



**2018**



**NORWICH  
UNIVERSITY®**

**ANNUAL SECURITY**

**AND**

**FIRE SAFETY**

**REPORT FOR 2017**

## PUBLIC SAFETY

The Norwich University Department of Public Safety, provides a 24-hour physical security presence 365 days a year. The Public Safety office is located in the southwest end of the Hayden Building. From an off-campus phone, public safety personnel can be contacted by dialing (802) 485-2525/2499. On-campus callers can reach Public Safety by dialing x. 2525 or 2499.

Norwich University's Department of Public Safety has only those enforcement powers as designated by the President of Norwich University. Department of Public Safety officers do not have law enforcement powers or arrest authority. An excellent working relationship exists with state and local law enforcement agencies. No Memorandum of Understanding exists between Norwich University and the Northfield Police Department. Reports of crime will be investigated by the Department of Public Safety and/or local law enforcement agencies. Information about Violations of Law/Safety Concerns is found in the Student Rules and Regulations [http://about.norwich.edu/wp-content/uploads/student\\_rules\\_regs.pdf](http://about.norwich.edu/wp-content/uploads/student_rules_regs.pdf), Chapter 3, Section XVIII and reads as follows:

### SECTION XVIII – Violation of Law/Safety Concerns

- A. A student who suspects the theft of property (e.g., jewelry, a camera, a computer, money, a bicycle) should call the Department of Public Safety, x2525. The Department of Public Safety will respond to the scene, conduct a preliminary assessment, gather statements, and offer the student the opportunity to have the police contacted and brought to campus.
- B. A student who has safety concerns of any type should call the Department of Public Safety, x2525, as soon as possible. The Department of Public Safety will conduct a preliminary assessment and determine the appropriate response which may include calling for police assistance.
- C. Cadet Guard Room: The cadet guard room, located on the second floor of Jackman Hall, Room 214, is staffed from 4:30 pm to 7:00 am Monday-Friday and 24 hours on Saturday and Sunday during the regular academic semesters. It is staffed from the Sunday night following return from a break until the start of reading day of the exam period. The cadets on duty provide information and assistance as needed by all university faculty, staff, students and visitors to campus. The Guard Room can be reached at ext. 2589.

## CRIME REPORTING

Students are encouraged to report all violations and criminal activities to the Department of Public Safety and/or officials within the office of Student Affairs. During orientation, students are instructed on the procedures for contacting the Department of Public Safety. The Department of Public Safety will investigate all complaints and act on them in an appropriate manner. Norwich University does not have a confidential reporting process in place for pastoral or professional counselors to report for statistical purposes.

Norwich University does not have any off campus student organizations to monitor for crime reporting purposes.

- **Annual Security Report:** The annual security report and crime related statistics are published electronically and in hard copy. This report is available to any member of the campus community. The detailed annual crime statistics, forwarded to the Department of Education, is available at the website: <http://about.norwich.edu/offices-services/public-safety/>. The current Norwich University Crime Statistics Report is included in this pamphlet. This report is updated annually and contains the Norwich University crime statistics for the past three years. This report represents crime and good faith reports of crime, reported to Norwich University officials, alleged to have occurred on campus, non-campus and public

property. The annual crime statistics report is compiled by the Chief of Public Safety. The Chief of Public Safety receives crime statistics data via the Department of Public Safety Incident reports, Student Affairs, Equal Opportunity Officer/Title IX Coordinator, and the Northfield Police Department. The Chief of Public Safety compiles the reported crimes and cross checks each report to insure the reports are accurate. The annual security report is accessible online: <http://about.norwich.edu/offices-services/public-safety/>. In addition, hard copies of the annual security report are provided to the Dean of Students and the Admissions office. The Department of Public Safety holds hard copies of the report for distribution when requested. The entire Norwich community is notified by electronic notice and individual emails when the most current annual security report is available.

### ***Definitions of locations:***

#### **On Campus:**

- The building is owned or controlled by Norwich University and is located within the confines of the main campus..
- The building is owned by Norwich University, but is controlled by a student organization and located within the confines of the main campus.

#### **Non-campus:**

- A building owned or controlled by Norwich University and located off campus.

#### **Public Property:**

- Those areas, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus but not owned by Norwich University.
- **Timely Warnings/Crime Alerts:** Timely Warnings are issued whenever there is an ongoing threat of crime or danger to the Norwich University community. If circumstances warrant, Timely Warnings/Crime Alerts are prepared and distributed throughout the campus via electronic notices, campus wide emails, and posted notices at residence halls and campus buildings.

Timely Warnings are initiated by the Department of Public Safety and/or Student Affairs with the assistance of the Office of Communications and are released as rapidly as possible, but accuracy of the alert is a priority.

Whenever Norwich University deems that crime prevention information should be passed to the faculty, staff and student population, a “Norwich Notice” is electronically published on [my.norwich.edu](http://my.norwich.edu).

- **Residence Hall Safety:** Crime and fire prevention presentations are made available to resident coordinators/advisors and cadet leadership. Students have been briefed and required to keep their residence hall rooms locked at all times. Entrances and exits are expected to be locked at all times. Norwich University employees are expected to shut all propped doors. Department of Public Safety officers are required, by the Chief of Public Safety, to shut all propped doors and remove/dispose of the propping device.
- **Facilities Surveys:** Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted by the Facilities Operations Department throughout the year.

## **EMERGENCY MANAGEMENT**

- **Emergency Siren:** An emergency siren is located on the roof of Chaplin Hall. When activated, the siren will emit a wailing sound, which indicates to shelter in place. At the

conclusion of a test or emergency, a steady tone, from the siren, means all is clear. The siren also has a public announcement capability.

- **Web-based Notification System:** All faculty, staff, and students are strongly encouraged to register their contact information in order to be notified through the RAVE web-based notification system. Once registered into the system, messages can be transmitted via email, telephone, and SMS (text messaging). Registration is accomplished by logging into my.norwich.edu, followed by Banner Web. Sign in and click on “Personal Information”. Scroll to and click on “View/Edit Your Emergency Notification System Information.”
- **Broadcast Message:** Information Technology has the capability to broadcast a message through the Norwich University voicemail system to all employee campus extensions.
- **Alert Phones/Blue Lights:** When activated (button on unit is pushed), the on-duty security officer is contacted. Locations for Alert Phones/Blue Lights are as follows:

Alert Phone, Parking Lot C base of stairs to Regional Training Center.

Alert Phone, Between Parking Lots C & D.

Alert Phone, Northwest end of Parking Lot D.

