2026

ANNUAL CAMPUS SAFETY & SECURITY REPORT

Crime/Fire statistics: January 2025 – December 2025
Narrative content: January 2025 thru August 2026

ALLEGANY COLLEGE of MARYLAND
STUDENT & LEGAL AFFAIRS

Pursuant to the **Higher Education Act** and the Crime Awareness and Campus Security Act (otherwise known as the **Clery Act**) – Includes Security and Fire Safety information

Data solicited from: Campus Safety/Special Police, Cumberland Police Department, Maryland State Police (Allegany County for Western Maryland Works), Maryland State Police (Garrett County for Nursing), Pennsylvania State Police (Bedford County), Pennsylvania State Police (Somerset County), Student Services Director of Pennsylvania Campus (Bedford Somerset County), On-Campus Behavioral Health Counselor (Cumberland), and the Office of Student & Legal Affairs

In accordance with the U.S. Department of Education Regulations, Allegany College of Maryland distributes access to the Annual Security and Fire Safety Report to all current students, staff, and faculty. In addition, the report is available to prospective students, staff, and faculty upon request. Contact the Chief Compliance, Student, and Legal Affairs Officer at (301) 784-5206 if you would like to receive a paper copy of this report. Otherwise, it is available electronically via email or online at

https://www.allegany.edu/campus-safety-special-police/index.html and
https://www.allegany.edu/title-ix/index.html

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Introduction

JEANNE CLERY ACT CRIME AND CAMPUS SAFETY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to maintain a daily crime log, collect and report data related to certain crimes reported on/around their campuses, and to issue Timely Warnings in the event of an imminent threat of harm to persons or property. The purpose of the Act is to warn students, employees, and applicants to the institution of the risks related to crime – as well as to identify problems or trends that require action by officials at the institution. Allegany College of Maryland is fully compliant with the Clery Act. Annually, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports. The Violence Against Women Act (signed into law March 7, 2013) adds new crime statistic categories and requires colleges to include more information about policies, procedures, and programs in the annual crime report. This report includes those crime statistics for the 2023 calendar year as well as safety/security information for the 2023 calendar year through its compilation in Fall 2024.

JEANNE CLERY ACT FIRE SAFETY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that, beginning in October 2009, requires colleges and universities to maintain a fire log, collect and report data related to campus fires, and to publish an annual Fire Safety Report. For purposes of fire safety reporting, a fire is defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." Allegany College of Maryland is fully compliant with the Clery Act. Annually, the Department of Education collects data from the preceding calendar year (January to December); Allegany College of Maryland operates using the fiscal year (ie., July – June), so this Report differs from the dates on other Student & Legal Affairs reports. This report includes those fire statistics for the 2023 calendar year as well as fire safety information for the 2023 calendar year.

ALLEGANY COLLEGE OF MARYLAND: GENERAL INFORMATION

Allegany College of Maryland, founded in 1961, is a publicly supported co-educational community college providing numerous career, technical, transfer, general education, and continuing education programs. Our students receive Associates Degrees, Certificates, Letters of Recognition, and Transfer Credits; many students pursue specific credit and non-credit classes for career development and personal enrichment.

The College consists of two campuses: the main campus in Cumberland, Maryland and the Bedford County campus in Everett, Pennsylvania (established in 1990). Allegany College

of Maryland maintains an educational sites at Bedford County Technical Center; the Gateway Center in downtown Cumberland which houses the Culinary Arts, Hotel & Restaurant Management, and the Hospitality Management programs; Western Maryland Works in LaVale (Allegany County) Maryland; Garrett County Memorial Hospital in Oakland, Maryland which graduates a cohort of twenty registered nurses every other year; and Somerset County, Pennsylvania Also, the College offers a wide variety of online and distance learning classes/ programs, as well as early college opportunities in local high schools. The College is a rarity among community colleges by offering on-campus housing.

Allegany College of Maryland's Continuing Education programs attract thousands of registrations each year. To help students succeed personally and professionally, Continuing Education offers a wide array of classes in business, health and human services, wellness, professional development, workforce training, and personal enrichment. With opportunities offered at both the Cumberland and Bedford County locations, Continuing Education offers countless options through customized contract trainings, open enrollment courses, professional conferences, certification and licensure courses, job entry, and advanced manufacturing trainings.

The College is approved for operation by the Maryland Higher Education Commission in Annapolis (Maryland) and is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools in Philadelphia (Pennsylvania). Local governance is provided by the College's Board of Trustees – appointed members of the local community (Allegany County, Maryland); Allegany College of Maryland is proud to have a highly engaged and inspired Board membership: **Jane Belt (Chair), Kim Leonard (Vice-Chair), Mirjhana Buck, Linda W. Buckel, Eugene T. Frazier, Michelle Martz, and James R. Pyles.**

Allegany College of Maryland strives to maintain a safe environment for students to learn, for faculty to teach, and for administration and staff to work by having policies and procedures which may prevent crime; reporting crimes to law enforcement and conducting or assisting with those investigations; initiating disciplinary action for any crimes committed by students; referring employees to their supervisor and/or Human Resources for any crimes committed by employees; and banning unsafe persons from campus.

SUMMARY OF PRIMARY CAMPUS RESPONSIBILITIES

All students, employees, and visitors at Allegany College of Maryland share responsibility for keeping our campus, teaching sites, residence halls, and all properties safe. We are a See Something, Say Something campus, and all persons are bound by institutional policies as well as local, state, and federal laws. Some operational units, however, have a more direct role in campus safety – whether in prevention or response. These units are summarized here.

Campus Safety and Special Police

Online Message from Campus Safety/Special Police Director, David Lancaster

At Allegany College of Maryland, we're committed to ensuring a safe environment for our students, faculty, staff, and visitors. My department's primary responsibility is the execution of crime prevention actions to keep our campus community safe. Working closely with our college's administration, student services, housing, and physical plant staff, as well as the local fire and police departments, we make every effort to keep our college a place where learning is not impeded by security and crime issues.

What do we do?

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Patrol Campus and Willowbrook Woods Housing on foot, or motorized conveyance, responding promptly to calls for assistance.
- ACM's Campus Safety and Special Police will provide an escort service on campus, designed to enhance your safety and peace of mind and provide a greater sense of security for anyone who feels unsafe while walking alone on campus.

Detailed information is online:
https://www.allegany.edu/campus-safety-special-police/index.html

Student & Legal Affairs

The **MISSION** *of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to maintain institutional compliance with laws and regulations.*

Student Affairs is one unit comprised of multiple operational functions providing campus-wide services to students, employees, and the institution. In summary, Student Affairs provides functions and services in four broad categories:

1. **Legal Affairs:** student discipline, Crime Report, Title IX Coordinator, ADA/504 Coordinator, Non-Discrimination (*de facto* Title VI Coordinator), Diversity Report, FOIA Officer, First Amendment compliance, institutional policies, legal issues

involving students, and consult with faculty/staff regarding non-academic student issues. The Chief Compliance, Student, and Legal Affairs Officer has oversight regarding policy, procedure, on-campus housing, and operations that relate directly to student safety.

2. **Residence Life:** applications, opening/closing, on-site management, room assignments, incident management, independent living/adjustment, roommate mediation, programs, academic support, enforcing housing policies, disseminating information, supervise Resident Assistants
3. **Student Life:** new student orientation, Student Government Association, programs/activities, clubs/organizations, and campus-wide photo IDs
4. **Student Support:** student mental health program, at-risk student interventions, alcohol/drug education and regulatory compliance, residency petitions, background checks, financial aid termination appeals, off-campus housing list, web page content manager, and publications including the Student Handbook

Detailed information is online:
https://www.allegany.edu/student-and-legal-affairs/index.html
https://www.allegany.edu/student-housing/index.html
https://www.allegany.edu/student-life/index.html

Physical Plant (Facilities and Maintenance)

Allegany College of Maryland's Physical Plant personnel and operations are vitally important to overall safety. Their steady presence, identification of issues that might compromise safety, the user-friendly work order system, prioritization of any work order that has safety implications, and ready cooperation with both Campus Safety/Special Police and Student Affairs all contribute to a safe, secure college. Some specific information follows.

- The main campus is protected by gates at the two entry/exit points which are closed and locked at 11:00 pm nightly at which time the campus is closed. All buildings on all campuses and teaching sites (such as the Gateway Center in Downtown Cumberland) are locked when scheduled activities for the day are concluded.
- Building and room keys are issued to employees only and with great care; the Physical Plant Department alone has the authority to issue keys to campus offices and buildings after receiving written request approved by the employee's supervisor. Lost/stolen keys must be reported immediately.
  (Willowbrook Woods residents are issued and sign for 3 keys: apartment, bedroom, and mailbox key.)
- Building inspections and processing work orders – with health and safety matters as top priority
- Locking buildings at the close of daily business (including locking buildings housing only one or two classes in the evening – after classes begin)

- Landscaping around buildings to allow safe entry/exit
- Maintaining adequate campus lighting on walkways, building entrances, and parking lots
- Purchasing, maintaining, and testing fire safety equipment including cameras, alarms (in collaboration with IT, Campus Safety/Special Police, and the contracted vendor West Security)
- Willowbrook Woods work orders – with health and safety matters as top priority
- Willowbrook Woods emergency night/weekend call sheet – with health and safety matters as top priority
- Routine communication with Campus Safety/Special Police regarding facility issues that might affect safety.
- Assistance with safety emergencies

PART I

Crime Statistics

The following CRIME STATISTICS are documented for calendar year 2025 and reported to the United States Department of Education by October 15, 2026.

CRIMES

Offense	On-Campus*	Residence Halls	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Rape (Forcible Sex Offense)	0	0	0	0
Fondling (Forcible Sex Offense)	0	0	0	0
Incest (Non-forcible Sex Offense)	0	0	0	0
Statutory Rape (Non-forcible Sex Offense)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
VAWA Offenses				
Domestic Violence	0	0	0	0
Dating Violence	1	1	0	0
Stalking	0	0	0	0

*On campus numbers include housing numbers.

