



SECURITY AND FIRE SAFETY ANNUAL REPORT (2015)

EMERGENCY: 999 | CAMPUS RECEPTION/SECURITY: +44 (0) 1476 403000

INTRODUCTION

Harlaxton College, as part of the University of Evansville, Indiana, is committed to providing as safe and secure an environment as possible for all members of the campus community. The record for personal safety on campus has been outstanding for many years; unfortunately there are no risk free environments.

Therefore to reduce potential risks in the campus community, the college provides competent Student Development staff and trained Security Officers to assist students, faculty, and employees in maintaining a safe campus environment. All members of the campus community must share some responsibility for ensuring that they, the College, and subsequent possessions are adequately protected. The College understands its role in this regard and is committed to developing programs and procedures that support an environment of well-being for the activities of its students, employees, and guests. Questions or suggestions about College safety programs or procedures may be directed to the Security Team/Reception: 01476 403000, or the Office of the Dean of Students: 01476 403003. The College also employs approximately six Resident Assistants per semester who provide residential inspections between the hours of 5:00pm to 8:30am.

GENERAL RECEPTION AND SECURITY

Harlaxton College coordinates its own campus safety and security that is based from the College Reception area. General Reception operates from 8:30am until 4:30pm and the Security team carry on through the evenings from 4:30pm until 8:30am during weekdays. Weekends have continuous cover (24 hours) by the Security Team.

The Security Team comprises of five part-time officers who report directly to the Estates Manager (Maintenance Office) and are in regular communication with the Dean of Students (Student Development Office). All Security Officers have been trained and all have had previous security experience. The College regularly organizes First Aid courses and Fire Prevention training for all Security Officers, Student Development staff, and other members of staff in all departments of the College.

The campus Security Officers are charged with the enforcement of British and local laws, together with the policies of Harlaxton College and the University of Evansville.

In addition to the law enforcement and general campus safety and emergency procedures, the officers also provide the following services:

- Supervise parked vehicles for members of the College community.
- Prepare and distribute identification cards for visitors.
- Accompany residents who may feel unsafe walking alone.
- Arrange transportation (through Student Development Office) to hospital and doctor's surgery.
- Inspect and maintain fire protection equipment and alarms.
- Serve as campus telephone operator during the evening and weekend hours.
- Inspect buildings and grounds for safety compliance.
- Protect residents, staff, visitors, guests, events, buildings, and equipment from fire, theft, and other internal and external security risks.
- Regularly patrol all College property – buildings and grounds.
- Service Reception area – monitoring phones, CCTV cameras, and other specialised security equipment; logging visitors; and accepting payment for accommodation.



- Maintain a lost and found department.
- Attend to and log unusual events and accidents and report extraordinary behavior to the relevant authorities – internal (e.g. Student Development Staff) and external (e.g. Fire/Police/Ambulance).

A close working relationship is maintained between the Maintenance and Security Teams. Maintenance personnel also maintain the buildings and grounds with a concern for safety and security. When broken windows, locks, or lights are reported to the Security Office, or are discovered by Security Officers during their patrols, they are reported to the Maintenance personnel. These reports are responded to quickly and the relevant repairs or replacements are made to maintain a high level of safety and security for the campus.

Maintenance personnel and Resident Assistants assist the Security Team in detecting problem areas on campus. All members of the campus community are encouraged to contact the Reception/Security Team whenever they find areas on campus they believe should be of concern. Areas that need improvements are promptly corrected. Maintenance and Security staff work to facilitate the active involvement of students in achieving the College goal of providing a safe and secure environment.

REPORTING EMERGENCIES AND CRIMINAL ACTIVITY

All members of the campus community are expected to assist in making the campus a safe place by reporting emergencies and criminal activity directly to the Security Team, the Student Development Office, or by dialling the campus Reception number. Emergency calls may also be made directly to the general emergency services by dialling 999 on or off campus. These numbers are posted throughout the residential wings, on campus telephones and on the reverse of student ID cards. A free on campus telephone for local and emergency numbers is located on the ground floor of the Manor.

When dialling 999 for outside emergency services, callers should be prepared to supply the following information to the dispatcher:

- Nature of incident
- Location of incident
- Suspected injury or condition, if medical emergency
- Your name and location

HARLAXTON RESIDENTS AND STAFF ARE ENCOURAGED NOT TO TAKE ANY CHANCES. IF ANYONE WITNESSES A VIOLENT CRIME OR CRIMINAL BEHAVIOR, THEY ARE TOLD TO NOTIFY HARLAXTON SECURITY/RECEPTION OR THE STUDENT DEVELOPMENT OFFICE IMMEDIATELY.