Alert Phone, Top of Parking Lot B by (drive-in) entrance.

Alert Phone, Southeast corner of Dalrymple Hall.

Alert Phone, West side of Dalrymple Hall.

Alert Phone, North side of South Hall.

Alert Phone, West side of South Hall.

Alert Phone, East side of South Hall.

Alert Phone, Southeast side of Dodge Hall.

Alert Phone, North side of Jackman Hall.

Alert Phone, Northeast side of Webb Lot.

Alert Phone, East side of Doyle Hall entrance.

Alert Phone, South side of Shaw Outdoor Center parking lot.

Alert Phone, West side of Plumley Armory.

Alert Phone, Northwest corner of Chaplin Hall.

Alert Phone, East side of Wise Campus Center.

Alert Phone, East side of Cabot Hall Annex.

Alert Phone, East side of Parking Lot G

Alert Phone, Southwest side of Hassett House

Alert Phone, East side of Jackman Hall

Red Emergency Call box, Northwest side of Parking Lot A.

- **Emergency Notification Process:** The duty Department of Public Safety officer is authorized to start the emergency notification procedures in case of an emergency or dangerous situation involving an immediate threat to the Norwich University community. When time permits, the Norwich University Incident Command Team will convene and determine a course of action and communicate to the Norwich University community. The Chief of Public Safety or designee, in consultation with University senior leadership, makes the decision whether to issue a timely warning on a case-by-case basis in light of all the facts surrounding the incident. Timely warnings are issued as soon as possible after the Department of Public Safety is notified; however, the release of the warning is subject to the availability of accurate facts concerning the incident.
- **Testing:** Norwich University tests the emergency siren twice a year. Once during the summer months to ensure the equipment is operable. The second test is performed at the start of the academic year. The emergency siren sounds and the “test” is announced. A web

based notification system test message to the Norwich community is conducted twice per academic year. The test is conducted in conjunction with the test of the siren. To date, these “announced” tests have tested the equipment and familiarized the campus community with the emergency notification media.

- **Evacuation:** In case of building fire or other emergency, the Wise Campus Center is designated as the primary rally site. The alternate site is the White Chapel. Fire evacuation drills are conducted at the beginning of the semester.
- **Incident Command:** On December 12, 2017, Norwich University tested the emergency notifications systems for an on campus emergency. A siren test and the RAVE web-based notification system. Both systems worked correctly.
- **Exercises:** January 26, 2017, prior to Junior Weekend, a DUI Demonstration & Emergency Response Simulation was conducted on the road/walkway in front of the Wise Campus Center. This exercise was coordinated and conducted by the Norwich University Emergency Medical Service and the Northfield Ambulance Service. In addition to the medical first responders, the Northfield Fire and Police Departments participated.

## MISSING STUDENT NOTIFICATION PROCEDURES

- **General:** Institutions providing on-campus housing must establish a missing student notification policy and procedures for those who reside on campus. Among other things, the student must be given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing. This will be accomplished each year at in-processing.
- **Administrative Actions:** If Department of Public Safety/Residence Life/Office of the Commandant officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they must:
  - a. Notify the individual identified by the student to be contacted in this circumstance;
  - b. If the student is under 18 years old, notify a parent or legal guardian; and
  - c. In cases where the student is over 18 years old and has not identified a person to be contacted, appropriate law enforcement officials will be notified.
- **Student Actions:** The student population has the responsibility to notify Residence Life or Corps Leadership of any suspected missing person. This information will immediately be passed up to the Dean of Students or Commandant as appropriate for verification.
- **Process:** Any missing person report must be verified internally and then the Dean of Students or Commandant of Cadets (as appropriate) will make the phone calls notifying the appropriate contact people/law enforcement, etc.

## SECURITY AND SAFETY AWARENESS PROGRAMS

Programs designed to inform students about campus security and safety are initially covered at student orientation. This subject is also included in the student handbook.

The *Department of Public Safety* provides support services to the University community. These services include:

- a. Registering student, faculty and staff motor vehicles.
- b. Assisting campus motorists with minor vehicle problems.
- c. Maintaining a lost and found department.
- d. Offering after hours assistance with room lockouts.
- e. Escorting people to cars or from building to building upon request.

- f. Taking measures to ensure that all Department of Public Safety Officers are CPR certified.
- g. Distributing web-based notifications for changing parking schemes due to weather, construction etc.
- h. Distributing web-based security/safety notifications to the University community.
- i. Department of Public Safety provides Safety/Emergency briefs for new employees and upon request.

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Norwich University is an open campus. Campus buildings are locked and unlocked by the Department of Public Safety and the student leaders in the Corps of Cadets as required to meet the Norwich University day-to-day operations. Civilian dorms are on a card access system and do not require manual key operation. Maintenance, conducted by Norwich University staff, is conducted throughout the work day throughout all campus buildings. Norwich University maintenance personnel conduct repairs in residence halls throughout the academic year. Outside maintenance personnel are escorted to the residence halls by Norwich facilities operations. Norwich personnel may or may not remain on site with the worker.

Student residence hall keys and room and building security information is located at: [http://about.norwich.edu/wp-content/uploads/student\\_rules\\_regs.pdf](http://about.norwich.edu/wp-content/uploads/student_rules_regs.pdf), Chapter 4, Section V and is printed in its entirety as follows:

### SECTION V – Keys and Room and Building Security

- **Keys:** All students are issued a key to their room and to their barracks or residence hall. All students are responsible for the security of their room and for assisting in the security of their residence hall. It is essential that students lock their rooms for personal safety. Lost keys should be reported at once to the Housing Office or the Director of Residential Life. Students will turn in their keys when they check out of their room. There is a \$35.00 fee for each replacement key and for keys that are not returned at check out. To maintain campus security, students are prohibited from duplicating keys. All rooms must be locked when no occupants are present.
- **Entry Doors:** All barracks or residence hall entry doors will be locked at 2300 by the Corps of Cadets Guard Duty. Civilian residence halls are on a card access system and locked 24 hours a day. Corps barracks will be unlocked at 0530 by the Corps of Cadets Guard Duty. Students are prohibited from propping entry doors.
- **Room Safety and Security:** Safety and physical security is of highest priority for all members of the Norwich community. Doors must be locked when the room is unoccupied or if all occupants are asleep. Room occupants each will be fined \$10.00 for rooms found unlocked. Occupants have 24 hours after receipt of fine to appeal to the Director of Residential Life or Assistant Commandant. Occupants who do not have their room key must report to the Housing Office or the Director of Residential Life for a temporary or permanent key issue.
- **Room Lock Out Policy:** Students locked out of their room during business hours, Monday - Friday, 0800-1630, must report to the Housing Office for a temporary key. After business hours, students must contact the Department of Public Safety, x. 2525. Department of Public Safety officers will only give students access to their own room and require that students provide ID to verify occupancy. Department of Public Safety officers will not give access to any room except the one to which the student is assigned. NOTE: The student Residence Life staff are not allowed to provide entry to rooms under any circumstances.
- **Unauthorized Entry:** No student will forcibly enter any room or building on University

property. No student may enter a barracks or residence hall room except the one they have been assigned unless the occupant is present and has given permission to enter. If a student is asked to leave a room by the assigned occupant, he or she is obligated to depart immediately.