+The complete crime report lists hate crimes as detailed above for non-hate crimes, as well as additional offenses of larceny/theft, simple assault, intimidation, vandalism/destruction of property, and any other crime involving bodily injury. The complete report may be reviewed online at www.allegany.edu ; the daily crime log may be reviewed by contacting the Director Security at (301) 784-5699. Notice of the availability of the report is posted on the College's website (under Student & Legal Affairs) year-round, and information about the availability of the crime report is printed in the Student Handbook, College Catalog, and all Allegany College of Maryland publications.

NOTE: Non-campus refers to off-campus property owned/operated by the College; public property refers to property open to the general public which borders the campuses and is easily accessible from the campuses (eg., roadways without fences).

HATE CRIMES

Offense	On-Campus*	Residence Halls	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0
Manslaughter by Negligence	0	0	0	0
Rape (Forcible Sex Offense)	0	0	0	0
Fondling (Forcible Sex Offense)	0	0	0	0
Incest (Non-forcible Sex Offense)	0	0	0	0
Statutory Rape (Non-forcible Sex Offense)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	0	0	0
Larceny - Theft	0	0	0	0
Intimidation	0	0	0	0
Destruction of Property – Vandalism	0	0	0	0

*On campus numbers include housing numbers.

FOLLOW-UP DATA: HATE CRIME BY BIAS CATEGORY

Offense	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction of Property – Vandalism	0	0	0	0	0	0	0	0

UNFOUNDED CRIMES

Offense	Year (when reported)	Basis of Determination (ie., result of law enforcement investigation and evidence?)
Murder/Non-Negligent Manslaughter	0	
Manslaughter by Negligence	0	
Sex Offenses – Forcible	0	
Sex Offenses – Non-forcible (incest, statutory rape)	0	
Robbery	0	
Aggravated Assault	0	
Burglary	0	
Motor Vehicle Theft	0	
Arson	0	
Domestic Violence	0	
Dating Violence	0	
Stalking	0	

The following ARRESTS and Disciplinary Referrals are documented for calendar year 2025 and reported to the United States Department of Education by October 15, 2026.

ARRESTS

Offense	On-Campus*	Residence Halls	Non-Campus	Public Property
Arrests: Weapons (carrying, possessing, etc.)	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0

*On campus numbers include housing numbers.

DISCIPLINARY REFERRALS

Offense	On-Campus*	Residence Halls	Non-Campus	Public Property
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	1	0	0	0
Disciplinary Referrals: Drug Abuse Violations (includes automatic fees w/o formal disciplinary action)	3	0	0	0
Disciplinary Referrals: Liquor Law Violations (includes automatic fees w/o formal disciplinary action)	1	0	0	0

*On campus numbers include housing numbers.
+Numbers reflect students not incidents (ie., in Willowbrook Woods, all occupants are charged fees for violations in common rooms).

PART II

Campus Safety / Special Police

AUTHORITY AND CAMPUS ROLE

Allegany College of Maryland Campus Safety and Special Police, which includes Campus Special Police Department, Campus Security and Willowbrook Woods Security, has several locations on the Cumberland Campus: Campus Special Police Office and Incident Command Center is located in the Western Regional Training Center Room 110, Campus Security Office is located in College Center Room 190, and Willowbrook Woods Security is located in the Willowbrook Woods Gatehouse. Starting July 2024, a satellite space was created in Willowbrook Woods unit #5104 which is the newly created Resident Support Suite – a private space for conversations with students shared with the two Area Coordinators and the Student Support Coordinator.

The CS/SP senior staff office phone numbers are listed by name on the College's Telephone Director.

Director Dave Lancaster – (301) 784-5699
Asst. Director Corey McKenzie – (301) 784-5252
Special Police Sergeant Sarah Todd – (301) 784-5622
For emergencies and after hours, call (301) 784-5555 or dial 5555 from any campus network phone. Or call 911.

Campus Safety/Special Police responds to any incident that occurs on campus or is reported (including off-campus incidents involving students, faculty, staff); the Security staff gathers preliminary information, investigates, coordinates any necessary notification to local law enforcement, and assists with police investigations as needed. Crimes and Code of Student Conduct violations are referred for prosecution and/or the Office of Student & Legal Affairs, respectively.

Under the leadership of the Director and to assist any person including students and employees, Campus Safety/Special Police offers the following standing safety measures/ services:

- Responding to emergencies and managing any safety incidents that occur
- Responding to requests for assistance
- Emergency telephones – one in each building on each floor as well as the outdoor track
- Dedicated Security emergency phone number: (301) 784-5555
- E-Safe emergency notification system
- 24-hour Staffed Security Gatehouse at the gated Willowbrook Woods on-campus housing.
- Security cameras on both the main campus and Willowbrook Woods monitored by CS/SP.

- Fire drills on campus and in Willowbrook Woods.
- "Fire Watches" at Willowbrook Woods as needed.
- Public criminal record checks for each applicant to student housing
- Public criminal record checks for selected academic programs
- Escort to/from classes and vehicles upon request by any person
- Campus patrols
- Presence at campus events (eg., athletic, theatrical)
- Restricted access to closed buildings after business hours with the use of access control scheduling
- Anonymous reporting of crimes, offenses, misconduct
- Providing personal safety information via presentations at All College Meetings and classes, announcements, guest lectures, and reminders
- Coordination with key departments including Student Affairs and Physical Plant
- Coordination and communication with local law enforcement and fire departments
- Training for employees (eg., Active Shooter training from Vector, CPR/First Aid, AED, Naloxone, Departmental Safety Plans, Maryland Security Guard Training)
- Transporting bank deposits for the Finance Department
- Accident/damage reports for Finance/insurance added to the Security webpage for easy access and use by students, faculty, staff, and visitors.
- Sharing safety/crime alerts from local law enforcement and federal authorities.
- Training of all guards in the administration of first aid, AED, and Naloxone for heroin/opioid overdose. Also, all ACM Security Guards have Maryland Security Guard Certification.
- Training of all guards and Resident Assistants in the proper use of fire extinguishers.
- Door "Bear-a-Cades" in all classrooms, with NightLock barricade devices being incorporated in other areas on campus.
- Run/Hide/Fight active shooter protocol. An active shooter video obtained from Ohio State University is routinely shared with constituency groups and classes; it is posted on the website for anyone to view and learn.
- Safe zones have been identified in each building for use in weather emergencies.
- Color Codes for emergencies have been created and added to Photo ID cards.
- Evacuation plans for each building are being created; they will show where AEDs, fire extinguishers, and safe zones are located.
- All AED and first aid kits are monitored and maintained by Security.
- OSHA certified kits on campus
- The Director, Assistant Director, and Sergeant continues to have commissioned Special Police designation by the State of Maryland; this designation bestows full law enforcement authority on the three department leaders.
- The Director, Assistant Director, and Sergeant are continued designated members of the Title IX Team as Formal Resolution Investigators.

- All Campus Safety/Special Police personnel undergo an annual training program for AED, CPR/First Aid, Naloxone, and Department policy/procedures. Planning is underway for all personnel to be certified in Mental Health First Aid.
- All Campus Safety/Special Police personnel attend an August meeting with Residence Life/Student Affairs personnel.
- Campus Safety/Special Police continues to be the first responder and lead to any campus incident.
- Ongoing: developing unique emergency plans with campus programs/offices.
- Continued responsibility for campus Lost and Found

NEW IN 2025/2026

In addition to their standing responsibilities, Campus Safety/Special Police has implemented significant department changes and improvements during this reporting cycle.

- Safety procedures review for the Adult Basic Education program based in the Gateway Center, an ACM teaching site in downtown Cumberland.
- Emergency protocols and comprehensive tabletop exercise with President's Staff.
- Emergency reunification site MOUs established with the Finan Center, a state-operated (Maryland) mental health agency located adjacent to the Cumberland Campus.
- More cameras have been added to several campus locations.

RELATIONSHIP WITH LOCAL LAW ENFORCEMENT

Allegany College of Maryland's Campus Safety/Special Police has law enforcement authority vested in the Director, Assistant Director, and Sergeant; the other personnel enforce College policy and can issue internal citations for minor, non-disciplinary offenses such as parking and ID infractions.

Allegany College of Maryland maintains a close working relationship with local law enforcement in a variety of mutually supportive ways including information sharing (within the parameters permitted by the Family Education Rights and Privacy Act), committees/community relations, academic services with credit and non-credit programs. Of greatest importance is the highly collaborative relationship for reporting and managing crimes. As noted elsewhere in this document, the College *always* encourages victims of any crime to report the crime to law enforcement (on campus or to local authorities) and to avail themselves of court processes including filing charges and seeking orders of protection. If the College is the crime victim, Campus Safety/Special Police takes the lead on the investigation, obtaining criminal charges where sufficient proof exists to present probable cause to the local court commissioner. College personnel will participate fully in any subsequent court proceedings. All such reports shall be accurate and prompt. The College has Memoranda of Understanding with each agency having primary responsibility for police response for that locality: Cumberland Police Department, Pennsylvania State Police (Bedford County Barrack), and Pennsylvania State Police (Somerset County Barrack). These MOUs detail the reporting and investigation of crimes

and how the agency and the College will work together to resolve crimes. The College is developing a process for systematic review of all MOUs.

Emergencies notwithstanding, the College will fully cooperate with law enforcement officials' requests for information when permitted by law and college policy.

