



UPPER VALLEY EDUCATORS INSTITUTE
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Campus Crime/Emergency Policy

Message from the Executive Director on Safety and Security Crime Statistics

UVEI strives to maintain a safe and productive learning environment for all program participants and employees. The information in this document is provided to help enhance safety at UVEI. However, no document can substitute for general awareness and common sense, so please help us keep UVEI safe and secure. If you have questions about the Safety and Security procedures for UVEI, please contact either the Office Manager or Executive Director.

Crime Statistics

UVEI's campus is virtually crime-free. To date there have not been any serious crimes on campus. The number of arrests on campus by local police is 0. There is no campus law enforcement; however, the area surrounding UVEI is frequently patrolled by the Lebanon Police Department.

Criminal offenses reported to local police agencies or to any official of the institution during the academic year August 2013 through July 2014 are as follows:

Crime	0
Murder	0
Sex offenses	0
Robbery/theft	0
Aggravated assault	0
Burglary	0
Motor-vehicle theft	0

Information about any aforementioned crime that is indicated by a number other than 0 will be detailed here. [For instance, we might hypothetically report: In June, 2011, a car was burglarized in the parking lot]

Safety Procedures

If you see someone in need of immediate medical attention call **911**. All medical emergencies should be reported to UVEI's Director, and/or a staff member so that proper reports or documents can be filed.

UVEI's office is open to the public when UVEI personnel are present. Our regular office hours are 8:30 am – 4:30 p.m. Monday-Friday. When UVEI is not open, the building is secured and an alarm system is activated to ensure that materials and equipment are secure.

Despite the low incidence of crime at UVEI, it is important to keep all valuables in a safe place and/or with you at all times. The cooperation and involvement of all members of

the UVEI community (students, faculty, employees, guests, and visitors) in maintaining a safe campus is essential. All members of the UVEI community can and should assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. UVEI is not responsible for any items that are lost or stolen.

If you see a crime committed call the Lebanon Police Department (603) 448-1212
If you have an emergency to report call 911
If you see smoke or fire call the Lebanon Fire Department: (603) 448-8810

Fire Safety Procedures

In the event of a fire, anyone in the building should exit through the nearest safe exit and convene in the parking lot (if it is safe to do so). The building has three clearly marked exits (an upstairs exit located on the west end of the building, an exit by the kitchen on the west end of the building, and a main exit on the southern end of the building. UVEI is equipped with fire detectors. There are two fire extinguishers in the building, one located by the main entrance and one located in the kitchen.

Harassment Policy

Harassment is not permitted at UVEI and those found to have harassed anyone on the UVEI campus, or harassed anyone through UVEI fieldwork at schools, will be subject to sanctions. Harassment is defined as verbal, written, visual, or physical conduct based on or motivated by an individual's race, religion, color, gender, age, national origin, citizenship, disability, marital status, sexual orientation, pregnancy or any other basis protected by state, federal or local laws, that has the purpose or effect, from the point of view of a reasonable person, of objectively and substantially:

- a. undermining and detracting from or interfering with an individual's educational or work performance or access to UVEI resources; or
- b. creating an intimidating, hostile, or offensive educational or work environment.

Harassment may include repeated slurs, taunts in the guise of jokes, disparaging references to others, use of epithets, stereotypes, comments, gestures, threats, graffiti, display or circulation of written or visual materials, taunts on manner of speech, and/or negative reference to customs when such conduct is based on or motivated by one or more of the protected characteristics identified above, or other characteristics as defined and protected by applicable law. UVEI's full written policy on harassment is included in the student handbooks and Board Policies, both of which are available for inspection. For more details, make inquiries to the Director or Associate Director.

Sexual Harassment Policy

One form of harassment is sexual harassment. UVEI takes the firmest possible stand against sexual harassment of its students, employees and staff. Sexual harassment is a form of gender discrimination and violates both Title VII of the Civil Rights Act of 1964, as well as many state laws, including in New Hampshire, General Laws. UVEI's full written policy is included in the student handbooks and Board Policies, both of which are

available for inspection. For more details, make inquiries to the Director or Associate Director.

Drug and Alcohol Policy

It is unlawful to manufacture distribute, dispense, possess or use controlled substances or alcohol in any school facility with which UVEI is affiliated. UVEI Interns, Mentors, and Faculty Coaches are required to observe all rules and regulations of the schools in which they are engaged. Consumption of alcohol by adults over the age of 21 years is permissible at the UVEI building only for specifically identified official UVEI functions, and control of such consumption is under the direction of the Executive Director. Students and employees not complying with these standards will be subject to institutional sanctions. For a complete list of possible sanctions, please refer to the Student Handbook, Employee Handbook, or direct inquiries to the Executive Director.

Drug and Alcohol Counseling Contact Phone Numbers

Alcoholics Anonymous (AA) 1 800 234-0420

Center for Addictive Behaviors 1 800 334-5512

For a complete list of health risks associated with the use and abuse of drugs and alcohol, or for references to additional service agencies, direct inquiries to the Office Manager.

Safety Inspections

The Office Manager and/or Executive Director conduct health and safety inspections periodically (not less than twice annually) for hazard identification. Hazardous problems are assigned to the appropriate person to be remedied, and such remedies are confirmed by either the Office Manager or Executive Director. If you notice potential health or safety hazards, please alert the Office Manager or Executive Director.