- **Student Property Insurance:** Norwich University is not responsible for missing, stolen, or damaged goods in the barracks and residence halls. Students must lock their rooms and are encouraged to secure private personal property insurance.

## **WEAPONS POSSESSION**

The unauthorized possession, use or sale of firearms, ammunition, fireworks, major or minor explosives or any lethal weapon is forbidden and subject to University discipline as well as criminal sanctions. Any instrument that propels a projectile such as air soft, BB, paintball guns, slingshots etc., are considered weapons. Weapons Policy is located at [http://about.norwich.edu/wp-content/uploads/student\\_rules\\_regs.pdf](http://about.norwich.edu/wp-content/uploads/student_rules_regs.pdf), Chapter 3, Section XVI and is printed in its entirety as follows:

### **SECTION XVI – Weapons and Firearms**

Students are prohibited from possessing or using weapons (fighting tools) on University grounds. Prohibited items include, but are not limited to, the following:

- a. Firearms and ammunition (real or facsimile) or components thereof.
- b. Edged weapons with blades longer than three inches.
- c. Bows, crossbows, slingshots, and similar devices that deliver a projectile.
- d. Hatchets, axes, and similar sharpened tools that possess a honed edge.

The only exceptions to this policy are:

- a. Weapons temporarily issued to students under the authority of the SVPSAT, Commandant, or Commanding Officers of the ROTC units for the purpose of conducting scheduled training.
- b. Paintball equipment in authorized areas for sanctioned events as defined by the Director of Student Activities. Paintball equipment is never authorized in student housing areas.

## **ALCOHOL AND CONTROLLED SUBSTANCES**

A statement of policy concerning alcohol and drugs is found in the student and employee handbooks. The unauthorized possession, use or consumption of any controlled substance or related paraphernalia is prohibited on campus. The possession or consumption of alcoholic beverages is prohibited on University property except in designated areas or at events where the University's licensed caterer serves alcoholic beverages. The Norwich University Alcohol Policy can be read in its entirety at: [http://about.norwich.edu/wp-content/uploads/student\\_rules\\_regs.pdf](http://about.norwich.edu/wp-content/uploads/student_rules_regs.pdf) Chapter 3, Section I. The Norwich University Policy on Controlled Substances can be read in its entirety at [http://about.norwich.edu/wp-content/uploads/student\\_rules\\_regs.pdf](http://about.norwich.edu/wp-content/uploads/student_rules_regs.pdf) Chapter 3, Section IV.

Both policies are printed in their entirety and read as follows:

### **SECTION I – Alcohol Policy**

**A. VERMONT STATE LAW:** The legal age of consumption is 21 years of age in the State of Vermont. It is therefore against the law to possess or consume alcohol, under the age of 21, on or off campus, anywhere in Vermont. The State of Vermont prohibits those under 21 from misrepresenting their age for the purpose of procuring, possessing or consuming alcoholic beverages. The State of Vermont also prohibits a person of any age from selling,

giving or causing to be sold or given alcoholic beverages to a person less than 21 years old.

**B. GENERAL:** Norwich University requires that students conduct themselves in a lawful, responsible manner at all times whether on or off campus. We expect our students to obey all Federal and State Laws and behave in accordance with the law and Norwich University regulations that pertain to alcohol. A student who decides to consume alcohol assumes full responsibility and consequences from its use or abuse, and his or her subsequent actions, both on and off campus. The possession or furnishing of alcoholic beverages anywhere on Norwich University grounds is strictly prohibited, while consumption is strictly regulated. Restrictions include:

1. Unlawful consumption (e.g. underage consumption, Driving Under the Influence -DUI), disorderly conduct under the influence of alcohol, possession, furnishing alcohol to minors, on or off campus, is unlawful and therefore prohibited. Refusal to submit to sobriety testing is evidence of consumption.
2. Misrepresentation of age or the actual or attempted use of false identification to obtain alcoholic beverages is considered evidence of a violation of the Honor Code and will be referred to the University Honor Committee.
3. Operating a motor vehicle, on or off campus, while under the influence of alcohol is unlawful, and, therefore, clearly a violation of state laws and University policy.
4. The presence of empty beverage containers (e.g. beer cans/bottles, wine bottles, flasks, or any container used to store or consume alcohol anywhere on campus (room, vehicle, etc.) is prima facie evidence of possession.
5. Disorderly conduct under the influence of alcohol anywhere on campus (regardless of age) is a violation of the Norwich University alcohol policy. No student will be intoxicated and endanger the safety of another person or property, or cause a disturbance.

**C. EXCEPTIONS:** Upon approval of the SVPSAT, an approved licensed vendor (i.e., Sodexo) may provide alcohol for consumption at select campus events or locations (e.g. Wise Campus Center Partridge Pub, Regimental Ball, NU "Late Nite" Party, Goal Post Party, etc.). In such cases, students must be of legal age to consume alcohol and those who are of legal age are expected to drink responsibly.

1. Commemorative items bearing Norwich University logo are permitted (e.g., wine glass, beer mug, etc) provided these items are clean and free of alcohol or beverage residue.
2. Possession of a poster or unauthorized trophy, or possessing or wearing an item of clothing that depicts or advertises alcoholic beverages is a violation of community standards and not a violation of the alcohol policy.

#### **D. CONSEQUENCES:**

1. **Students under the Legal Age.** Possession or consumption of alcohol by students under the legal age is a violation of state law and this regulation. These actions will result in a University officials reporting violations to local law enforcement. In the instance that local law enforcement is not available or delayed in their response, University officials will proceed in enforcing the University alcohol policy. Any resulting law enforcement action will be a matter between the student and the police. Norwich University officials will obtain information regarding the incident and take appropriate disciplinary action as a violation of the University alcohol policy and/or other related policies. Refusal to

consent to and/or comply with law enforcement officers or Norwich officials to take an alcohol breathalyzer test will be treated as prima facie evidence of alcohol consumption.