REPORTING CRIMES

Clery Act and Reporting Requirements

Summary: The Crime Awareness and Campus Security Act, enacted by Congress in 1990 and commonly known as the *Clery Act* and the *Violence Against Women Act*, requires Allegany College of Maryland to disclose its policies for reporting crime, its security of and access to campus facilities, and its campus law enforcement – if any. The Cumberland campus has designated Security Guards and Special Police , and Willowbrook Woods has 24-hour Security Guards at the entrance gate. Students, faculty, staff, and visitors are asked to report any crime to both local law enforcement and campus security. Additionally, the *Clery Act* requires certain faculty and staff (including security and persons with significant responsibility for student and campus activities) to report criminal acts to whomever is responsible for compiling crime data on campus; at Allegany College of Maryland, the Dean of Student and Legal Affairs has this responsibility. Reports should be made immediately; if not, then such reports should be made as soon after the crime as possible. All reported crimes (and Code of Student Conduct violations) shall be recorded. Campus security is required to maintain a daily crime log that is open to public inspection during business hours. Each year, the College submits a crime report to the U.S. Department of Education; this report is available in the Chief Compliance, Student, and Legal Affairs Officer's office, the S&LA webpage, and on the Campus Safety/Special Police webpage.

Quick reference list of emergency contacts:

- Always **call 911** in an emergency.
- Contact Campus Security at (301) 784-5555
- Contact Cumberland Police Department at (301) 777-1600.
- Contact the Office of Student Affairs at (301) 784-5206
- Report anonymously to Campus Security, the Office of Student & Legal Affairs, or Residence Life personnel.

Emergency Telephones (Cumberland Campus)
Emergency telephones are conspicuously located at the athletic field/each classroom building, college center, continuing education, gym and library. They are clearly marked and are to be used to call **911** in emergencies and campus security at **5555**.
Locations:

- Allied Health: (2 phones) canteen 1st floor- top of steps 2nd floor
- Athletic Fields: on building right side of rear gym entrance

- Auto Tech: lobby
- College Center: at dining area entrance
- Continuing Education: inside main entrance
- Gym: main lobby
- Humanities: inside main entrance
- Library: lobby
- Science Building: inside southeast entrance
- Tech Building: (2 phones) canteen 1st floor- connecting hall 2nd floor

Criminal Activity

Allegany College of Maryland (particularly Campus Safety/Special Police) strongly encourages any person to report both suspicious behavior/situations and actual crimes. Reports may be made in person, by telephone, by email, by facsimile, and anonymously. Prompt reporting is encouraged in multiple ways: webpages for Campus Safety/Special Police, new student Orientation programs, mandatory housing Orientation sessions for all residents, a dedicated section in the Student Handbook, a dedicated section in the Housing Guide, Student Services Brochure, Title IX webpage, at All College Meetings attended by faculty and staff, and whenever incidents occur. If there is an incident reported which is also a crime, both Campus Safety/Special Police and Student & Legal Affairs personnel advise the involved person(s) to contact law enforcement which can be ACM's Special Police or a local agency. Of course, if any College official witnesses a crime being committed or has other first-hand knowledge of criminal activity, they are expected to immediately **call 911** or contact Campus Safety/Special Police.

Educational institutions receiving Title IV funds **must** document certain types of crime that occur on campus property. Each entity/person described below is required by federal law to report any crime/suspected crime. Failure to report crimes not only puts students and employees at risk, but it also violates the federal Jeanne Clery Act, thereby jeopardizing federal funding.

Mandated Reporters:

- Campus Safety/Special Police
- Chief Compliance, Student, and Legal Affairs Officer
- Director of Student & Residence Life
- Area Coordinators
- Faculty/Staff *

  *The Clery Act requires any individual with significant responsibility for student/campus activities to report criminal activity. Essentially, if you have frequent contact with students *outside* the classroom or your regular job duties, you are considered a reporter. If you are a club/organization adviser, you are considered a reporter. If you are involved in athletics, you are a reporter.
- Bedford County Campus Student Services

Active Shooter

Allegany College of Maryland has adopted the Run, Hide, Fight protocol*.

*Campus Safety/Special Police leadership and select other college employees were invited to participate in a new training being offered in Allegany County Public Schools; this protocol is called "I Love You Guys". At this time, there are no plans to adopt the ACPS model, but information sharing between the two educational entities in Allegany County is important.

In the event of an **active shooter** on campus, the College will make every effort to issue alerts, warnings, and information to keep students, staff, and visitors safe. We also partner closely with local law enforcement. The Emergency Procedures published online by Campus Safety/Special Police includes best practices as identified by the Federal Bureau of Investigation and the Maryland State Police, who have provided direct training to College officials. The guidance includes Run/Hide/Fight and how to respond when law enforcement arrives. Campus Safety/Special Police has obtained rights to a Run/Hide/Fight educational video that is posted to its webpage. This video is heavily promoted across the College, has been shown at numerous institutional meetings, to individual classes, and by invitation to Campus Safety/Special Police. Starting in Fall 2024, it the video is mandated training for all employees.

Daily Crime Log

Campus Safety/Special Police maintains a daily crime log in its administrative office. It is available for inspection by any person when the office is open and staff is present.

Timely Warnings

The Clery Act requires colleges to alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes; any Clery-reportable crime against person *or* property that is (1) reported to campus security authorities or local police agencies **and** (2) is considered by the institution to represent a serious or continuing threat to students and employees requires the issuance of a Timely Warning. Allegany College of Maryland has a protocol created by and implemented with Campus Safety/Special Police for the issuance of any Timely Warnings; this protocol uses a Timely Warning Determination Form that assesses the nature of the crime/threat, indicates whether a Timely Warning will be issued (with written justification), indicates how the Timely Warning will be communicated, and is approved by 2 of the following ACM employees: Campus Safety/Special Police Director, Chief Compliance, Student, and Legal Affairs Officer, President (or designee).

- No Clery Warnings of crime were issued in 2024

Missing Student

Allegany College of Maryland has a written protocol if a student is reported and/or determined to be missing. This detailed protocol tracks the steps for when it is to be activated, information gathering, who has responsibility for conducting searches, search protocols, and notifications (eg., local law enforcement, family, on campus persons, off-campus persons). Campus Safety/Special Police will be the lead operational unit implementing this protocol working closely with the likely units/personnel who will be needed – specifically,

Residence Life, the Office of Student & Legal Affairs, Physical Plant, and/or Human Resources.

- No students were reported/determined missing in 2025

Campus Emergencies: Response & Evacuation

Campus Safety/Special Police has comprehensive incident management system in place and has revised and issued the Emergency Procedures booklet to all employees. This tabbed resource includes information and directions for the following, varied emergencies:

- Gas Leaks
- Weather
- Suspicious Behavior
- Medical Emergencies
- Evacuations
- Disturbances
- Fire
- Bomb Threats
- Hazardous Materials
- Barricade/Lockdown/Active Shooter

Campus Safety/Special Police manages the immediate emergency communication procedures. The College's e-Safe notification system remains in use for any emergency.

- Additionally, the College has a phone paging system. In the event of an emergency messages will now be broadcast using the speaker on the new Sangoma phones. An emergency tone will sound and message to follow.
- Messages will also appear on everyone's computer screen using the Alertus security system.
- Radios remain relevant. There is an emergency radio in every building. The radio is assigned to an emergency building representative. The radios will be use to communicate with campus police and or campus security in the event of an emergency. Radio tests are conducted by Campus Safety/Special Police.
- As an additional measure, the Cumberland campus has designated emergency contact personnel (and "back up" personnel) assigned to each building to communicate with students, faculty, and staff in an emergency.

Emergency Color Codes

Emergency color codes have been established for everyone's safety. Familiarize yourself with these codes. They can be found on the security web page and are printed on the back of all ACM identification cards.

RED	Shelter in place. Lock all exterior doors and ground floor windows.
ORANGE	Possible Threat Possible building evacuations or shelter in place procedures
YELLOW	Stand Down, but NOT all Clear May include evacuation and reporting to reunification point
GREEN	All Clear Resume normal operations.

Notifications
In addition to Clery notifications of crime addressed elsewhere in this report, Allegany College of Maryland uses multiple communication platforms to issue notifications of other emergencies or urgent situations in order to warn or prepare students, faculty, and staff. Examples of such situations include fire alarm testing, facility work that endangers safety or creates smoke, utility outage, utility testing, Law Day (law enforcement with guns on campus), use of ACM fields for medical helicopter landing, emergency simulation exercises, and public health emergencies. System tests are conducted by Campus Safety/Special Police.

- **Campus Safety and Special Police will initiate the Perry Weather outdoor PA system to alert when there is an emergency on Campus. Three sirens will sound followed by an announcement "There is an emergency situation on campus. Shelter in place immediately and avoid open spaces. Monitor ACM e-safe for additional instructions". Perry Weather PA systems are located on the Gym and Technology buildings so that the message can be heard throughout Campus and WBW Housing.**
- **Campus Safety and Special Police will activate the emergency lockdown of all building exterior doors via the access control system.**

Emergency Communication Plan and Advisory Committee
Allegany College of Maryland released an Emergency Communication Plan in August 2019. This plan is designed to guide our public response after a critical incident or other emergency that may affect or has affected the health, safety or the welfare of students, employees, or campus visitors. These incidents include situations that result in the activation of the College's Emergency Response Plan, which is determined by the Department of Campus Safety and Special Police. The Emergency Communication Plan may also be activated due to the result of significant damage to facilities; death, injury, or health/safety threats to our students, employees, and the public, or disruption to normal operations.

The Advancement and Community Relations Unit assumes primary responsibility over updating the Emergency Communication Plan on an annual basis, or when deemed necessary. Critical incidents require a timely and effective communications response. The plan entails actions to be taken during an emergency to provide accurate information to employees, students, and the public within the first hour, two hours, and up through day three and beyond. The Public Relations and Marketing Office will issue the first news release and social media post within one hour after being notified of the emergency. The assembly of the Emergency Communication Team, whose members are identified in the plan, will meet within the first hour of a known crucial incident. The Emergency Notification webpage will also be updated and published within the first hour.

PART III

Policies, Procedures, Statements

ALCOHOL AND DRUG POLICY

Allegany College of Maryland is clean, clear, and dry.