SEX OFFENCE INFORMATION

The College is committed to maintaining an environment supportive of its primary educational mission and free from exploitation and intimidation. It will not tolerate sexual assault or other forms of non-consensual sexual activity. This policy is supported for students, faculty, and staff through educational programs, counseling, and medical services. The College enforces the policy via internal disciplinary and grievance procedures and encouragement of external prosecution through appropriate judicial avenues. Offences covered under this policy include any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent due to his or her youth or temporary or permanent mental or physical incapacity.

Victims of sex offences are encouraged to report the incident, either for the purpose of disciplinary or legal action or in order to obtain personal assistance. Personal assistance, with the assurance of confidentiality, including counseling, mediation, advocacy, or referral to outside resources, is available by contacting the Dean of Students (in



the Student Development Office). In assisting a victim of sexual assault, the Dean of Students may request changes in housing or special academic accommodation as needed.

Victims of sexual assault may use either campus disciplinary procedures or local law enforcement authorities to seek action against a perpetrator. Victims who wish to file charges with local authorities may request and receive assistance in this process from either the Dean of Students or the Principal.

On campus disciplinary procedures, including Judicial Board, administrative hearing, or administrative action, as described in the Student Life Policies in the Semester Student Handbook, may be used to take action in cases of sexual assault. All sanctions listed in this process may be used if a student is found guilty, including suspension and expulsion.

CAMPUS SECURITY AUTHORITY

In addition to campus Security, there are other College personnel who are classified as a “campus security authority” according to the regulations of the Jeanne Clery Act. These are individuals who have significant responsibility for student activities and are responsible for forwarding reports of crimes to the preparer of this report for inclusion in this report and for purposes of placing the campus community on alert should the crime be considered a threat to other students and employees. When a threat of this nature exists, the appropriate, timely notice of the occurrence of these crimes shall be made to students and employees by means described in the “Crime Reporting and Prevention Efforts” section of this report. The following individuals are classified as a “campus security authority” at Harlaxton College.

- Dr. Gerald Seaman, Principal
- Ian Welsh, Vice Principal for Business and Technology
- Simon Hawkes, Programmes and Events Manager
- Chris Meadows, Estates Manager
- Kristin Eberman, Dean of Students
- Owen Sheridan, Assistant Dean of Students
- Professor Edward Bujak, Faculty
- Professor David Green, Faculty
- Professor Bianca Leggett, Faculty
- Professor Amber Pouliot, Faculty
- Joanne Tinker, Student Development Coordinator
- Linda Dawes, College Librarian and Academic Support Manager
- Anne Hollick, College Secretary
- Student Development Interns
- Resident Assistants

The reportable crimes are:

- Aggravated Assault
- Arson
- Burglary
- Criminal Homicide
- Dating Violence
- Domestic Violence
- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter



- Robbery
- Sex Offenses, including: Rape, Fondling, Incest, and Statutory Rape
- Stalking
- Vehicle Theft

Also reportable are those students referred for disciplinary sanctions for:

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possessions

CRIME STATISTICS REPORTED TO HARLAXTON COLLEGE SECURITY

Harlaxton College publishes and distributes this report, or the notice of the existence of this report, on a yearly basis to faculty, staff, students, prospective students, and prospective employees. Statistics are gathered from crimes reported to Harlaxton staff and the local police authority. In addition, crimes that are reported to those persons in the campus community with primary counseling responsibility are reported to the author of this report by the submission of a number for statistical purposes only. Report by the counselors is voluntary and of a confidential nature. This document is published and distributed to accomplish compliance to the Jeanne Clery Act and the 2015 amendments to the act.

DEFINITIONS OF CRIMINAL OFFENSES

- **Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.
- **Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Dating violence** is violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Drug abuse violations** are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).



- **Hate crimes** are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.
- **Liquor law violations** are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor. (Drunkenness and driving under the influence are not included in this definition.)
- **Motor vehicle theft** is the theft or attempted theft of a motor vehicle.
- **Murder and non-negligent manslaughter** is the willful (non-negligent) killing of one human being by another.
- **Negligent manslaughter** is the killing of another person through gross negligence.
- **Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Sexual Assault** – This term means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- **Forcible Sex offenses** are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Forcible sodomy and sexual assault with an object are also included in the definition of rape.
 - **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Non Forcible Sex offenses**
 - **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.
- **Weapons violations** are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

HATE CRIMES

Reported crimes include those that must be reported in the annual report. Those involving bodily injury, theft, simple assault, intimidation and destruction, damage, or vandalism of property that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

There were no reported hate crimes for the applicable categories for calendar years 2012, 2013 or 2014.