2. **Students over the Legal Age.** Possession or consumption of alcohol by students over the legal age will be adjudicated as an alcohol policy violation and not result in a report to law enforcement unless the situation produces threatening or disruptive behavior or a well-founded fear of danger to persons or property. In those situations, the decision to involve law enforcement authority's rests with the senior NU professional staff member on the scene or in consultation with the Student Affairs Duty Officer.
3. **Furnishing Alcohol to a Minor.** Students of any age who furnish alcohol to a minor will have their case referred to law enforcement for consideration as a violation of state law. Any resulting law enforcement action will be a matter between the student and the police. University officials will consider the action as a potential violation of the university's alcohol policy and adjudicate the case regardless of the action taken by law enforcement.
4. **Punishments for Alcohol Policy Violations.** Students found guilty of violating the alcohol policy will be subject to disciplinary action as prescribed in Chapter 7 (for civilian residential and commuter students) or Chapter 9 (for cadets). Monies collected as fines for violations of the alcohol policy will be used to provide alcohol awareness education on campus.
5. **Alcohol Use Assessment.**
  - **Referral.** Student Affairs staff members who adjudicate violations of the alcohol policy may require students who are found guilty of an alcohol violation to participate in an alcohol education program administered by a licensed drug or alcohol abuse counselor. Under normal circumstances, students have 30 calendar days from the date of the referral in which to complete the program and provide written documentation of completion or are considered as refusing to comply with punishment. The cost of the alcohol education program will be borne by the student as a 'fee for service' contract with the licensed drug or alcohol abuse counselor. Norwich University will provide the names and contact information for local program providers who meet the licensing requirement, but will not negotiate with the provider on the student's behalf.
  - **Follow-on Treatment.** Once a student has been referred to a licensed counselor and an alcohol education program completed, the counselor will determine the appropriate level of follow-on education, counseling or treatment that is required for that student, if any. The cost of the alcohol education, counseling or treatment program will be borne by the student as a 'fee for service' contract with the licensed drug or alcohol abuse counselor, and the student is encouraged to provide written documentation upon completion of the follow-on treatment.

**E. DESIGNATED DRIVERS:** Norwich University supports the concept of designated drivers as a safe, responsible option for students. Sober designated drivers will not be sanctioned for providing assistance to any Norwich student. Upperclass cadets are prohibited from using first year cadets as designated drivers.

**F. SAFE RIDES:** Norwich will endeavor to provide a Safe Rides Program whereby any NU student within a twenty minute driving radius of the University may request a ride back to campus on Friday, and Saturday nights, during the published hours of operation. Note: This

is a service provided free of charge to NU students by Green Cab VT at (802) 864-2424. Student IDs must be shown. Norwich is not under any published or implied obligation to provide this service, which is designed to promote the safety of all students, provide for good decision making, and to aid in preventing a student from driving in an impaired state.

**G. DUTY TO AID THE ENDANGERED:** A student who knows that another is exposed to grave physical harm shall give reasonable assistance to the endangered person unless that assistance or care is being provided by others. Reasonable assistance requires the student to acquire the aid of a trained first responder (call 911, the Department of Public Safety, Northfield ambulance, police). The student requesting assistance should only do so if it does not endanger him or herself and it does not interfere with important duties owed to others. A student who provides reasonable assistance in compliance with this section shall not be sanctioned by the University under the Student Rules and Regulations unless his or her acts constitute gross negligence.

**I. DEFINITIONS:** Definitions pertaining to the Alcohol Policy are located in the glossary.

#### **SECTION IV – Drugs/ Controlled Substances**

**A. GENERAL:** Norwich University condemns the use of illegal drugs, the misuse of legal drugs and dietary supplements, and the use of performance-enhancing substances. The possession, use, or consumption of any controlled or illegal substances not prescribed by a physician is prohibited both on and off campus. The controlled or illegal substances are listed or to be listed in the US Drug Enforcement Agency’s Drug Schedules I, II, III, IV, and V are included by whatever official, common, usual, chemical, or trade name designated. A current reference for these schedules can be viewed at: <http://www.justice.gov/dea/pubs/scheduling.html>. The selling, giving, enabling, providing or trafficking of controlled or illegal substances is prohibited.

**B. DRUG PARAPHERNALIA:** Drug paraphernalia is also prohibited. The term “drug paraphernalia” means all equipment, products, devices and materials of any kind which are used, or promoted for use or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, inhaling a regulated drug or otherwise introducing a regulated drug into the human body.

**C. PROHIBITED SUBSTANCES:** Norwich University prohibits the possession, use, sale, distribution or manufacture of Salvia Divinorum or products containing synthetic cannabinoid compounds (e.g. Spice), as well as any derivative, analogue or variant of them. Norwich University also prohibits the actual or attempted possession, use, sale, distribution or manufacture of bath salts, as well as any derivative, analogue or variant of them not already listed in the US Drug Enforcement Agency’s Drug Schedules I, II, III, IV, and V as a controlled or illegal substance. Students who violate the prohibitions listed above will be disciplined under these regulations for Possession or Use of Prohibited Substances.

#### **D. DRUG TESTING:**

1. The University has the authority to conduct random drug testing for students participating in varsity or club athletics. In addition, any student may be subject to

directed testing at any time the SVPSAT determines there is reasonable suspicion the individual is using or has used a controlled substance or a prohibited drug. Such reasonable suspicion shall be based on objective information deemed reliable by the Dean of Students, or the Commandant of Cadets.

2. Enrollment at Norwich University is a privilege not a right. As a condition of being permitted to enroll or continue enrollment at Norwich, all students must comply with this policy. Failure to consent to and/or comply with the requirements of this policy and its procedures will not be tolerated. Refusing to provide a urine sample for testing may be treated as prima facie evidence of guilt and may result in immediate suspension. Urine samples will be collected at the infirmary by the medical staff. Urine samples will be sent to a lab for analysis. If the laboratory reports a specimen as diluted, substituted, manipulated, or adulterated, the student will be deemed to have refused to submit to testing and this action may be treated as prima facie evidence of guilt. A student who is readmitted to the University following a drug related separation may be required to submit to directed drug testing (at the student's expense) as a condition of continued enrollment.

**E. SANCTIONS:** Students are cautioned that they are subject to Vermont state laws pertaining to possession, sale and consumption of controlled substances and related paraphernalia. Violators of the University Drug/Controlled Substances Policy are subject to suspension or dismissal. Students found guilty of selling or distributing controlled substances will be dismissed. Violation of the law will result in the student being turned over or reported to the proper authorities. In addition to University imposed sanctions, a student found guilty of violating any drug or controlled substance regulation on campus will be reported to local law enforcement authorities.