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports and complies with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission. It is the College's intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When any person is on College property and/or participating in a College-sponsored or College-sanctioned activity, the person is expected to be free of any illegal drugs/alcohol and capable of fulfilling their responsibilities unimpaired by any substance. Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes drug use and activity as a potential health, safety, and security problem. Students and employees requiring assistance in dealing with drug or alcohol abuse or dependency are encouraged to seek treatment.

The policy applies to all students, faculty, staff, third party vendors, contracted personnel, and campus visitors. This policy applies on all campuses, instructional sites, and any property owned or managed by Allegany College of Maryland including – but not limited to – buildings, parking lots, access roads, vehicles, and fields/lawns. The words "on campus" encompass all such properties. This policy also applies to privately owned vehicles operated, idling, or parked on campus. This policy applies to any College-sponsored or College-sanctioned activity or event.

The police details prohibited acts, permitted acts, application to prescription medications and other medical products/substances, application of other institutional polices/services, enforcement, and prevention program with the following components:

- Publication of the "Alcohol & Drug Abuse Resource Manual for Students, Faculty, and Staff" containing information about the health risks associated with alcohol and drug use; information about prevention, resources, and treatment; College information, standards, and consequences related to alcohol/drug use; and sanctions/penalties for violating policy or federal, state, and local law/regulations;
- Annual notification of where students, faculty, and staff can obtain this information
- Biennial review of the program's effectiveness; and
- Biennial review of consistent enforcement of sanctions.
- Heroin & Opioid Prevention Awareness Policy and related Procedures

Alcohol and Drug Abuse Resource Manual
The College's Alcohol and Drug Abuse Resource Manual for students, faculty, and staff contains valuable information including education/prevention, policy, consequences, and more. It is thoroughly reviewed bi-annually as required by the federal law; it was revised and updated in FY24.

Heroin/Opioid Crisis & Response
During the 2016-2017 academic year, Campus Safety/Special Police officers were required by the Director to receive training in the administration of Naloxone in the event of a heroin/opioid overdoes on campus. The Residence Life Director also participated in the training. Beginning in Summer 2017, the College adopted the Heroin & Opioid Prevention Awareness Policy and companion implementation procedures in compliance with Maryland's HOPE Act (Heroin & Opioid Prevention Effort and Treatment Act of 2017). This compliance initiative is designed to educate students, increase awareness, deter use (including experimentation), encourage treatment for abuse/addiction, and properly store, administer, and follow-up Naloxone and other overdose reversing medications.

The Director of Student Support & Education is charged with oversight of all drug/alcohol awareness and compliance measures. The Coordinator teamed with ACM's ELETS unit to create a Brightspace Course to which all credit students are enrolled to learn about heroin/opioids. The content is reviewed annually and revised as appropriate to reflect current data and best practices. In addition to the law's mandates, the College created a dedicated drug and alcohol web page which includes the following information: Alcohol and Drug Abuse Resource Manual, Allegany County Health Department drug and alcohol treatment brochure, CDC fact sheet, Code of Student Conduct, ACM counseling resources, heroin and opioid resources, Maryland 2016 Overdose Annual Report, link to Chasing the Dragon and link to Chasing the Dragon trailer, link to Prescribe Change [Maryland], and link to CDC overdose epidemic. Additional resources and links were added during FY18. All major college publications and all course syllabi contained language referring the reader to another dedicated web page containing notifications – including a message directing readers to that drug and alcohol web page: https://www.allegany.edu/drug-and-alcohol-information/index.html .

Since local law enforcement reports that 90% of crime is driven by drugs, greater education and awareness of the risks of drug activity is an important safety strategy.

CODE OF STUDENT CONDUCT

Any person with information about misconduct should report it promptly to Campus Safety/Special Police, the Chief Compliance, Student, and Legal Affairs Officer, or other College Official. Allegany College of Maryland employees are required to report certain acts or suspected misconduct pursuant to federal or state law including child abuse. Reports should be made immediately or as soon after an incident as possible. Reports may be made anonymously. Reports made more than thirty days after the incident or made anonymously will be accepted, but the College reserves the right to close such reports without action if

there is insufficient information to investigate fully and fairly. The College will assist any person needing assistance to make a report or complaint. **The College strongly encourages any person who is a victim of or who witnesses any crime to contact Campus Safety/Special Police and/or to call 911 immediately.** The College reserves the right to report crimes to local law enforcement and/or to pursue criminal charges or other legal remedies for acts of misconduct committed against the College.

Investigations of alleged violations of the Code of Student Conduct are independent of any alleged crime being investigated by law enforcement or prosecuted in court. The College's proceedings are not dependent upon any proceeding or outcome in a criminal matter. Likewise, the College's proceedings are not dependent upon any proceeding or outcome in a civil matter.

A crime is also a violation of the Code of Student Conduct, so disciplinary action is initiated when a crime is reported. The Code of Student Conduct governs behavioral expectations and disciplinary procedures; it can be found in the Student Handbook. The Code of Student Conduct applies to crimes and misconduct committed by students on *and* off-campus. Each student is responsible for being familiar with its contents; ignorance of its provisions shall not be a defense to violating them. Naturally, each student is expected to follow all College rules and policies, as well as local, state, and federal laws.

All student discipline is overseen by the Chief Compliance, Student & Legal Affairs Officer. Pursuant to a different staffing model in Student Affairs, disciplinary matters that occur in Willowbrook Woods may be assigned to trained Residence Life Staff: Student Community Coordinator or Director of Student & Residence Life.

All Hearing Officers use the same templates for Investigation Notice, Victim/Witness Notice, and Decision Notice. The standard of proof for disciplinary investigations is preponderance of the evidence. All Hearing Officers strive for consistency in determining whether a student is responsible for violating the Code of Student Conduct and, if so, assigning sanctions. Whenever possible, educational sanctions are assigned in order to help the student learn and grow from the experience; when necessary, a student will be expelled from Willowbrook Woods or even dismissed from the College – although these sanctions are typically applied when safety is at risk or when other disciplinary measures have been ineffective. An overview of the disciplinary process is provided immediately below.

When appropriate (eg., ongoing conflict, allegation of a simple assault, threats, property violations, etc.), a No Contact or No Negative Contact can be issued between two or more students; the purpose of these orders is to separate the parties, to protect all persons, and to prevent escalation of the situation. Any violation of the Order is a violation of the Code of Student Conduct (#VII.D.1 – Failure to Comply with the Direction of a College Official) and will result in more serious consequences.

Additionally, students should be aware of any obligation to report a criminal charge to his/her academic program if required and be aware of the effect a criminal matter may have upon the student's eligibility for a particular program, other educational opportunities such as clinical/intern experiences, licensure, future employment, financial aid, and/or on-campus housing.

HUMAN RESOURCES /PERSONNEL POLICIES

An employee alleged to have committed a crime is subject to appropriate action pursuant to the College's Human Resources/Personnel Policies including:

03.07.001 - Code of Ethics and Employee Standards of Conduct
03.07.006 - Whistleblower Policy
03.07.007 - Complaints Against Employees
03.07.008 - Employee Performance Management Policy
03.07.009 - Employee Disciplinary Policy
03.07.010 - Dismissal
03.07.011 - Grievance Policy and Procedures

SEXUAL HARASSMENT & SEX DISCRIMINATION

Title IX compliance has remained steady pursuant to the continued application of the 2020 regulations and resulting updated procedures last year. The annual summer review of all Title IX documents was completed by 7/31/26.

All information related to Title IX compliance may be found at www.allegany.edu/titleIX .

Included are the policy, definitions, numerous procedures, and helpful information sheets that cover topics such as healthy relationships, risk reduction, consent, bystander intervention, Do's and Don'ts, FAQs, and much more.

KEY PRINCIPLES:

1. ACM prohibits all forms of sexual harassment, sex [gender]discrimination, and retaliation.
2. ACM's policy and *general* procedures apply to all employees and all students with some *specific* procedures which provide additional rights/protections to students only.
3. Sexual harassment includes: sexual assault, quid quo pro sexual harassment, hostile environment sexual harassment, stalking, relationship violence, and gender-based discrimination.
4. Acts of sexual harassment and/or sex discrimination should be reported. College Officials who have authority to take action are **required** to then report the acts to Title IX Coordinator.
5. Upon receiving a report, the Title IX Coordinator will review options and procedures with the Complainant. Formal and informal resolutions to reports are possible under certain circumstances. Supportive measures and/or immediate restrictions may be implemented right away; such measures can affect classes, housing, access to campus services and activities, and/or employment.

6. Complainants and Respondents are treated equally throughout the process including information and availability of supportive measures as well as restrictions.
7. Complainants and Respondents have the right to an advisor throughout the Title IX process; the advisor can be a person of their choosing, an ACM employee who has been trained for this role, or an attorney.
8. Formal complaints require a full investigation and hearing with the parties present; hearings have specific rules including cross examination of parties and witnesses by the other party's advisor who may or may not be a lawyer.
9. Respondents are presumed not responsible (as required by federal regulations) unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the Respondent will be sanctioned appropriately.

WHAT YOU NEED TO DO:

Do not commit any acts of sex-based harassment or sex discrimination. Period. If you are unsure what is permitted and what is not permitted, review the abundant information about healthy relationships, consent, risk reduction, Do's/Don'ts, and more on the dedicated website. (See below.) Participate in campus events and programs designed to educate students and employees about Title IX. ACM is an educational institution that is learner centered, so we urge you to LEARN. Report any acts of sexual harassment or sex discrimination. (See below). Participate in any proceeding for which you receive notification. Tell the truth. Do not retaliate against any person who reports and/or cooperates with an investigation.

INSTITUTIONAL OBLIGATIONS:

Upon receiving a report of an alleged violation, the College will …

- Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
- Treat all persons with respect, dignity, and fairness.
- Follow all appropriate procedures as detailed in Title IX materials, the Code of Student Conduct, Human Resources Manual, other related institutional policies, state/federal mandates, and legal standards.
- Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.
- Conduct investigations for any formal complaint. Investigations shall be provide a prompt, equitable, reliable, and impartial investigation.

