f. At any time during the proceedings, members of the Committee may question witnesses or parties to the proceeding; witnesses or parties may ask questions of other witnesses or parties only at the discretion of and through the Chair. Questioning by an advisor of either party is not permitted. The advisors may not speak at the hearing at such time as their advisee's presentation is made to the Committee. Advisors may not testify.
 - g. After the presentation of all the information to the Committee, each party, or their respective advisor, may present arguments to the Committee on the applicability of this Code or the interpretation of any sections herein.
 - h. At this time, the Officer or his/her advisor and the Respondent or his/her advisor may make recommendations to the Committee as to the appropriate sanctions should a violation(s) be found to have been committed.
 - i. During the hearing the Committee may consider any relevant information, shall not be bound by the strict rules of legal evidence, and may take into account any information

which is of value in determining the issues involved. Efforts will be made to obtain the most reliable information available.

- j. After all parties have presented their respective information, the Committee shall go into closed session to determine whether the Respondent has committed the alleged violation and/or, if so, the sanction(s) to be imposed. Deliberations are not recorded. A Committee member should vote that the Respondent is In Violation of the Code only if convinced by a preponderance of the information presented that the Respondent has committed the act(s) as alleged. A simple majority vote of In Violation or Not in Violation of the Code by the Committee members present shall prevail. If the majority of the Committee votes for Not In Violation or there is a tie, the Respondent shall be found Not In Violation and the process shall end.
- k. If a Respondent is found to be In Violation of the Code, the Committee will deliberate on sanctions. Deliberations are not recorded. A majority vote of the Committee members voting shall prevail.
- l. After making its decision, the Committee shall inform the Respondent in writing of the disposition of the case as soon as practicable. Any disciplinary sanctions imposed by the Committee shall be operative immediately upon notification, unless otherwise specified, or unless the Respondent requests a review under Section V.E. below in which case sanctions will be stayed unless deemed necessary for the protection of other persons.
- m. The notice to the Respondent of the finding of the Committee shall include:
 1. The section(s) of this Code found to have been violated.
 2. The disciplinary sanction imposed or other sanction to be taken.
 3. The Respondent's right to request a review in the event the Committee approves a sanction of Suspension or Dismissal, the grounds under which the request for review may be made and a statement of the expiration date for the filing of that request for review.
 4. Minority report and recommendations, if any.
- n. In the case of an alleged sexual offense or violent crime, the Committee shall inform the Complainant of the outcome of the proceeding.
- o. In the case of gender discrimination or sexual harassment the Committee shall inform the Complainant of the determination of whether there was harassment and any sanctions that directly relate to the Complainant. Notification will occur in the same manner as set forth in V.A. (2)(b) above.

E. Right of Review Beyond Committee

1. In the event the Committee approves a sanction of suspension or dismissal, or loss of recognition of campus organizations, the Respondent may request review by the President or his/her designee. Such request for review must be made within seven calendar days of notification of imposition of sanction. The request for review shall be in writing and limited to:
 - a. Review of the procedures followed. In the event of a significant procedural error, the President or his/her designee shall reverse and remand the case to the Committee for a new hearing as set forth in section V.D. above.
 - b. Appropriateness of the sanction. The President or his/her designee may not impose a more severe sanction. The decision of the President or his/her designee shall be final and shall be communicated to the Respondent in the same manner as set forth in Section V.A.(2)(b) above.
 - c. In the case of an alleged sexual offense or violent crime, the President or his/her designee shall inform the Complainant of the outcome of the proceeding.
2. If the Committee decided a case referred directly by the Officer, the President or his/her designee shall designate a new person/group to hear the first review. The respondent may direct a request for review of the committee's findings or actions to the person/group designated to hear the first review. The outcome of this review may result in higher, lower, the same, or no sanction at all being imposed. Requests for review will be in accordance with C.2. For these reviews the responsibilities of the person/group, are to review all documents submitted to the Committee, the recording of the Committee hearing, and the Committee's decision. The decision of the person/group may then be reviewed according to section E.1.

VI. Student Conduct Code Review Board

There shall be established a board, known as the Student Conduct Code Review Board. It shall be composed of three persons from each institution of the University: the Officer, the Chair of the Campus Conduct Code Committee, and one student named by the President or his/her designee after seeking nominations from student representatives for this appointment. Also, one student who is a participant in a distance education program shall be appointed by the Vice Chancellor for Academic and Student Affairs or his/her designee. In addition, one representative each from the Board of Trustees and the Chancellor's Office shall serve on the Review Board.