**F. PREVENTION:** Norwich University supports programs for the prevention of substance abuse. If you are having a problem with alcohol and/or another substance, contact the counseling center, the Office of the Dean of Students or the Office of the Commandant.

**G. PARENTAL NOTIFICATION:** The Commandant of Cadets or Dean of Students may notify the parents or legal guardians (provided a valid FERPA release is on record) if their son or daughter violates any federal, state, local law or any rule or policy of the University governing the use of a controlled substance.

## **SEXUAL ASSAULT**

Norwich University and the Washington County Sexual Assault Crisis Team (SACT) have partnered in order to train, promote prevention, and respond to campus sexual assault and harassment. SACT has been provided two offices in Marsilius Hall, located on Crescent Avenue, for the SACT Executive Director and the Sexual Assault Prevention Coordinator. The executive director of SACT will conduct consultations and case review. The Sexual Assault Prevention Coordinator, who is also a member of the Sexual Harassment/Assault Response and Prevention (SHARP) committee, will conduct campus training and assist with policy review. The Norwich University Sexual Misconduct, Relationship Violence & Stalking Policy can be read in its entirety at: <http://about.norwich.edu/policy/sexual-misconduct-relationship-violence-and-stalking/>. This policy contains language that provides specific guidance regarding steps to be taken following a sex offense including:

- a. Who should be contacted.
- b. The importance of preserving evidence for the proof of a criminal offense.

- c. To whom the alleged offense should be reported.

The policy also informs the campus of the option to notify appropriate law enforcement authorities. Norwich University will assist the victim in notifying these authorities, if requested. This includes local law enforcement.

The policy also contains the contact information for existing on-campus and off-campus support services for victims of sex offenses including: counseling and other mental health centers, rape/sexual assault crisis centers, and on-campus advocacy centers.

### **Training provided by the Equal Opportunity/Title IX Office on Non-Discrimination, Sexual Assault and Sexual Misconduct, Relationship Violence and Stalking Policies:**

#### **• New Hires**

##### *Faculty*

All new Faculty members are trained in August during New Faculty Orientation. Ongoing training is provided by the Equal Opportunity Officer/Title IX Coordinator throughout the year for all members of Faculty and Staff by visiting each department and reviewing policy and procedures.

##### *Staff*

In-person training is provided by the Equal Opportunity Officer/Title IX Coordinator for all new employees at time of hire. This is ongoing training which occurs throughout the year. In addition, training is provided by the Equal Opportunity Officer/Title IX Coordinator throughout the year for all members of Faculty and Staff by visiting each department and reviewing policy and procedures.

##### *First Year Students, Student Leaders*

All first year students and student leaders (Corps of Cadets and Civilian) attend in-person training provided by the Equal Opportunity Officer/Title IX Coordinator in tandem with the Sexual Assault Crisis Team and Army ROTC SHARP Director. These training sessions are held in August prior to the start of classes.

##### *Upperclassmen*

Upperclassmen are provided in-person training by the Equal Opportunity Officer/Title IX Coordinator in tandem with the Sexual Assault Crisis Team and Army ROTC SHARP Director.

In addition, training and programming is provided throughout the year by the Equal Opportunity/Title IX Office along with Student Affairs.

Norwich University takes every report of actual or threatened sexual assault seriously, and we respond to each one. Our investigation process is articulated here. It includes this explanation of our response to a report:

### **Immediate Responses to Sexual Assault and/or Misconduct:**

The University recognizes that any decision to report a sexual assault and/or sexual misconduct to the police is the right of the victim/complainant. However, once an incident or complaint of sexual assault and/or sexual misconduct is reported to the Equal Opportunity Officer/Title IX Coordinator (the Officer) he or she will inform the victim/complainant of the options of criminal prosecution, medical assistance, and use of this policy to file a complaint or report a sexual assault and/or sexual misconduct. The Officer will assist the victim/complainant with these contacts if requested. In addition, confidential counseling, support services, academic assistance, future security and alternative housing (for students) can be coordinated as appropriate through the

Officer.

We also offer a comprehensive manual of resources and information to address sexual assault, relationship violence, sexual harassment, stalking, and date rape drugs at: <http://about.norwich.edu/policy/sexual-misconduct-relationship-violence-and-stalking/>.

Norwich University has established a strategic partnership with the Executive Director of the Sexual Assault Crisis Team of Washington County who is on campus weekly and serves as a confidential advocate for anyone who needs it.

In response to questions from Vermont's Prevention of Domestic and Sexual Violence Task Force, Norwich has responded:

**Question 1: Does Norwich University address dating and/or sexual violence in a freshman orientation program? Please describe:**

Yes, Norwich requires that all freshman be trained in sexual assault, sexual harassment, and non-discrimination policies during orientation. The lectures are given jointly by Norwich's Equal Opportunity Officer and the Executive Director of the Washington County Sexual Assault Crisis Team. During these lectures, Norwich's Equal Opportunity Officer trains the students on Norwich's Policies on Non-Discrimination and Sexual Assault and Sexual Misconduct. The Executive Director of the Washington County Sexual Assault Crisis Team talks to the students about her role at Norwich as a Confidential Advocate who is available on campus once a week to talk to students. She also lets students know that she will meet with any student who needs to go to the hospital as a result of sexual assault. In addition, her organization has a 24 hour hotline that is always available to students.

Norwich University is a unique campus. We have both civilian and military style students in residence (about 2:1), and because of the nature of the military chain of command that governs the Corps of Cadets freshman orientation for Rooks (freshmen in the Corps) is (practically) 100% attended.

Additionally, all Corps leaders (cadre) and Rooks receive mandatory training in Norwich's hazing policy. Also at the beginning of the academic year all incoming students receive a letter admonishing the act of or passive support of hazing. Students sign a copy of the letter thereby acknowledging individual responsibility for the policy; that copy of the letter is stored in each student's file.

Approximately 50 percent of Norwich athletes are civilian students. Every year the Director of Athletics meets with each sports team prior to the start of its season to, among other things, discuss the University sexual assault and hazing policies, both of which are included in the student-athlete handbook.

**Question 2: Please describe any ongoing violence prevention or awareness activities on your campus.**

Norwich University offers additional programming throughout the academic year. Typically an outside speaker will come in to talk to our students, faculty and staff. Violence Intervention Peer Advocate (VIPA) Club and the Sexual Harassment Assault Response Prevention (SHARP) Committee assist with Sexual Assault Awareness Week events in April.