Documents on the dedicated Title IX website:

Policy and Procedures

- Executive Summary
- Policy
- Which Policy Applies?
- Frequently Asked Questions

- Definitions
- Resources & Suggestions
- Rights & Responsibilities
- Amnesty (alcohol/drug use)
- Appeals
- Informal Resolutions
- Investigations (Formal Resolution)
- Consequences / Sanctions
- Criminal Charge, Peace Order
- Title IX Team Roles
- Decision Making (Formal Resolution)
- Maryland Law - Rights
- Maryland Law - Disciplinary Proceedings
- Maryland Law - MHEC Attorneys
- Quick Reference Guide
- Report Form

Information Sheets

- Sexual Harassment Info
- Gender Discrimination
- Consent
- Healthy Relationships
- Do's & Don'ts
- Boundaries
- Risk Reduction
- Bystander Intervention
- Employee Leave
- Medically Necessary Absences
- Healthy Teen Dating/Maryland Guide (link)
- Pregnancy
- Sexual Assault Forensic Exams - Fact Sheet

State Mandate:
Allegany College of Maryland complies with the Maryland requirement to conduct bi-annual campus climate surveys and submit incident reports with 2 years' data (even years). The results over years' administration reflect the strong confidence among students that the campus is safe and that incidents will be addressed appropriately. Patterns wax and wane related to concerns of peer retaliation with no clear reason for the variations over time; that the College prohibits retaliation (in any matter including a Title IX matter) is a consistent message to students.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Campus Safety/Special Police

As noted above, this department offers abundant information on its dedicated web page and gives presentations at the All-College Assembly, classrooms, programs/offices, and any other group upon request.

Student & Legal Affairs

Information is disseminated to students via programs/activities offered by Student Life, Residence Life, and Student Support. These events are typically a mixture of education and enjoyment – often with food to entice participation. Additionally, New Student Orientation (all students) and Willowbrook Woods Orientation have essential safety/security content.

Prevention Education programs are scheduled annually by the Office of Student & Residence Life and/or by institutional partners such as the Family Crisis Resource Center (local rape crisis/ domestic violence agency which provides education, support, advocacy, and counseling). These events are intended for students but are open to all employees and members of the public. Past examples include Equalogy Playwrights, The Hunting Ground, Escalation, Walk a Mile in Her Shoes, Scream Theater, Take Back the Night, Clothesline Project, What Was She Wearing, and bystander education initiatives.

The Chief Compliance, Student & Legal Affairs Officer provides in-person presentations regarding student discipline and particularly Title IX to student groups at the beginning of the year (eg., student athletes, on-campus housing residents, and allied health programs) as well as to employees at the All-College Assembly. Specific to Title IX, the following wording has been inserted in every major college publication including all College applications, Willowbrook Woods applications, acceptance letters, employment applications, hire packets, and course syllabi – via link to **Policy Mandates** page on the ACM website:

> *Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu , or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see https://www.allegany.edu/title-ix/index.html .*

The Chief Officer also issues the mandated information via email to **all** students and **all** employees soon after the beginning of each semester.

Personal Safety

Information about personal safety is disseminated in the following ways: Security's dedicated web page, emergency procedures posted online, Student Handbook content, Student Services Brochure content, Willowbrook Woods applications, Willowbrook Woods Housing Guide, Willowbrook Woods orientation, New Student Orientations, dedicated Title IX page, Title IX trainings to employees, Title IX presentations to students, hazing information sheet,

and email to all credit students and all employees at the beginning of each Fall, Spring, and Summer semester.

The Campus Safety/Special Police dedicated web page provides the following information:
staff/contact information, introductory content, eSafe registration, emergency information, crime prevention crime prevention tips, accident/damage/property loss forms, emergency procedures, personal safety in campus housing, Run/Hide/Fight video, Bearacade video, active shooter survival information, fire extinguisher demonstration video, applying a tourniquet video, mental health information, and more.

The Student Handbook includes the following information:
Allegany College of Maryland welcomes thousands of students and visitors to its campuses each year to enroll in credit and non-credit classes, to enjoy athletic and cultural events, to use recreation facilities, to conduct research in the library, to dine in the cafeteria, to attend meetings, and much more. College faculty and staff are committed to making each campus environment functional and safe. Campus Safety/Special Police is highly capable of handling many emergencies and has direct communication with the Cumberland City Police. Maintenance personnel are vigilant to correct any obstructions or damages to College property. Nevertheless, given the high volume of traffic and the extensive hours of operation, accidents and acts of misconduct are inevitable. Happily, Allegany College of Maryland has a low rate of both accidents and crime. We strive to keep it that way, and we emphasize prevention as an essential tool for everyone's personal safety.

Please observe the following practices whenever you are on campus:

- Always be aware of your surroundings.
- Avoid walking in areas that are isolated, poorly lit, unpaved, or containing debris/equipment.
- Do not walk alone at night. Walk in groups or call Security for an escort to your car.
- Do not leave populated areas with someone you do not know extremely well.
- If you feel uncomfortable or suspicious of a person or situation, get away!
- Do not leave your personal property unattended at any time, in any location.
- Keep a separate record of valuables (including serial numbers).
- Always lock your car, locker, and apartment door.
- Protect personal information such as social security number, locker combination, PIN numbers, etc..
- Make sure someone (a friend or relative) knows your schedule and travel habits.
- Evacuate buildings if you hear a fire alarm OR are directed by an official.
- Report dangerous situations, accidents, and crimes immediately.

Reporting Other Concerns / Confidential Reporting

The College's website, Student Handbook, and employee Sharepoint offer multiple resources to students, faculty, and staff. Virtually any issue or question can be answered by checking these resources. Employees are also available via email, phone, or in-person visit by any person who has a concern. Most information can be deemed private and not subject to any official reporting requirement with obvious exceptions such as child abuse, elder abuse, and specific Title IX obligations per ACM policy.

Furthermore, Allegany College of Maryland offers an anonymous reporting software platform, **Lighthouse (now named Mitratech)**, which provides an easy, electronic venue for any person to report a variety of forms of misconduct (see below) to the appropriate, designated College official for follow-up.

- Ethical Violations
- Improper Conduct
- Discrimination
- Internal Controls
- Wrongful Discharge
- Conflict of Interest
- Fraud
- Vandalism & Sabotage
- Violation of the Law
- Falsification of Contracts
- Unsafe Working Conditions
- Conduct Violations
- Threats
- Bribery & Kickbacks
- Quality of Service
- Alcohol & Substance Abuse
- Theft & Embezzlement
- Misuse of Company Property
- Violation of Company Policy
- Falsification of Reports or Records

Regular business issues and matters not requiring anonymity should be directed to the employee's supervisor or HR department.

The then-Dean created an investigations protocol to authorized personnel who have responsibility to respond to reports. The protocol outlines the basics of a thorough, fair, and impartial investigation. The Chief Compliance, Student & Legal Affairs Officer is now the College's administrator for this platform.

Non-Discrimination Statement

Non-Discrimination Statement as Required by Federal Directive effective 2/28/25
Allegany College of Maryland does not discriminate on the basis of federally protected classes of race, color, national origin, religion, sex, age, disability, and veteran/military status in matters affecting employment or in providing access to programs and activities. Allegany College of Maryland recognizes and complies with additional protections for employees and/or pursuant to state law.

For inquiries related to the application of this statement, the Non-Discrimination policy, Title IX, and ADA/504 , please contact:

Dr. Renee Conner
Chief Compliance, Student and Legal Affairs Officer
Title IX Coordinator
ADA/504 Coordinator
(301) 784-5206 / rconner@allegany.edu

Institutional Compliance Statement (created February 2025, updated August 2025)
Allegany College of Maryland does not discriminate based on the federally protected classes. College programs, services, activities, and groups are open to all eligible students, faculty, and staff regardless of their membership in any protected class. The College complies with all federal, state, and local laws and regulations which prohibit unlawful discrimination.*
We are committed to complying with all Executive Orders, Dear Colleague Letters, and other federal directives; where language in published documents is inconsistent with those federal directives, the College will comply with and defer to the appropriate federal requirements pending revisions or changed legal mandates.

**Eligibility may be restricted where selectivity is necessary such as sports teams, academic honor societies, certain career programs, employee classification, and the like; selectivity will not be based on any person's membership in a protected class.*

Also see the **Hate-Bias Information** sheet for additional information as well as the Discrimination Complaint Form located online at https://www.allegany.edu/legal-information/index.html .

Willowbrook Woods (on campus housing)

Willowbrook Woods is a secure on-campus housing facility for full time credit students with one gated entry point and one gated exit point staffed 24-hours by Security. Detailed information about Willowbrook Woods including the application and the Housing Guide is located online https://www.allegany.edu/student-housing/index.html .

In addition to the 24-hour Security staffed Gatehouse at the gated entrance to Willowbrook Woods, Residence Life provides 24-hour support to all residents. Residence Life staff is comprised of Professional Staff and Resident Assistants. During the College's business hours (typically 8:30am – 4:30 pm Fall/Spring semesters), professional staff members are on campus and available to residents as needed. After business hours, a Resident Assistant is always on duty to help residents who have questions, concerns, problems, etc. in Willowbrook Woods; they may be assisted by professional staff, Security and/or maintenance personnel as needed.