The Chancellor's representative shall be responsible for calling the Review Board into session. This Review Board shall meet at least once every three years, but may meet more often if necessary under the following procedures:

- A.** When requested by Officers representing at least two institutions of the University System.
- B.** When requested by Student Government Officers representing at least two institutions of the University System.
- C.** When requested by the Chancellor of the University System.

The Review Board shall:

- Consider all proposed amendments to this Code and act as an advisor to the Board of Trustees in matters pertaining to the Code.
- Send its recommendations on proposed amendments of the Code to the Presidents Council and Chancellor for transmission to the Board of Trustees.
- Review the relationship between violations and sanctions in order to encourage consistency throughout the University System.

VII. Amending the Student Conduct Code

The Board of Trustees shall act upon proposed amendments to the Code after receiving recommendations of the Review Board, the President's Council of the University System, and the Chancellor. As provisions of this Code are subject to periodic review and change, the most recent and current copy of this Code may be obtained through the Student Affairs Office and/or the Office of the President on each campus.

Revised by the Conduct Code Review Board and accepted by the Board of Trustees, May 21, 2012

In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation (including transgender status or gender expression), national origin or citizenship status, age, disability, or veteran's status in employment, education, and all other areas of the University System. The University System provides reasonable accommodations to qualified individuals with disabilities upon request.

Guide to Campus Living - MicroFridge Units

- Students are permitted to have only one refrigerator per residence hall room.
- In apartments, no additional refrigerators are permitted since one is provided by the University.
- Refrigerator units should not be more than 4 cubic feet and must be UL or FM approved, drawing no more than 10 amps and properly grounded.
- The university provides grounded outlets.
- In order to have a microwave in the room, a resident must rent or purchase the MicroFridge unit from <http://www.universitylogistics.com/> This microfridge unit allows for the safe draw of electrical power to the student room as it is designed specifically for residence hall rooms in large buildings
- Students may NOT bring a personal microwave unit to the halls. However, two microwaves are provided in the public lounge of each residence hall. Thus many students may not feel the need to have a personal microwave in their room.

Smoking Policy

The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and university-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of

What NOT to Bring to College — Prohibited

- Amplifiers (not permitted to be used in the halls, but may be stored in room)
- Halogen Lamps and/or Octopus Lamps
- Neon Signs
- Toasters and Toaster Ovens (except in apartment kitchens)
- Any appliance with open flame or coil
- Electric Frying Pans (except in apartment kitchens)
- Microwaves
- Grills
- Candles or Incense
- Flammable items—charcoal, lighter fluid, gas, fire works/fire crackers/sparklers
- Space heaters and/or air conditioners
- Personal Lofts, water beds, or any furniture that required bolting into the walls

Guide to Campus Living - What to Bring to College

- A cart or dolly for move-in day
- Bedding (mattress pad, comforter, pillow, sheets, etc) for twin 80" long
- Crates or Closet Organizers
- Toiletries
- Towels
- Shower shoes (flip flops work great!)
- Shower Caddy (to go to and from the community bathroom with)
- Laundry hamper
- Laundry detergent and dryer sheets
- Power strips that are 15 amp UL approved surge protectors or 3-pronged extension cords
- Electronics Permitted: stereo, TV, video game equipment
- One refrigerator per room, including a MicroFridge unit (see MicroFridge Units)
- Alarm Clock
- First Aid kit for personal use
- Small kitchen items (plates, cups, bowls)
- Decorations (please see our Fire Safety Regulations section)
- UL certified fans
- Up to a 10 gallon fish tank if bringing a fish (this is the only permitted pet)
- Desk lamp (without a halogen bulb)
- Prescription medication.
- Flashlight, with extra batteries.

Guide to Campus Living - Fire Policies

Fire Alarm Procedures

- Anticipate a fire drill at the beginning of each academic year. When ANY fire alarm sounds students should:
- Evacuate the residence hall immediately
- We strongly advise that you close and lock your door when exiting
- Re-entry to the hall may NOT occur until Fire Department personnel signal that it is ok to reenter the building
- If a student is not able to leave a room due to smoke or fire, she/he should call 911 or (207)581-4040 and give their specific location
- Students who need an elevator in order to exit the building should talk with Residence Life staff at the beginning of the year, or as soon as such an accommodation is needed. This includes temporary circumstances such as being on crutches. Staff will assign a stairwell location where the student in need of assistance exiting should wait for rescue staff.