ARRESTS/REFERRALS FOR CAMPUS DISCIPLINARY ACTION

	Arrests	Referrals	Year
Liquor Law Violations*	N/A	N/A	2014
	N/A	N/A	2013
	N/A	N/A	2012
Drug Violations	0	0	2014
	0	0	2013
	0	0	2012
Weapons Possession	0	0	2014
	0	0	2013
	0	0	2012

**The legal drinking age in the United Kingdom is 18 years. Therefore, Liquor Law violations are usually not applicable as almost all Harlaxton students are at least 18 years of age.*



REPORTED CRIME

Crimes reported that occurred in student residences are included in the “Campus” crime column.

Crime	Campus	Student Residence	Public Property	Non-Campus	Year
Aggravated Assault	0	0	0	0	2014
	0	0	0	0	2013
	0	0	0	0	2012
Arson	0	0	0	0	2014
	0	0	0	0	2013
	0	0	0	0	2012
Burglary	0	0	0	0	2014
	0	0	0	0	2013
	0	0	0	0	2012
Criminal Homicide	0	0	0	0	2014
	0	0	0	0	2013
	0	0	0	0	2012
Dating Violence	0	0	0	0	2014
	n.d.	n.d.	n.d.	n.d.	2013
	n.d.	n.d.	n.d.	n.d.	2012
Domestic Violence	0	0	0	0	2014
	n.d.	n.d.	n.d.	n.d.	2013
	n.d.	n.d.	n.d.	n.d.	2012
Murder and Non-Negligent Manslaughter	0	0	0	0	2014
	0	0	0	0	2013
	0	0	0	0	2012
Robbery	0	0	0	0	2014
	0	0	0	0	2013
	0	0	0	0	2012
Sex Offence - Rape	0	0	0	0	2014
	n.d.	n.d.	n.d.	n.d.	2013
	n.d.	n.d.	n.d.	n.d.	2012
Sex Offence - Fondling	0	0	0	0	2014
	n.d.	n.d.	n.d.	n.d.	2013
	n.d.	n.d.	n.d.	n.d.	2012
Sex Offence - Incest	0	0	0	0	2014
	n.d.	n.d.	n.d.	n.d.	2013
	n.d.	n.d.	n.d.	n.d.	2012
Sex Offence - Statutory Rape	0	0	0	0	2014
	n.d.	n.d.	n.d.	n.d.	2013
	n.d.	n.d.	n.d.	n.d.	2012
Stalking	0	0	0	0	2014
	n.d.	n.d.	n.d.	n.d.	2013
	n.d.	n.d.	n.d.	n.d.	2012
Vehicle Theft	0	0	0	0	2014
	0	0	0	0	2013
	0	0	0	0	2012

Please note: Above data includes alleged sexual offences.

n.d. = No data



CRIME REPORTING AND PREVENTION EFFORTS

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime, crime-related problems, and crime prevention. Some of the ways in which members of the campus community are informed about campus crime and prevention methods are as follows:

- **Annual Report:** A comprehensive annual report of crime-related information is compiled, published, and made available to all current students and employees. It is available to all prospective students and employees upon request.
- **Child Safeguarding Awareness Training:** Harlaxton is committed to safeguarding the welfare of children and vulnerable adults who visit the College. Harlaxton is also committed to helping ensure that staff and representatives of the College are adequately supported and protected. The College's nominated Child Safeguarding and Protection Officer (CSPO) runs training sessions for all existing and new employees. Anyone with child welfare or protection concerns are encouraged to contact the CSPO as soon as possible.