Extensive crime prevention, community development, and security procedures exist for the safety of all residents. They include:

- Careful screening of all applications which includes public criminal record check consistent with Maryland's "Ban the Box" law (ie., the process includes consideration of multiple factors to determine whether there is a relationship between the criminal history and housing.
- Unique photo ID cards for Willowbrook Woods residents
- Unique guest ID cards for their guests. (See below.)
- Only residents, registered guests, approved staff members are permitted on housing property.
- Professional, live-in staff.
- Resident Assistants on duty during overnight and weekend hours,
- Alcohol, drugs, smoking, and weapons are strictly prohibited.
- Trunk searches as necessary and legally permitted.
- Strict controls over access to and use of master keys
- Fence line along the only open, neighboring land
- Cameras are in place throughout Willowbrook Woods including all parking lots, all building breezeways, courtyard, Clubhouse, and Gatehouse.
- Allegany College of Maryland sponsors an E-Safe distribution list specifically for Willowbrook Woods.
- To anticipate and prevent problems among roommates (including conflicts and misconduct), all residents are required to participate in the creation of a Roommate Agreement which covers the common sources of conflict with college roommates (ie., sharing personal belongings, noise, tidiness, cleaning chores, temperature, and more). The agreement becomes a social contract the residents must follow unless/until everyone agrees to change a term; in the event of conflict, the roommates should refer back to the Roommate Agreement for guidance.
- If roommate conflicts are not resolved or include issues not covered in the Roommate Agreement, Residence Life Staff offers mediation as a vital service to restore harmony in the apartment and to prevent escalation of tensions. Informal mediation can be conducted with a Resident Assistant. Formal Mediation is conducted with 2 professional staff members
- Residents are not permitted to share or lend their assigned keys.
- Guest procedures which include registration, photo identification, departure "curfew", advance overnight permission, designated parking spaces, and requirement that guests are accompanied by hosts at all times. (See Above.)
- Willowbrook Woods maintains and posts a list of persons who are banned from Housing property. This list is extremely important for the safety of everyone since people can be banned for a variety of reasons – including past violent or otherwise dangerous behavior. Each resident is responsible for checking the list at least weekly, and residents are not permitted to host, accompany, or otherwise enable a banned person to be on Housing property. Residents who do so will face disciplinary action which could result in expulsion from Willowbrook Woods. Partly for this reason, we

ask that all residents make sure they know the first and last names of every person with whom they associate – including visitors to their apartment and their roommates' guests. If a resident (or any person) is aware that a trespasser is in Willowbrook Woods, the resident should exit the area and notify Security immediately. Allegany College of Maryland will prosecute trespassers, and the local judges sometimes impose active jail sentences.

- From the Housing Guide/Personal Interaction: Every resident is expected to treat others with dignity, courtesy, and respect at all times, while being cautious about taking risks with people you may not know well. The emotional bonds of closeness tend to be made quickly and easily in a college environment, but you should never allow yourself to be alone or isolated with someone who is – in reality – a stranger to you. You should also always make sure you know people's full names (first and last); nicknames might be common, but someone who isn't willing to tell you his/her full name likely has something to hide. Never, ever leave a drink unattended – as someone could spike it or put a dangerous drug in the drink. (Remember, alcoholic beverages of any kind are strictly prohibited at Willowbrook Woods!)
- From the Housing Guide/Sexual Activity: Housing Staff will not get into your business, but we discourage all forms of casual sexual activity. If you choose to engage in sexual activity, be sure you are practicing the safest possible practices to avoid disease, pregnancy, and injury. The Allegany County Health Department is a neighbor to the College; that agency has free/reduced cost contraceptives and intimate health care within easy walking distance. Obviously, any non-consensual activity is forbidden; assaults, harassment, dating/relationship violence, and other forms of abuse are NOT tolerated. See the Sexual Misconduct & Sex Discrimination Policy and accompanying procedures on www.allegany.edu/titleIX for details – including the definition of "consent" and other important terms. It is each student's responsibility to ensure that their actions comply with this policy and do not endanger the health, safety, or wellbeing of any other person. The College strongly encourages students to report such violations to both the police and to the College for immediate action. Retaliation is NOT permitted.
- From the Housing Guide: Each resident should follow these fundamental personal safety practices:
    - Always lock doors and windows
    - Never open your door to a stranger OR enter a stranger's apartment or bedroom alone.
    - Never share your keys or IDs
    - Be aware of your surroundings and the location of your belongings at all times.
    - Make sure your roommates/friends know where you are.
    - Get to know your neighbors.
    - Do not walk alone outdoors at night.
    - Do not leave cash or valuables unsecured.

- Have your valuables (eg., computers, stereos, televisions) engraved by Security.
- Maintain a detailed description of valuables to aid in identifying/recovering of any lost/stolen items.
- Program Security's number into your cell phone (301-784-5555) and call anytime you feel unsafe.
- **CALL 911 IN AN EMERGENCY!**

Monitoring Non-Campus Student Organizations

Allegany College of Maryland has student clubs/organizations which are under the authority of Student Life and operate on campus; the College neither has nor recognizes any student organizations which have off-campus locations, including Greek organizations.

Registered Sex Offenders

Federal Law compliance intersects various statutes:

- Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act
- Campus Sex Crimes Prevention Act of 2000
- Family Educational Rights Privacy Act (FERPA)

Accordingly, Colleges are required to provide information about where students and employees may obtain information about registered sex offenders. Persons convicted of certain sex- or child-related crimes are required to register with their states' sex offender registry; Maryland's sex offender registry and information is located online: https://dpscs.maryland.gov/onlineservs/socem/default.shtml .

The College has finalized, approved, and implemented a new policy: **Youth Protection Policy** has directives related to registered sex offenders – notably a requirement that no activity on campus or affiliated with the College will have staff or volunteers who are registered sex offenders. Starting Summer 2026, a mandatory notification/permission form has been created that registered sex offenders must submit to Campus Safety/Special Police. The form collects information about their requested activity, any registration or court-ordered restrictions (eg., proximity to minors), and a certification that they are compliant and will remain compliant with all restrictions/requirements of their status. It is included in the Appendices.

If a registered sex offender is a college student, college employee, or carrying out a vocation at the college, they are required to notify local law enforcement where the college is located. The state's designated local law enforcement agencies for these notifications are listed here: https://dpscs.maryland.gov/onlineservs/sor/local_law_enforcement_agencies.shtml

For Pennsylvania: https://www.meganslaw.psp.pa.gov/Home/TermsAndConditions

Code of Student Conduct
VII.A.10 – Registered Sex Offenders: Individuals who are listed in any federal or state sex offender registry are required to maintain their registration, to notify the Office of Student & Legal Affairs and Campus Safety/Special Police regarding their registry status, and to comply with all terms and conditions of the registration, the court, court officials, law enforcement, and the College.

Other Measures

- Allegany College of Maryland's Office of Student & Residence Life is responsible for the production of college photo IDs, which are an important security measure. Not only is every person present on a Maryland college required by law to carry identification (and display it upon request), the use of college-issued IDs facilitates access to services – including some locations such as Willowbrook Woods, whose residents are required to obtain and carry their ID. The College has developed and implemented a campus-wide Photo ID Policy which requires all credit students and all employees to obtain a college-issued photo ID card and to display/provide the card upon request of a College Official.

- Weapons: "No one may possess or use on College property any firearms, guns (including BB guns), knives (except a penknife without switchblade), other dangerous or deadly weapons of any kind, explosive ammunition, or incendiary/explosive material or device (except as expressly permitted by the President). Also, if an ordinary usage item is wielded as a weapon, then it will be treated as a violation of this standard." **#VII.C.1 Code of Student Conduct**

- Application Review Committee was originally charged with determining whether an applicant to Allegany College of Maryland presents a safety risk to the campus community based; from 2005 through January 2018, each applicant was required to disclose any criminal or disciplinary record (regardless of outcome) for review by the committee which could admit without conditions, admit with restrictions, or deny admission. However, the 2017 Maryland law prohibits colleges from asking about (or considering) prior criminal history for purposes of general admission to the institution. Known as "Ban the Box", this law went into effect 02/12/18; Allegany College of Maryland complied in advance by revising its Safety Risk Policy, removing the criminal history question from its admissions application, and creating a separate process for selective admission academic programs and for on-campus housing which have the ability to consider prior criminal history for acceptance. The Application Review Committee may still consider prior disciplinary history.

- Campus Ban List is comprised of individuals who have been deemed to present such a safety risk to the campus community that they are not permitted on any campus property at any time for any reason without advance permission from the Director of Campus Safety/Special Police or the Chief Compliance, Student, and Legal Affairs

Officer; the list is populated by some applicants whose admission has been denied (see above), by students who have been dismissed from the College under the Code of Student Conduct, and by third parties who have engaged in dangerous behavior on campus or in the larger community. (Banned persons may petition to have their campus privileges restored.) Starting in FY22, photos of banned persons (when there is a photo) available to College personnel so trespassers can be identified if/when they are on campus; banned former students are also noted in a field in their profile as well as a banner on the Name/Address screen.

- Technology Resources Policy applies to any person using technology resources provided by the College and forbids, among other things, the following behaviors: threatening, abusive, or disruptive messages, using credentials/passwords that are not assigned to you, attempting to disguise or obscure the identity or resources being used, attempting to gain access to unauthorized resources, tampering with resources, launching software attacks, deliberate acts which circumvent hardware/software security/data protection measures, using resources for personal gain, using resources to monitor or manipulate another users data/files/software, and to operate an unauthorized networks server. The policy also cross references other institutional policies such as the Sexual Misconduct and Sex Discrimination Policy, Code of Student Conduct, and [employee] Principles of Conduct.
- Beginning in 2018 and continuing today, the College has experienced what many other institutions, businesses, agencies, banks, etc. had faced: email phishing scams and other cybersecurity threats. The College responds to each incident across operations that include Information Technology, Campus Safety/Special Police, Student Affairs (when students are targeted), Human Resources, Public Relations, and other offices whose help is needed to minimize the harm and to educate students, faculty, and staff. A designated staff member in Information Technology is charged with educating employees throughout the year regarding general phishing scams and specific phishing scams as they arise; furthermore, the College has implemented mandatory cyber training annually for all employees.

- Human Resources policies including the Principles of Conduct expressly prohibit many behaviors which could endanger others or constitute crimes (eg., negligence, unethical conduct, brutal treatment of others, dishonest practices, theft), Drug/Alcohol Policy, Sex-based Harassment and Sex Discrimination Policy, Campus Keys, Access to Closed Buildings, and accidents.