Fire Safety Regulations

- Tampering with or pulling a fire alarm maliciously is a criminal act. Tampering in any way with fire safety equipment which includes smoke detectors, sprinkler systems, exit lights, and fire extinguishers is a violation of the student code of conduct.
- Alarms activated by student error such as cooking, do occur, however students can be held responsible for the cost of cleaning or repair beginning at \$100.00. If this is a continuous behavior on the part of an individual student, then the student is billed for restitution.
- False Alarms are federal offense and students in violation may receive up to \$400 in fines per false alarm.
- Students may not cover or remove emergency exit signage posted on their door, or anywhere within the residence hall.

Health and Safety Room Inspection Policy

- As stated in your Room And Board License Agreement. It is the policy of the university that residence hall staff will enter student rooms for routine room inspections at least once a semester.
- Notification of time frame are posted at least one day in advance in residence hall First Class folders.
- Room inspections are intended to identify damage or conditions potentially harmful to the safety of the residence hall and/or the health of its residents.
- Residents will be notified immediately of any violations and asked to correct the violation.
- Room Inspections are also done when halls close for Winter and Spring breaks. These inspections are done to ensure no violations result in damage to a hall during closing (For example, a window left open could cause pipes to freeze in cold weather).
- Entry into a student room may also occur when there is a clear or apparent emergency, such as fire, serious illness or injury, or where danger threatens persons or property.
- Entry into a student room may also occur in the event of an alarm or other continuous sound that is causing a disruption to the community when the residents of the room cannot be located.
- Students are responsible for cleaning their personal space. Excessive messes as determined by staff may be determined to be a health and safety violation. This may include but is not limited to excessive room trash and recyclables, odors that extend into the hallway, restricted pathway to means of room exit, etc.
- Staff may also enter a student room when the residents have extended an invitation for them to do so.

Permitted Decorations Policy

- No more than 20% of any wall or door should be covered with decorations.
- Only use decorations that are noncombustible or have a label that states that they are “flameproof,” “flame-resistant,” or “flame-retardant.” Keep the label to document acceptability.
- Electric lights string lights are acceptable ONLY if they are labeled with Underwriters Laboratory or Factory Mutual approval. Tags with this information are required to be on each string of lights. Strings that are frayed

or have bare wires, cracked sockets, loose connections and damaged insulation are not permitted. String lights may not be wrapped around any furniture or other cloth items such as curtains or wall hangings. They may not be attached with nails or staples. In addition no more than four sets of lights may be strung together in one connection.

- Do not place decorations near electrical equipment or other heat sources. Do not hang any decorations from sprinkler heads.
- Do not route electrical cords across aisles or corridors or under doors.
- Extension cords must have a 3-prong grounded plug and not be daisy chained.
- No lit candles, open flames, or spark-producing devices are permitted. This includes incense.
- Do not obstruct corridors, stairways, exits or doors from closing.
- Decorations are not to be hung so as to obstruct exit lights, sprinkler pipes or heads, smoke detectors, fire alarm pull stations, portable fire extinguishers or cabinets, or other safety apparatus.
- Only artificial trees/wreaths which are flame retardant are allowed in halls. No other greenery is acceptable. For these, documentation should be available to prove their flame resistance.
- Keep in mind that no one should put holes in the walls to hang materials. There are a number of products that can be used which are removable without damage to the wall or wall surface.
- Windows may have items placed on the glass as long as they are removable and do not cause any permanent scarring or damage.
- Wall tapestries are able to be hung in a student room as long as it is no larger than 4 feet x 6 feet, and only one per wall may be hung in the student room. Tapestries are not permitted to be strung across a doorway.
- Absolutely nothing may be attached to ceilings, covering the smoke detectors and/or sprinkler heads.
- No lights, ceiling fans, or other electrical appliances can be hung on the ceiling or interior walls.

SAFETY AND ENVIRONMENTAL MANAGEMENT MANUAL

Training Requirements Policy

General

UMaine's ultimate concern is that workers receive training to perform their assigned duties safely. This is achieved through initial training, annual refresher training, on-the-job training, and informational programs that are required in various standards and policies. Supervisors must assess the training needs of workers on an ongoing basis and adjust both training schedules and training topics accordingly.

UMaine Safety and Environmental Management training is designed to meet many different federal, state, and local regulatory requirements.