Further information is contained in the following documents, copies of which are available upon request:

- Harlaxton College Safeguarding (Children, Young People, and Vulnerable Adults) Policy
 - Safeguarding Children and Vulnerable Adults: A Leaflet for Staff
 - Supervising and Looking After Children: The British Context (Visiting Faculty Leaflet)
 - Harlaxton Manor – A Risky Business: Guide for Visiting Faculty Children
 - Harlaxton Manor: School Visits Guidance Sheet and Risk Assessment Template
 - Section C.39 of the College's Health & Safety Handbook (Policy document concerning Employment of Young People)
 - Terms and Conditions for External Events (Supervision of Children)
- **Daily Crime Log:** The Security Team and Student Development Office maintain a daily log of the date, time, locations, and the disposition of all crimes filed with the College. The Security Daily Log is public record. Entries and updates are made into the log within two business days. Crime logs for the most recent 60-day period are available for public inspection during normal business hours, Monday through Friday. Requests for viewing crime logs older than 60 days will be available within two business days.
 - **Special Alerts:** If a crime or series of crimes has occurred on campus or close to campus that could be considered a threat to other students and employees, the College implements its "Security Alert" policy. The dissemination of information is accomplished through two media, the College computer system and the manual distribution of copies of an authorized "Security Alert" throughout campus. Through these alerts, members of the campus community are provided with prompt notice of incidents that could have a direct effect on their safety and security. They are asked to provide any information concerning the incidents they may have and are provided with crime prevention tips to deter the types of crimes reported.
 - **Weekend Checkout:** All residents of Harlaxton, including students, faculty, and staff, are asked to complete a Weekend Checkout each week. This form is emailed to all residents and, once filled out, includes weekend location or destination and contact details (i.e. hotel, hostel, mobile phone, etc.). This form also lets Harlaxton know which residents are or are not on campus should there be a fire or other emergency.
 - **Emergency Check-In:** Emergency contact information is collected at the beginning of each semester from all Harlaxton residents. In the event of an emergency (i.e. terrorist attack or natural disaster) in the UK or



elsewhere in Europe where students, faculty, or staff may be traveling, all residents can be contacted quickly and simultaneously via email and text message and asked to “check-in” with Harlaxton staff giving their status and whereabouts. Students are also given instructions on the back of their student ID cards on what to do if they are involved in an emergency incident.

- **Orientation:** A Safety and Security session is organized at the start of each new semester. This incorporates fire and general safety awareness issues pertinent to the residential community and safety of the College as a whole.
- **Special Branch Training:** The senior leadership team is regularly briefed by Special Branch on counter terrorism advice and has also completed the PREVENT training program offered by the Lincolnshire Police.
- **Rape/Sex Offence Awareness, Education, and Prevention:** Rape/sex offence awareness, education, and prevention are discussed in the Resident Assistant training at the beginning of each new semester.
- **Student handbook:** The Student Life Policies sections of the Semester Student Handbook contain crime prevention tips, security services offered, and encourage students to participate in their own personal safety and the safety of others.
- **Travel Seminar:** A travel seminar is organized at the beginning of each new semester, providing general safety guidelines and personal safety awareness when traveling and visiting different countries. For each College-organized trip, a travel briefing is given a few days before departure also providing general safety tips and reminders.
- **Travel Warnings:** The College receives up-to-date travel warnings from the U.S. State Department that are immediately posted on notice boards, as well as emailed to the campus community.

ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the campus community and to guests and visitors during normal business hours, Monday through Friday. Some areas of the buildings are open on weekends for limited hours if special events are taking place.

The buildings are secured 24 hours a day, with reserved access to guests. Residents have 24-hour access to most facilities through a pre-allocated electronic key fob system. Individual lost or stolen fobs can be deleted from the system and no longer used to gain access.

RESIDENTIAL SECURITY

Harlaxton College residential corridors house students, faculty/faculty families, as well as visitors. The residential wings are located in the Manor and in the Carriage House. The Dean of Students and Principal also have residences on campus.

The College has a total of 15 CCTV cameras covering major ingress and egress routes from the College grounds and major buildings. Reception staff and Security Officers monitor the CCTV displays at Reception, which have approximately 45 to 60 days of recording capacity. One of the cameras also has NPR (Number Plate Recognition) facility.

The College employs approximately six Resident Assistants per semester who provide residential inspections between the hours of 5pm and 8:30am during the week. All Student Development Staff and Resident Assistants



undergo thorough training in the enforcement of the College Policy, and attend regular meetings associated with the safety and security of the campus. Security and safety policies and procedures, especially regarding locking individual rooms and building entrances and eliminating door propping and related precautions, are discussed with residents in routine floor meetings conducted by the residence staff.

All doors leading directly into the residential facilities are locked 24 hours a day. Students, faculty, and staff can gain entry only by using individually pre-allocated electronic key fobs. It is strongly encouraged that all residents keep their rooms locked at all times and keep track of personal property.