**Question 3: Does Norwich University have a relationship with the local domestic and sexual violence crisis service provider? Please describe:**

Yes, Norwich has an excellent relationship with the Washington County Sexual Assault Crisis Team. The Executive Director of the Washington County Sexual Assault Crisis Team has an office on campus that she uses to be available for students. She is a confidential advocate with over 30 years of experience in this area of expertise. Our partnership with the Executive Director and the fact that she has her own office on campus with regular office hours, creating over time a consistent presence on campus, means that there is the opportunity for students to confide in a community member who is a known expert on sexual assaults without the fear of automatic reporting to the University and/or law enforcement. This relationship is unique to the Norwich campus.

The Executive Director of the Washington County Sexual Assault Crisis Team is also an appointed official of the Vermont Governor's Task Force on Sexual Assault, which further strengthens our institutional connection to top leadership on this issue.

The Executive Director and her organization are available to help Norwich students through a 24-hour hotline. In addition, she is a member of Norwich's SHARP Committee which includes senior Norwich administrators, mental health providers, and Department of Public Safety personnel. She also partners with the Norwich Equal Opportunity Officer to train freshman students during their orientation week.

Furthermore, the Director, and the Norwich Equal Opportunity Officer partner to provide informational activities to students throughout the academic year.

Trainings conducted by the Sexual Assault Crisis Team from August 2016 through June 2017 were:

Bystander Training

Sexual Harassment /Assault and Response & Prevention (SHARP) Training

**Listed on the following pages are descriptions of trainings available to Norwich University students and provided by the Sexual Assault Crisis Team of Washington County, Vermont.**

**Orientation:** An introduction to the services offered by SACT to all incoming students. We do an overview of safety because the first few weeks of college are statistically the most dangerous. We recognize that students are inundated with new information at this time of the year, so we do not go in-depth into much of the subject matter, and instead just do an overview. Talking points include but are not limited to: safety plans, leadership and taking action, anonymous reporting forms, mandated and non-mandated reporting, confidential advocacy, hospital medical or forensic exam and police legal systems advocacy, office location, becoming a witness in a case, other services, not reporting for others, the rights of victims according to age, advocacy with Title IX, consent and the law.

*Audience: Incoming freshman and commuter students (Civilian and Corps); 45 minutes*

**Student Leadership:** Norwich University builds leaders by giving opportunities to students to be responsible and take charge by filling positions within the Cadre staff in the Corps and as RAs in the dorms. These student leaders will often be the first contact for students who have experienced sexual violence and want guidance in what their options are and what to do next. SACT is available to train these students in appropriate responses and inform them on a more in-depth level of what student options are and what their responsibilities as agents of the University are. Talking points include but are not limited to: mandated reporting and consent, anonymous reporting forms, becoming a witness in a case, how to respond to a report, confidentiality, safety planning, dating violence, bystander engagement, and understanding the privilege of your position.

*Audience: Student Leadership (Civilian and Corps); 90 minutes*

**Faculty/Staff SACT 101 Training:** SACT recognizes that students often develop trust and form bonds with their professors or other NU staff, and will often see them as a trusted

adult to go to during a time of crisis. This training will help guide faculty and staff on what appropriate responses are, as well as what options the student has so that you as a faculty or staff member can help them make the most well-informed decision possible regarding next steps. Talking points include but are not limited to: your role as a mandated reporter, what to do if a student discloses, what happens at each avenue (security, Title IX, SACT, police), anonymous reporting, how to listen to/support a student and still let them know you're mandated to report, highlighting confidential resources, bystander engagement, SACT services (available to students, faculty, and staff).

*Audience: Faculty and Staff; 60-90 minutes*

**Student Nurse Classroom Training:** This is a more intensive training about our victims services, and helps to inform students who are going into the medical field about what's involved in the care of victims of sexual violence. This could also be considered an introduction for those who wish to volunteer for SACT as a trained advocate. Talking points include but are not limited to: survivor support (hotline, medical exams, what to know before going to hospital, relationship with SANE nurse), confidentiality.

*Audience: Student nurses (also good for Infirmiry training); 30-45 minutes*

**Bystander Training:** Rather than focusing strictly on the roles of perpetrator and victim, the highly interactive, researched and evaluated Bringing in the Bystander In-Person Prevention Program curriculum uses a community of responsibility approach. It teaches bystanders how to safely intervene in instances where an incident may be occurring or where there may be risk.

*Audience: All students, student clubs, faculty, and staff; The program is designed to be presented both as a 60-minute program or in a more comprehensive two session program totaling 4.5 hours.*

**Classroom Training:** SACT is happy to come to your class to talk to students about a wide range of subjects. This could be customized to your lesson plan, but common subjects include: SACT services available to students, safety planning, reporting options, and bystander engagement.

*Audience: Students in classroom setting; can range from 30 minutes to 90 minutes (Bystander engagement has a 50-60 minute minimum)*

**Athletic Team Training:** At Norwich University, student athletes are everywhere, and are considered role models for the rest of the student population. They represent NU on and off the field, and are held to a certain standard of behavior. SACT relies on student athletes to be responsible and keep other students safe at off-campus events, and this training addresses some of the common concerns facing student athletes today. Talking points include but are not limited to: safety planning, bystander engagement.

*Audience: Student athletes and their coaches; can range from 30 minutes to 90 minutes (Bystander engagement has a 50-60 minute minimum)*

**First Responders:** This training is specifically for students who are working directly with SACT as student volunteers on the NU campus. Talking points include but are not limited to: safety plans, leadership and taking action, anonymous reporting forms, mandated and non-mandated reporting, confidential advocacy, hospital medical or forensic exam and police legal systems advocacy, office location, becoming a witness in a case, other services, not reporting for others, according to age the rights of victims, advocacy with Title IX, consent and the law.

*Audience: Specific Corps students assigned by Col. Holden. Prerequisite: 20 hour advocacy training*

**20 Hour Advocacy Training:** This training is intended for those who wish to volunteer as trained advocates with SACT. 20 hours is required to become certified as a confidential advocate. It is a very in-depth training and covers topics including but not limited to: confidentiality, victims' rights, bystander engagement, rape culture on campus, hospital exams, legal advocacy, police perspective, Title IX, and consent.

*Audience: All who want to volunteer as a victims advocate with SACT; two-day training (usually a full weekend)*

**SEXUAL OFFENDER REGISTRY/LOCATOR**

The State of Vermont Sexual Offender Registry is available online at the following website:  
[http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=55275](http://www.communitynotification.com/cap_office_disclaimer.php?office=55275).