- Students and employees experiencing personal health/mental health challenges can receive free help from the College. The College now employs two full time staff members to provide immediate support to students: Director of Student Support & Education (including prevention programs and mandates), Student Support Coordinator. The College continues to partner with independently with UPMC Western Maryland Behavioral Health for full counseling services – both on campus and off-site at UPMC's office.

Information about the Student Counseling Program is provided in the Student Handbook, Student Services Booklet, and online at a dedicated webpage: https://www.allegany.edu/counseling-services/index.html . Students can contact the Office of Student & Legal Affairs; employees can contact Human Resources.

- Pursuant to Maryland regulations enacted during the 2018 General Assembly, the College collects data on the number of hazing incidents annually and, to educate/deter such act, the following actions are being taken:
  - ✓ Code of Student Conduct specifically prohibits hazing;
  - ✓ Information about the Code of Student Conduct is issued to all students via email each semester;
  - ✓ Hazing Information Sheet for distribution/posting (made specifically available to all coaches and club advisors with presentations upon request);

- Pursuant to federal law (Stop Campus Hazing Act), the College adopted a comprehensive Hazing Policy and publishes online its **Campus Hazing Transparency Report** twice annually. It is included in the Appendices.

- Pursuant to Maryland regulations enacted during the 2018 General Assembly, the College collects data on the number of hate-bias incidents annually and, to educate/deter such act, the following actions are being taken:
  - ✓ Non-discrimination Policy and Statement prohibits discriminatory conduct, lists the protected classes, and describes how to make a complaint;
  - ✓ Non-discrimination Statement is issued to all students and all employees via email each semester;
  - ✓ Code of Student Conduct specifically prohibits hate-bias incidents;
  - ✓ Information about the Code of Student Conduct is issued to all students via email each semester;
  - ✓ Hate-Bias Information Sheet for distribution/posting;
  - ✓ Discrimination Poster for common bulletin boards;
  - ✓ Discrimination Complaint Report is provided to any person upon request or upon awareness by the Chief Compliance, Student, and Legal Affairs Office of a possible hate-bias incident.
  - ✓ Human Resources requires every employee to complete online training about discrimination;
  - ✓ The College's annual Diversity Report details many curricular, co-curricular, and extra-curricular activities designed to enhance cultural competence and, therefore, reduce the risk of any person being subjected to discrimination.

- Pursuant to Maryland law enacted during the 2025 General Assembly (Maryland Values Act) and subsequent Attorney General directives issued later that year, the College created, approved, and implemented the new **Immigration Enforcement on Campus Policy** which includes requirements and restrictions related to non-interference with

federal immigration enforcement, safe spaces requiring judicial warrants, and FERPA-protected student information.

Pennsylvania

Allegany College of Maryland has a campus in Bedford County, Pennsylvania and a teaching site in Somerset County, Pennsylvania. Students at both locations receive the same information/education and program opportunities as students at the Cumberland campus. While Allegany College of Maryland is an institution of higher education for the State of Maryland, the College's Title IX policy, procedures, and practices satisfy the legislative requirements of the Commonwealth of Pennsylvania's Department of Education. Specifically, Allegany College of Maryland partners with Bedford-Somerset Developmental and Behavioral Health Services; the College provides sexual violence awareness educational programs as well as other educational/awareness activities for all students (exceeding the Pennsylvania requirement of full time and/or new students) and provides detailed list of rights to all parties in cases of sexual violence. (All students in non-Title IX disciplinary matters are also provided a list of their rights.)

- The Bedford County campus has emergency procedures specific to its needs in relation to
  - Gas leaks/weather
  - Suspicious Behavior
  - Medical Emergencies / Evacuations / Disturbances
  - Fire /Bomb threats / Hazardous materials
  - Barricade / Lockdown / Active Shooter

- Procedures are reviewed with the Campus Safety/Special Police to ensure accuracy and best practices. All faculty/staff are trained in approved procedures.

- The Bedford County Campus Emergency Management Committee meets regularly to review and update the Emergency Procedures posted in all areas along with the building evacuation diagram.

- Campus Facility Security: Lockdown buttons were installed in five locations at the campus and connected to the front door access control system. The lockdown buttons allow the front doors to be immediately locked in the event of an emergency. When activated, faculty/staff, college administrators, and Campus Safety/Special Police are notified. This control system was fully operational this year. The lock/unlock schedule has been implemented with campus faculty/staff issued fobs to allow entry.

- Security cameras ensure all exterior and interior public spaces are covered. The cameras provide full coverage of the facility. All primary staff have access to view the cameras on their computers, and the two directors are able to view previous camera footage. The ACM Director of Campus Safety/Special Police has access to the cameras as well.

- Training is provided on the use of the security software and Bearacades for new employees.

- In FY24, five panic alarm buttons were installed and connected to the monitoring system which enables staff to immediately dispatch police to the campus in the event of an emergency. In addition to the stationary panic button locations, three fobs were purchased for faculty use. The Bedford County Campus Facility Committee used funds received by the Southern Tier Education Council to finance the security and safety upgrades to the Bedford County Campus.

- Evacuation signs developed by ACM Desktop are posted throughout the building. BCC staff are trained to conduct a search of all sections of the building when fire drills or evacuations occur to ensure all have exited the BCC. Fire drills are held annually and facilitated by the Everett Area Volunteer Fire Company.

- An MOU between ACM and Down River Golf Course establishes a temporary off campus evacuation site should an emergency situation occur. This location will be used as a staging area until further direction is given.

PART IV

Fire Safety

The following STATISTICS for calendar year 2024 were documented and reported to the United States Department of Education in September, 2025.

Fire	On-Campus	Residence Halls	Non-Campus	Public Property
Number of Fires	0	0	0	0
Cause = Intentional *(arson must also be reported in the Crime Report)*	0	0	0	0
Cause = Unintentional	0	0	0	0
Cooking	0	0	0	0
Smoking materials	0	0	0	0
Open Flame	0	0	0	0
Electrical	0	0	0	0
Heating Equipment	0	0	0	0
Hazardous Products	0	0	0	0
Machinery/Industrial	0	0	0	0
Natural	0	0	0	0
Other	0	0	0	0
Cause = Unknown	0	0	0	0
Number of deaths	0	0	0	0
Number of injuries **Requiring treatment at a medical facility*	0	0	0	0
Value of Property Damage - $$	0.00	0.00	0.00	0.00

POLICES & PROCEDURES (FIRE/PREVENTION)

The following [fire-related] POLICIES/PROCEDURES exist at Allegany College of Maryland to promote the safety and well-being of all persons at the institution.

Campus Fire Record and Related Information

- Allegany College of Maryland (via Campus Safety/Special Police) maintains a Fire Record by compiling incident reports generated by Campus Safety/Special Police, local officials, and/or other personnel. Personally identifying and/or protected information shall be redacted as appropriate. Records are available for public inspection (upon request) during normal business hours. Fire Records shall be maintained for at least four years.

- Residence Life maintains a record of all fire alarms in Willowbrook Woods.

- Allegany College of Maryland publishes Emergency Procedures that includes specific information about maintenance/utility failures, notifying/reporting emergencies, suspicious behavior, crime or criminal behavior, fire, civil disturbance or demonstration, medical health emergencies, weather emergencies, hazardous material emergencies, hostage/barricade/active shooter, bomb threat, and evacuation/lockdown procedures. This information is located on Campus Safety/Special Police website.

- Fire panels in all Cumberland campus buildings are maintained by West Security.

- Fire alarm testing is conducted on the main Cumberland campus (different buildings/systems) and in Willowbrook Woods by the contracted vendor with support from Campus Safety/Special Police and Physical Plant. personnel. When fire alarms are tested, notice is provided to faculty/staff so they know there is no fire and not to evacuate.

- Fire drills conducted on the main campus: 2.

Bedford County Campus

Education /Training

- The Bedford County Campus Management Committee provides safety training programs at the campus.

- A fire drill held in 2025 was facilitated by the Everett Area Volunteer Fire Company.

- Evacuation procedures are shared via email with faculty and staff. Fire safety procedures are discussed during new student orientation. Staff and faculty annually receive emergency procedures manual that describes response methods and practices.

Persons/Organizations to whom Fires must be Reported

- 911
- David Lancaster, Director of Campus Safety/Special Police
- Adam Phipps, Director of Physical Plant
- Administrators, faculty, and staff as necessary or needed

Student Housing Fire Safety Systems

- Allegany College of Maryland offers student housing, Willowbrook Woods, for up to 228 residents in a garden-style apartment complex organized into 5 buildings of 3 floors with 4 apartments per floor and a Clubhouse. Each floor has a fire alarm pull station. Each apartment is fully equipped with smoke detectors, sprinklers, and a fire extinguisher. During summer 2018, the bedroom smoke detectors were all upgraded to 10-year sealed lithium battery tamper proof alarms. Alarms on the bedroom hallways are hard-wired to the fire panel ("fire dialers") for each building with direct connection to local 911 – effective summer 2019. Tampering with fire safety equipment is a serious violation of the Code of Student Conduct. Additionally, Willowbrook Woods was serviced by Johnson Controls, Inc. which installed new equipment in summer 2019.

- Fire extinguishers are tested each summer by Residence Life staff; if used during the year, they are immediately refilled.

- Other safety systems include 5 Resident Assistants who conduct regular, nightly rounds, a professional staff member on-call during non-business hours, Gatehouse Security, and walking Security during the overnight hours as needed.

- Fire Watch by Campus Safety/Special Police as needed.

- In January 2020, Campus Safety/Special Police, the operational unit charged with campus-wide fire safety, created a new document to be completed by CS/SP personnel in the event of any fire or fire alarm activation: "Fire Alarm Guideline Sheet"; this form is designed to assist with consistent actions and data collection/reporting for all fire safety incidents. Its use has been extremely helpful in Willowbrook Woods.