Types of housing, policies, room selection, and other areas concerning residential matters are published in the Student Life Policies section of the Semester Student Handbook.

DRUG AND ALCOHOL POLICY

The use, possession, or distribution of non-prescription drugs is illegal in Britain and prohibited by Harlaxton College. Student's attention is drawn to University regulations concerning drug use:

- Use, possession, or distribution of narcotics and other dangerous drugs or any paraphernalia commonly related to the use of drugs is a violation of University policy and will be confiscated upon confirmation of drug possession.
- Any student found in violation of this policy may be subject to disciplinary action by the British police and expulsion from the College will be put into immediate effect.
- **Off Campus:** The legal drinking age in Britain is 18, however, students are advised to exercise responsibility and moderation in their approach towards alcohol consumption.
- **On Campus:** Drinking is restricted to the Bistro except during special events when there is a bar in the State Rooms. Other than stated above, possession and consumption of alcohol on campus is strictly prohibited. Alcohol is forbidden in student rooms, the grounds, sports hall, playing fields, and all vehicles used by the College for transportation. SDO staff, college drivers, RAs, and Security staff will confiscate alcohol brought onto campus.

WEAPONS POSSESSION

The possession and use of firearms, ammunitions, explosive devices, fireworks, or other potentially lethal weapons are strictly prohibited at Harlaxton College. Violation of these rules and regulations may result in disciplinary action as well as criminal prosecution.

THE EMPLOYEE'S AND STUDENT'S RESPONSIBILITY

While the Security Team is responsible for coordinating campus safety and security, the primary responsibility for crime prevention and personal safety rests with each individual. SAFETY BEGINS WITH EACH STUDENT, FACULTY, OR STAFF MEMBER. Each person must assume responsibility for his or her own personal belongings and safety by taking simple common sense precautions.

CRIME PREVENTION TIPS

Personal Safety

- Be aware of surroundings and of people nearby.
- Walk in well-lighted areas.
- Avoid walking or jogging alone.
- Call Campus Security for an escort if needed.
- Avoid working or studying alone at night in computer labs or isolated areas of campus buildings.



- Call Campus Security and let them know if something or someone suspicious is seen.
- Do not prop open locked doors.
- Know the location of the emergency assistance alarms located in the Carriage House.

Personal Property Safety

- Secure valuables.
- Lock the doors and windows to rooms when leaving, when sleeping, or in the bathroom.
- Engrave all valuables with a unique number such as a driver's license number.
- Do not loan or give keys to anyone.
- Do not leave keys unattended, anywhere.
- Do not leave books, bags, purses, or wallets unattended. Always keep them in possession.
- Promptly report the loss or theft of keys, equipment, or valuables.
- Residents may store valuables in the College safe (as deemed appropriate).

Office/Residential Safety

- Lock offices/rooms when you leave.
- Keep purses, wallets, and other valuables in a secure location.
- Do not leave cash unattended.
- If entrusted with a key to a specific area, never lend it to anyone.
- Be alert to strangers on campus.
- Promptly report the loss or theft of keys, equipment, or valuables.



ANNUAL CAMPUS FIRE SAFETY REPORT OVERVIEW

The Higher Education Opportunity Act (PL 110-315) became law in August 2008, requiring all United States academic institution to produce an annual fire safety report outlining the fire safety practices, standards, and all fire related on-campus housing statistics. The following public disclosure report details all information required by this law as it relates to Harlaxton College.

FIRE LOG

The Security Officers and Maintenance Team maintain a fire log that records, by date, any fire or fire alarm that occurs on campus. This log includes the nature, date, time, and general location of each fire or fire alarm. This log is maintained in conjunction with the required crime log located at Reception.

RESIDENTIAL FACILITIES

Residential facilities available for Harlaxton students, faculty, and staff are located in the Manor, adjacent Carriage House, and Principal's Lodge. All facilities used for student housing are protected by portable fire extinguishers and there is a smoke detector in each room.

FIRE DRILLS

Each semester the Student Development Office, with support from Security and residential staff, conducts a campus-wide fire drill. During the drill, the alarms are sounded and students assemble at the designated Fire Assembly Point outside of the Manor and Carriage House. Resident Assistants take attendance for their respective floors. Students who do not leave the buildings during the fire alarm drill are subject to referral to the Dean of Students for disciplinary action.