Regulatory Guidance

The University of Maine System, Board of Trustees *Environmental and Safety Policy*

The University of Maine System, Administrative Practice Letter #55 *Environmental and Safety Management System*

The University of Maine, *Safety and Environmental Management Policy*

Requirements

All employees of The University of Maine are required to participate in Safety and Environmental Training. Employees include: Faculty, Staff, Graduate Students, Post Docs, and Student Employees (including Work-Study students, Teaching Assistants, Resident Directors, and any other person who receives pay or compensation for work performed). Students and Volunteers are provided with safety information as necessary to safely perform assigned tasks.

SEM training includes:

- Basic Safety Training (All employees, required annually).
- Department Annual Safety Training (All employees, required annually). This training is provided by the area supervisor to all employees, and includes the following minimum requirements:
 - Fire Prevention Plans and Emergency Action Plans;
 - Area-Specific Hazards related to Job Tasks within the Work Area (e.g., noise, machinery, electricity, falls, repetitive motion, lifting, biohazards, asbestos, and lead);
 - Chemical Hazards and Materials Safety Data Sheets; and
 - Use and Limitations of Personal Protective Equipment.

Retraining is required at least annually and required whenever a written program changes or if an employee demonstrates that training was not understood (i.e., fails to follow safety precautions).

- Specialized Safety Training (Depending on Job Tasks) Examples of Specialized Safety Training include Computer Workstations, Confined Space Entry, Bloodborne Pathogens, Lockout/Tagout, Hazardous Waste, Radiation, Laser, Respirators, Chemical Spill Training, etc. A comprehensive list of required Specialized Safety Training is located on the SEM Safety Training Webpage at <http://www2.umaine.edu/SEM/Training/training.htm> and on the last page of the Department Annual Safety Training Record (MF03032).
- Recommended Training includes programs for which there are not current specific regulatory requirements, but which may clarify or aid employees in the performance of their required duties. Some recommended SEM training programs

include: Supervisor Safety Training, Incident Reporting and Investigations, and Ergonomics.

Recordkeeping:

All training must be documented and maintained in the work area (either by the supervisor or in the employee's records). The supervisor or designee must retain a record of training for each employee as confirmation of SEM training conducted. Specifically, the supervisor must ensure that this record indicates who was trained, who did the training, when the training occurred, and the topic of training.

Teaching Safe Practices in an Academic Environment:

Teaching and learning environments are subject to the same hazards and concerns found in other work areas. It is important to protect the safety of our students and the integrity of the academic learning environment. Professors, Instructors, Teaching Assistants and other employees in these settings are required to provide integrated SEM training and supervision to ensure that students know the hazards of any experiments performed and observe basic safety principles.

Responsibilities

The **Department of Safety and Environmental Management** is responsible for:

- providing guidance to departments on training requirements and available SEM training programs, and
- assisting departments with obtaining training from outside sources.

Each **Department** is responsible for:

- ensuring that employees and students receive appropriate training,
- maintaining training records for employees within their department, and
- ensuring that necessary safety information is provided as a part of each courses taught.

The **Area Supervisors and Instructors** are responsible for:

- explaining the safety requirements of each work area or class session, where appropriate;
- ensuring that appropriate safety equipment is provided and used in accordance with the training; and
- periodically reviewing the training needs of their employees and/or students and ensuring appropriate training is received; and
- ensuring that safe practices are followed.

Employees and Students are responsible for:

- attending required SEM training;
- following guidelines and practices outlined in SEM training.

For Additional Information

Contact your Department Safety Coordinator or Safety and Environmental Management at 207/581-4055.

Safety Training Requirements Checklist - MF03001

Training Roster - MF03002

Department Annual Safety Training Record - MF03032

Specialized Training Record - MF03042

On-The-Job Training Record - MF03552

SEM Safety Training Webpage at:

<http://www2.umaine.edu/SEM/training.htm>

Welcome to Tobacco-Free Campus

The University of Maine adopted a tobacco-free campus policy on January 1, 2011. In keeping with a growing trend at colleges and universities around the U.S., UMaine will extend its current prohibition on smoking inside buildings to include campus grounds. The new policy will apply to all tobacco and smoking products.

This new initiative represents an extension of UMaine's student and employee wellness initiatives, all aimed at fostering a healthier, more productive living/learning environment while working toward reduced healthcare costs.

UMaine will provide assistance to those members of the university community who wish to overcome tobacco addictions between now and the implementation date.

The university announced in early 2007 its plans to move toward this policy. Since then, a committee made up of students, staff and faculty members has been examining relevant issues and preparing for implementation.