**ADDITIONAL INFORMATION**

Additional information about public safety can be obtained by calling the Chief of Public Safety at (802) 485-2498.

**FREQUENTLY CALLED NUMBERS**

Department of Public Safety Emergencies .....	(802) 485-2525/2499
Facilities Operations.....	(802) 485-2148
Maintenance Requests .....	(802) 485-2149
Commandant of Cadets.....	(802) 485-2135
Cadet Guardroom (1630-0700).....	(802) 485-2589

## OTHER RESOURCES

### Office of Martha Mathis, Dean of Students Jackman Hall 227 • (802) 485-2640

- Students—regardless of lifestyle—parents, families and others may call or come in for information at any time with or without an appointment.

### Acupuncture and Oriental Medicine (802) 223-0954 • [www.integrativeaom.com](http://www.integrativeaom.com)

- Affiliated with Central Vermont Medical Center.
  - Licensed acupuncturists help with:
    - Stress/anxiety
    - Sleep issues
    - PTSD
    - Addiction management
- Available through the Infirmary.
  - \$10 fee, no appointment.

### Central Vermont Medical Center (CVMC) (802) 371-4100

### Central Vermont Substance Abuse Services (802) 223-4156

- Jeremy Bolio is a military Veteran, licensed clinician, men's group and substance abuse counselor.
- Alcohol screenings/substance abuse.
  - \$150 fee (not covered by insurance).
- Treatments on/off campus as needed, insurance eligible.
- Education and community outreach.

### Healthy Youth Program (HYP) (802) 229-9151

#### Karena Lapan • [klapan@wcysb.org](mailto:klapan@wcysb.org)

- Washington County Youth Services Bureau program.
- Appointments available at Gray Building in Northfield.
  - Assessment, education, and treatment for substance abuse.

### Northfield Police Department (802) 485-9181

- Bill Jennings, *Chief of Police*

### Shaw Outdoor Center • (802) 485-4032 [facebook.com/norwichSOC](http://facebook.com/norwichSOC)

- Hike, bike, ski, sled, snowshoe, run.
- Hours of operation:
  - Tues – Sunday, Noon – 5 p.m.

### Sodexo Food Services

#### Wise Campus Center • (802) 485-2297

- Nutrition information and healthy choices.
- Menu diversification using student input.

### Washington County

#### Sexual Assault Crisis Team

#### Marsilius Hall • (802) 485-2904

#### 24-hr Hotline: (802) 479-5577

#### [sactwc@aol.com](mailto:sactwc@aol.com)

- Support for female and male victims of sexual violence.
- Free legal advocacy and attorney services to victims.
- 24 hour emergency shelter for female and male victims.
- Complete confidentiality.

### Norwich University Equal Opportunity/ Title IX Office

#### Jackman Hall, 321 B • (802) 485-2144

- To report incidents of interpersonal violence/seek judicial action, including:
  - Sexual Assault
  - Sexual Misconduct
  - Harassment
  - Relationship Violence
  - Stalking

### Norwich University Chaplain Services

#### (802) 485-2128 • Rev Wick

- Protestant, Catholic and other religious services.

### Norwich University Counseling and Psychological Services

#### (802) 485-2134

- Counseling, psychological and learning disability assessments.

### Norwich University Safe Rides/Green Cab VT

#### (802) 864-2424

- Friday and Saturday evenings  
10 p.m. – 2 a.m.

### Norwich University Public Safety

#### (802) 485-2525

### Norwich University Health Services at

#### Green Mountain Family Practice:

#### Infirmary/Health Practices

#### (802) 485-2552

### Suicide Hotline • (800) 273-TALK (8255)

### Vermont Alcoholics Anonymous

#### (800) 839-1686 • [alcoholicsanonymous.com](http://alcoholicsanonymous.com)

### Green Mountain Area Narcotics Anonymous

#### (802) 773-5575 (24 hr.) • [www.gmana.org](http://www.gmana.org)

## NORWICH UNIVERSITY CRIME STATISTICS

CRIMINAL OFFENSES	On Campus			Residence Halls			Non-campus			Public Property			Unfounded		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: Fondling	1	1	5	0	1	3	0	1	0	0	0	0	0	0	0
SEX OFFENSE: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: Rape	1	3	13	1	3	11	0	0	0	0	0	0	0	0	0
SEX OFFENSE: Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	19	4	3	2	3	1	0	0	0	0	1	0	0	0	0
Burglary	3	1	3	3	1	2	0	0	0	0	0	0	0	0	0
Motor vehicle theft	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	2	1	0	1	0	0	0	0	0	0	0	0	0	0
Forcible sodomy (2014-2015)*	0	-	-	0	-	-	0	0	-	0	0	-	0	0	-
Sexual assault w/ object (2014-2015)*	0	-	-	0	-	-	0	0	-	0	0	-	0	0	-
ARRESTS	On Campus			Residence Halls			Non-campus			Public Property			Unfounded		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor law violations	7	0	2	4	7	2	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS/JUDICIAL REFERRALS	On Campus			Residence Halls			Non-campus			Public Property			Unfounded		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor law violations	65	73	139	62	70	128	0	0	0	0	0	0	0	0	0
Drug law violations	8	5	13	8	5	12	0	0	0	0	0	0	0	0	0
Illegal weapons possessions	0	1	3	0	1	2	0	0	0	0	0	0	0	0	1

\*These offenses are no longer categorized in this matter as of 2016.

**NORWICH UNIVERSITY CRIME STATISTICS (continued)**

VIOLENCE AGAINST WOMEN	On Campus			Residence Halls			Non-campus			Public Property			Unfounded		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Dating Violence	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0
Stalking	0	1	2	0	0	1	0	0	0	0	0	0	0	0	0
HATE OFFENSES	On Campus			Residence Halls			Non-campus			Public Property			Unfounded		
	2015	2016	2017	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSE: Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary**	-	0	0	-	-	0	-	-	0	-	-	0	-	-	0
Robbery**	-	0	0	-	-	0	-	-	0	-	-	0	-	-	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft**	-	0	0	-	-	0	-	-	0	-	-	0	-	-	0
Destruction of Property/Vandalism of Property**	-	0	0	-	-	0	-	-	0	-	-	0	-	-	0
Forcible sodomy (2014-2015)*	0	-	-	0	0	-	0	0	-	0	0	-	0	0	-
Sexual assault w/ object (2014-2015)*	0	-	-	0	0	-	0	0	-	0	0	-	0	0	-

\*These offenses are no longer categorized in this manner as of 2016.