- All residents are provided the contact information for essential safety personnel and are given critical fire safety information during the mandatory one-day Orientation for all new residents at the start of each semester. All residents are provided a list of prohibited items which includes electrical appliances as noted below and other items which pose risk of fire safety (eg., gasoline powered items, smoking devices, grills, live Christmas trees, fireworks, oil lamps, combustible/flammable liquids, and candles/ incense. Finally, the local Fire Marshall inspects Willowbrook Woods each summer prior to the residents' late August arrival.

Student Housing Fire Safety Policies/Rules

Health & Safety Inspections

- Willowbrook Woods Residence Life Staff conducts periodic Residence Life Staff conduct periodic health and safety inspections; these inspections are conducted by Building and are always announced in advance. Additional inspections are conducted at Thanksgiving, Winter Break, Easter Break, and the end of Spring Semester. The purpose of the inspections is to prevent or correct conditions which can be dangerous to the welfare of residents, guests, and staff. Staff will be looking for signs of vermin/pests, fire/safety hazards, contraband, and the like.

Fire Drills

- Willowbrook Woods' Residence Life Staff notifies residents that it will conduct fire drills that includes all 5 buildings at least once each semester. These staff members are trained in the fire drill procedures, and the Housing Guide issued to all residents provides detailed information about fire drills & fire emergencies including mandatory evacuations, where residents meet (by building), minimum distance requirements, staying out of parking lots, and not interfering with rescue personnel. Fire drills are planned for days/times when the most residents will be in their building to maximize this important practice for a real fire. Any resident who refuses to evacuate during a fire drill faces prompt disciplinary action under the Code of Student Conduct.

Portable Electrical Appliances

- Willowbrook Woods bans the following electrical items: space heaters, appliances with exposed heating elements, immersion coils, halogen lamps, and sun lamps.

Smoking

- Effective August 19, 2013 and pursuant to a campus-wide policy, Willowbrook Woods does not permit smoking on any housing property (or Allegany College of Maryland property). Smoking devices such as hookahs and e-cigarettes/vaping are also prohibited.

Open Flame

- Willowbrook Woods does not permit open flames of any kind in any location. As noted above, grills, fireworks, candles/incense are prohibited. (However, candles for designated religious purposes are permitted for limited times/locations with prior approval by the Residence Life Director.)

- The Reflection Room which satisfies Maryland law (effective 7/1/23) to provide private space for students to engage in religious/spiritual practices does not permit open flames. In compliance with the College's non-discrimination statement and policy, residents who have a bona fide need that cannot be met using the Reflection Room

may submit a written request for an exception. Limited, reasonable requests with fire safety precautions may be approved where appropriate.

Evacuation Procedures

- In event of an uncontained fire or a fire drill, the Area Coordinator, Security, and Resident Assistants follow the following procedures:

1. Determine the location/severity of the fire.
2. Pull the fire alarm in the affected building.
3. Call 911.
4. Notify Gatehouse Security that 911 is called and why.
5. Initiate emergency contact list.
6. Assist with evacuating the affected building and assist staff ("pound" on each door, direct all students outside, close any doors left open).
7. Direct residents away from the affected building to the pre-designated locations.
8. Account for all residents [and guests] in the affected building.
9. Keep students away from parking lots.
10. Keep students from re-entering the building until fire officials have cleared the building.

Fire Alarms

- The new system installed in 2019 has a much higher sensitivity, so the alarms sound with much greater frequency in Fall 2019 and Spring 2020. Residence Life staff and Campus Safety/Special police coordinate full evacuation of the entire building until Cumberland Fire Department arrives on scene to secure the building and determine the cause of the alarm. Only CFD is authorized to reset the alarm panel after it sounds. Given the high volume of alarms in 2020 (no fires) with various causes including smoking, unattended cooking, and detached smoke detectors, CFD and ACM personnel met to determine if/when students would be subject to any adverse action by the Fire Marshall in addition to College action under the Code of Student Conduct. Each apartment would be issued one warning by the Fire Marshall; subsequent student caused "false alarms" would result in CFD fines in addition to College penalties. Institutionally, the automatic fine list was updated to reflect the fines for various fire-safety violations. Upon the issuance of multiple fines, the incidence of false fire alarms reduced. Due to Covid with lower occupancy and no guests permitted in Willowbrook Woods in FY22, but guests are permitted again in FY23.

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

REGISTERED SEX OFFENDER COMPLIANCE FORM

Form Purpose
The purpose of this form is to inform Registered Sex Offenders of their compliance obligations at Allegany College of Maryland and to provide information to the College that is necessary to preserve safety for students, employees, and campus visitors.

Directions: Read this form and relevant policies. Submit completed form to Campus Safety/Special Police no less than 5 business days before the requested activity begins. Monitor your email for a response by Campus Safety/Special Police and/or the Chief Compliance, Student & Legal Affairs Officer. Incomplete forms (this sheet + the written narrative) will be denied.

Relevant College Policies
(See https://www.allegany.edu/student-and-legal-affairs/student-discipline.html https://www.allegany.edu/legal-information/index.html)
Code of Student Conduct (all provisions) applies to every enrolled credit student.
Code of Student Conduct provisions specific to Registered Sex Offenders #VII.A.10, #VII.G.1, #VII.G.2, #VII.G.3
Safety Risk Policy applies to all non-credit students and campus visitors.
Youth Protection Policy applies to anyone present on any College property or participating in any College program/activity.

Laws / Court:
NOTE: All registered sex offenders are required to comply with the law(s) of their offenses, Maryland sex offender registry laws, conditions of parole, conditions of probation, and/or any other conditions ordered by an authorized court official. It is the responsibility of each registered sex offender to know and satisfy all legal requirements and restrictions. The College may impose reasonable restrictions to minimize the risk of violations or harm to others.

Your Full Name: _____

Email*: _____ Phone: _____
*For documentation, communication will be in writing. It is your responsibility to provide a current email and to regularly monitor that email account while affiliated with ACM.

Where were you originally designated a Registered Sex Offender (city/state)? _____
Are you currently under any court supervision such as pre-trial release, probation, or parole? No / Yes
›› If yes, provide the supervisor's name and phone number: _____
Do you have any restrictions such as no contact with minors? No / Yes ›› If yes, explain in writing (via email or attached letter)
What is your requested ACM activity?

- ○ Credit Class(es)
- ○ Non-Credit Class(es)
- ○ Adult Basic Education
- ○ WEX
- ○ Health Services
  eg., dental hygiene clinic, massage therapy clinic, NMWC event, blood drive
- ○ Use Athletic Facilities / Personal Fitness
- ○ Use Athletic Facilities / Organized Sport
- ○ Art / Theater production
- ○ Other: Specify in the narrative
- ○ Volunteer: Specify in the narrative
  ACM Volunteers must complete paperwork in HR + undergo a background check.

Name of Requested Activity: _____

Start Date: ____/____/____ @ Time: ____: ____ am / pm ›› End Date: ____/____/____ @ Time: ____: ____ am / pm

Location of Requested Activity: _____
Description of Activity ›› Provide a narrative in writing (via email or attached letter)

I certify that I am aware of my court orders and registry requirements including any restrictions. I certify that I am currently fully compliant with all. I understand that it is my responsibility to ensure that I am are fully compliant with court orders and registry requirements including any restrictions and with College requirements while on College property and/or participating in any College program/activity. I understand that I do not have a right to be on College property and/or to participate in any College program/activity if my presence or actions present a danger to any other person; I may be denied access – in whole or in part. I understand that if I violate any court orders, registry requirements, restrictions, and/or College requirements OR if I violate standards of conduct or engage in actions which endanger others, I may be immediately removed from College property or the activity.

_____ ____/____/____
Signature *Date*

OFFICE USE ONLY
Form received on ____/____/____ *by* _____ *(initials)* Form reviewed on ____/____/____ *by* _____ *(initials)*
In consultation with _____

Action:
[ ] Activity is Approved as submitted.
[ ] Activity is Approved with modifications which will be provided in writing to the Submitter.
[ ] Activity is Denied with an explanation provided in writing to the Submitter, who may either (a) request reconsideration by providing supplemental information to address the reasons for the denial ***or*** (b) appeal the denial to the College President.

Allegany College of Maryland

STUDENT & LEGAL AFFAIRS

HAZING POLICY: CAMPUS HAZING TRANSPARENCY REPORT

Background/Purpose: Allegany College of Maryland has always prohibited misconduct by students in its Code of Student Conduct which also specifically prohibits hazing. All students are required to follow local, state, and federal laws. ACM Athletics' Standards of Excellence prohibits behaviors that would constitute hazing. The College does not have student organizations such as fraternities/sororities and marching bands where hazing can occur at larger institutions. Maryland has an anti-hazing law with which the College is compliant. On 12/24/24, President Biden signed into law the **Stop Campus Hazing Act** which is effective 6/1/25. This law defines hazing, prohibits specific acts, adds Clery Crime reporting elements, creates a new stand-alone report (Campus Hazing Transparency Report), and requires education. Compliance with the law is tied to federal funding. The College's Hazing Policy was approved by the Board of Trustees on 5/12/25.

In accordance with the **Stop Campus Hazing Act** and Allegany College of Maryland's **Hazing Policy** , this **Campus Hazing Transparency Report** documents reported hazing incidents involving established or recognized student organizations, provides the federally mandated data points, is updated twice annually (June and December), is maintained for five years, and is posted to the College's website: https://www.allegany.edu/student-and-legal-affairs/student-discipline.html . No personally identifiable information shall be reported.

2025-2026 Academic Year

Reporting Period: July 2025 – December 2025

» Total number of incidents reported = **0**

Name of Student Organization	n/a
Description of Violation	n/a
Date of Incident	n/a
Date Investigation Initiated	n/a
Date Investigation Completed	n/a
Finding	n/a
Date of Notification to Organization	n/a

Reporting Period: January 2026 – June 2026

» Total number of incidents reported = **0**

Name of Student Organization	n/a
Description of Violation	n/a
Date of Incident	n/a
Date Investigation Initiated	n/a
Date Investigation Completed	n/a
Finding	n/a
Date of Notification to Organization	n/a