POLICIES ON SMOKING, OPEN FLAMES, AND PORTABLE ELECTRICAL APPLIANCES

In compliance with British law, smoking is not allowed anywhere inside Harlaxton College buildings, including bedrooms, nor adjacent to those buildings. The exclusive designated smoking area is between the main Manor House and the Carriage House. This policy includes the use of electronic e-cigarettes.

To minimize the potential for fires at Harlaxton College, open or exposed flame of combustion that produces heat, light, or smoke, and has the potential to cause a fire are prohibited. Examples in residential facilities include candles, incense, or any type of device requiring kerosene or other type of flammable liquid fuel.

Electrical heating devices, including hot plates, toaster ovens, open-coil appliances (George Foreman grills and sandwich-makers), and halogen lamps are prohibited in student rooms. All other electrical appliances, extension cords, and lamps must be tested and approved by the Maintenance Team. Small refrigerators are permitted in student rooms for medical purposes only and can be acquired by request from the Student Development Office.

EVACUATION PROCEDURES FROM STUDENT HOUSING

The following action should be taken in the event of a fire:

- When the fire alarm sounds all staff, faculty, students, and any visitors should **evacuate the building along the nearest fire escape route** as quickly as possible, without stopping to take equipment or possessions.
- LIFTS MUST NOT BE USED.
- Since the Manor and Carriage House have separate fire alarms, only the building in which the alarm is sounding will be evacuated. Evacuation of other buildings will be authorized, if necessary, by the Fire Marshal.
- As a rule, all fire-fighting should be left to the professionals (i.e. the Fire Service). Attempt to fight a fire should be done **only** with the fire-fighting equipment available and only if authorized and trained to do so,



and where the fire is very small in nature or impinging on an exit route. **The first priority is to raise the alarm and evacuate.**

- All occupants should proceed to the designated **Fire Assembly Point**. This assembly point is indicated on Fire Action Notices throughout the Manor, Carriage House, and Sports Hall.
- Once at the assembly point, occupants should locate their color-coded board that is designated for each residential student floor. Visitors and staff use “white” as their color designation.
- **It is important the staff, faculty, students, and visitors do not remain near the entrances of buildings which have been evacuated; this can restrict the evacuation and hinder access for Fire Service personnel.**
- At all times during the emergency, staff, faculty, students, and visitors should comply with all instructions given to them by the Fire Marshal, Security Officers, Student Development Staff or Cabinet Members.
- Residents should not re-enter the building until advised to do so by the Fire Marshal.

Notes: The Fire Marshal can be identified by a high visibility jacket. The stopping of the alarm does not mean that the fire is out or that the building is free of hazards.

FIRE SAFETY EDUCATION AND TRAINING

Because of the age and interior wood construction of Harlaxton Manor and the Carriage House, fire is the greatest safety concern at the College. All students and faculty members are asked to serve as informal “fire wardens” to help identify and correct fire hazards and to reduce fire risks. Basic fire safety instruction is provided to all students and faculty living in residence halls who attend the mandatory orientation session at the beginning of each academic term, including all summer groups. Every student room has an emergency evacuation map installed as well, to direct occupants to primary and secondary exits.

Staff also undergo regular Fire Awareness Training sessions. Further information about fire, fire drills, and fire prevention can be found in the Student Life Policies in the Semester Student Handbook and more detailed guidance on fire safety instruction and training can be found in the “Fire Safety – Instruction and Training Manual” dated October 2008.

REPORTING A FIRE

Any member of staff, faculty, or student discovering a fire should set off the alarm at the nearest available fire alarm point. Any resident having first set off the alarm should either:

- Go immediately to Reception (ensuring a safe route is taken) and give details of the location of the fire (including, where possible floor and room numbers); or
- Immediately call Reception (ext. 0 or 01476-403000 if using a landline or mobile phone) giving details of the location of the fire (including, where possible floor and room numbers).

FUTURE IMPROVEMENTS

As facilities are added or upgraded, the College will continue to look at ways to improve fire safety on campus and distribute information accordingly via student and staff handbooks, as well as the Fire Emergency Procedures Manual.

FIRES REPORTED TO HARLAXTON COLLEGE IN ON-CAMPUS HOUSING FACILITIES

Year	Date	Location	Cause	Damage	Injury	Death
2014	6/10/14	Room 641	Student misuse of clothes drying on lamp	None	0	0
2013	Total Fires Reported in 2013 – 0					
2012	Total Fires Reported in 2012 – 0					