\*\*These offenses were not categorized in this manner for 2014 and 2015.

**NORWICH UNIVERSITY CRIME STATISTICS (continued)**

BIAS CRIMES	On Campus			Residence Halls			Non-campus			Public Property			Unfounded		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## FIRE SAFETY REPORT FOR 2017

Norwich University has eleven residence halls. All of these buildings are listed in this report with included information on the fire safety systems.

These eleven full-time residence halls are hard wired for fire, smoke, and carbon monoxide detection. In addition, all residence halls have full sprinkler systems. Sprinkler heads are located on all floors, in all hallways, and in all rooms. When an alarm is activated, klaxons sound and strobe lights are activated. The alarm panel activates at the Norwich University Security office and the alarm is transmitted to the on-duty security officer through a radio relay system. The on-duty security officer investigates the alarm and will not “clear” the alarm from the system until positive no fire exists.

If a fire is present, the security officer will call “911” for fire department response. Northfield Fire Department is Norwich University’s first responder for fires. The fire department is a volunteer fire department.

All Norwich University residence halls meet the current fire safety codes as required by the State of Vermont.

Norwich University conducts a minimum of one regular mandatory supervised fire drill per year at all student residence halls. These drills are conducted at the start of the academic year. Fire drills were conducted from October 20, 2016 and completed by October 30, 2016. All student residence halls were drilled.

Norwich University Fire and Safety Standards are located in the Student Rules and Regulations, [http://about.norwich.edu/wp-content/uploads/student\\_rules\\_regs.pdf](http://about.norwich.edu/wp-content/uploads/student_rules_regs.pdf), Chapter 3, Section V. Fire and Safety Standards follows in its entirety at the end of this section.

Norwich University provides fire evacuation training to the Resident Coordinators, Advisors and selected student leaders within the Corps of Cadets Leadership.

The matrix on the following page lists the residence halls, their fire systems, fires and fire drills.

### SECTION V – Fire and Safety Standards

**A. FIRE REGULATIONS:** University fire policy requires all students to vacate the building each time a fire alarm sounds. Students who fail to quickly leave a building during a fire alarm may receive disciplinary action and a \$50.00 fine.

**Note:** *Fire equipment is located in designated areas on each floor in University buildings.*

1. Any student found tampering with, removing, disconnecting, covering, inhibiting, damaging, or falsely setting off fire equipment, alarms, smoke or heat sensors, or igniting a fire on University grounds will be subject to dismissal or suspension along with a minimum fine of \$100 up to \$1000 and restitution of the cost of damages. In addition, the police may be notified and the student may be disciplined in accordance with these regulations.
2. Problems with smoke or heat detectors must be reported to Public Safety or Facilities Operations as soon as possible.
3. Fireworks, explosives, Meal Ready to Eat (MRE) heaters, or fabricated explosive devices, are prohibited in all University buildings and on University property.

4. Students found with fireworks or explosives are subject to suspension or dismissal from the University. NOTE: MRE bombs are considered a form of explosives that can cause injury.
5. Flammable liquids, gases or solids such as gasoline or oil and heat tabs may not be stored in University buildings.
6. Halogen lamps or lights are not authorized for use in barracks or residence hall rooms or University buildings.
7. All surge suppressors, power strips and extension cords used in University buildings must be the three prong, grounded, UL-approved type.
8. Natural cut Christmas trees, boughs or wreaths are prohibited from University buildings.
9. Students are prohibited from cutting down, digging up or in any way damaging trees and shrubs on campus.
10. Unauthorized fires are prohibited on University property. No student, organization, person, or function is authorized to have a fire, including any type of fire for the purpose of conducting a cookout, without advance, written permission from the SVPSAT. The only exception to this is in the vicinity of locations where the university has installed barbeque grills (e.g., Disney Field near the volleyball courts).

#### **B. BARRACKS AND RESIDENCE HALLS:**

1. Room decorations may not hang from the ceiling or window panes and may not cover more than 50% of any given wall space in any room. Other decorations may be prohibited if a fire hazard is created.
2. Ceilings may not be covered with tapestries or draped, or have decorations hanging from them. Nothing may be hung from the sprinkler apparatus.
3. Bed curtains or drapes are not allowed.
4. The room entry and exit must be clear.
5. All furnishings must be a minimum of six inches from the room radiator.
6. Nothing may be built or placed over or around a room radiator that will interfere with the free flow of air around the radiator or with easy access to service it. Nothing will be placed over or around a safety sensor.
7. Candles and incense are not permitted in the barracks or residence halls.
8. No student is allowed to remove outlet covers or permanently attach anything to the outlets provided in the room.
9. String lights and “fire lights” are not authorized in the barracks and residence halls.

**C. EMERGENCY BLUE LIGHT CALL BOXES:** Emergency Blue Light Call Boxes are located throughout the campus in the event of an emergency. Any student found tampering with, damaging, or falsely setting off a call box will be subject to a Class I disciplinary action and a minimum fine of \$100 up to \$500 and restitution for the cost of any damages.

Norwich University Residential Facilities:	Sprinkler System	Smoke/CO Detection	Fire Extinguisher Devices	Number of fire drills prev. academic year	Fires			Deaths		
					2015	2016	2017	2015	2016	2017
Gerard Hall	X	X	X	2	0	0	0	0	0	0
Ransom Hall	X	X	X	2	0	0	0	0	0	0
Alumni Hall	X	X	X	2	0	0	0	0	0	0
Wilson Hall	X	X	X	2	0	0	0	0	0	0
Goodyear Hall	X	X	X	2	0	0	0	0	0	0
Patterson Hall	X	X	X	2	0	0	0	0	0	0
Dodge Hall	X	X	X	2	0	0	0	0	0	0
Hawkins Hall	X	X	X	2	0	0	0	0	0	0
Crawford Hall	X	X	X	2	0	1	0	0	0	0
South Hall	X	X	X	2	0	0	0	0	0	0
Dalrymple Hall	X	X	X	2	0	0	0	0	0	0
Flint Hall Apartment 1*		X	X	2	X	X	X	X	X	X
Flint Hall Apartment 2*		X	X	2	X	X	X	X	X	X
429 Central Street*		X	X	2	X	X	X	X	X	X

\* Flint Hall Apartments 1 and 2, plus 429 Central Street were not used for student housing during calendar year 2016, 2017.



**NORWICH**  
UNIVERSITY<sup>®</sup>

158 Harmon Drive  
Northfield, VT 05663

*[www.norwich.edu](http://www.norwich.edu)*