



Lincoln Culinary Institute Annual Security and Fire Report for 2015 Published in the Year 2016



This information is provided in compliance with State and Federal Law, and the *Clery Act* specifically.

CONTENTS

	Page
Introduction	4
Department of Campus Safety Authority and Jurisdiction	5
Security Awareness and Crime Prevention	6
Escort Service	7
Police Substation	7
Campus Surveillance/Camera System	7
Facility Surveys	8
Personal Safety Responsibilities	8
Security Card Access	9
Reporting Crimes and Suspicious Activities	10
Confidential Crime Reporting	12
Hate Crime Reporting	12
Daily Crime Log	12
Crime Alerts and Timely Warnings	12
Notification of Immediate Threat	13
Campus Emergency Response and Evacuation	13
Missing Person Notification	14
Alcohol and Drug Policy	14
Arrest and Prosecution	15
Sexual Violence Policy	16
Sexual Assault	16
Sexual Assault Prevention	17
Sexual Violence-Immediate Action	18
Sexual Assault Resources-On Campus	19
Reporting a Sexual Assault	20
On-Campus Sexual Assault Reporting	20
Importance of Reporting Sexual Assault	21

Victims Bill of Rights	22
Preventing Domestic Violence, Dating Violence, Sexual Assault and Stalking	22
Title IX Coordinator	23
Restraining Orders	23
The Federal Campus Sex Crimes Prevention Act/Sex Offender Registry	24
Preparing the Annual Disclosure of Crimes Act	24
Off Campus Crime	25
Crime Report Statistics January 2013 through December 2015	26
Crime Definitions	29
Annual Fire Safety Report	33
Fire Definitions	34
Fire Log	35
Fire System	35
Fire Suppression and Extinguishing Systems	35
Fire Evacuation Procedures	36
Other Potential Fire Hazards	36
Smoking	38
Fire Education Training	38
Statistics and Information Regarding Fires in Residence Halls (1/1/2013-12-31-2015)	39

INTRODUCTION:

The Lincoln Education Center- Main Campus located at 85 Sigourney Street, Hartford Ct., is home to a two schools that fall under the Lincoln Technical Institute umbrella. The Lincoln Technical Institute schools are the Lincoln Culinary Institute- Hartford (main campus) and the Lincoln Technical Institute. The Lincoln Culinary Institute and the Lincoln Technical Institute are post-secondary technical schools. The Hartford campus is located in an urban setting adjacent to the world headquarters of Aetna Insurance Company, in downtown Hartford. Many restaurants, cafes, clubs, museums, and other forms of recreation are within walking distance.

As an institution of higher education, Lincoln Technical Institute (Lincoln Culinary Institute) is committed to providing an environment conducive to learning. The safety of the campus community is a critical component supporting the Institute's educational mission. In that no campus can be entirely free of crime, the Lincoln Culinary Institute Department of Campus Safety was established to serve the campus in fulfilling its' academic mission.

The Lincoln Technical Institute (Lincoln Culinary Institute) has also established a series of policies and procedures relating to campus fire safety and security. Such policies are designed to ensure that members of the campus community are fully aware of campus safety considerations and can take action to prevent and to report illegal or inappropriate activities. The Lincoln Technical Institute (Lincoln Culinary Institute) expressly reserves the right to modify or adopt additional policies or procedures at any time without notice.

The Lincoln Technical Institute-Hartford Campus prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the Lincoln Technical Institute-Hartford Campus; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies that address alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic violence stalking offenses and other matters. This report is available on line at: http://www.lincolnedu.com/download/consumer/Hartford_HS_ASR.pdf

It is prepared in cooperation with local law enforcement agencies and the Office of Residence Life, Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Lincoln Technical Institute Department of Campus Safety, designated campus officials and local law enforcement agencies.

Each year, an email notification is made to all enrolled students, faculty and staff. This notification provides information on how to access the Annual Security Report online. All Lincoln Technical Institute employees and students receive an email notification regarding how to access this report.

Copies of this report may also be obtained at the Department of Campus Safety located at the Lincoln Education Center main lobby, 85 Sigourney Street, Hartford Ct., or by calling (860)895-6111. All prospective employees may obtain a copy from the Human Resources Office also located at the 85 Sigourney Street, Hartford Ct.



Campus Safety

Statement of Policy for Addressing Department of Campus Safety Authority and Jurisdiction:

The Lincoln Technical Institute Department of Campus Safety (DCS) is administered by the Office of the Campus President-Lincoln Culinary Institute. Operations are directed by the Director of Campus Safety. The DCS is responsible for the enforcement of federal, state, and local laws as well as school policy. Although the Lincoln Technical Institute DCS is responsible for campus safety and security programs, all campus facilities are under the jurisdiction of the local Police Departments, which are ultimately responsible for the safety of all persons within the City of Hartford.

Campus safety officers help to provide a safe environment that promotes the learning experience and supports the institute's mission. DCS employs full-time, non-commissioned, professional campus safety officers. Officers are uniformed, trained, certified and equipped with OC Spray, Batons, and Handcuffs, and have citizen arrest authority. Contract services for special events and additional coverage are made with off-duty police officers or from additional campus safety officers employed at other Lincoln campuses.

The DCS is responsible for first response to all emergency situations until assistance is available by the local police, fire, or emergency medical service. DCS maintains a close working relationship with the local police departments, state and federal law enforcement agencies, and all appropriate elements of the criminal justice system. The Department of Campus Safety office is centrally located on the first floor by the main entrance at the Hartford Campus. Campus Safety Officers are available all day, every day. They can be reached by dialing (860)895-6111 at the Hartford Campus from any on-campus or off-campus phone. The Hartford Campus also has emergency Blue Phones strategically located throughout the campus which provide a direct connection to the Department of Campus Safety.

Some of the additional support services provided to the campus community by DCS include:

- emergency medical assistance;
- routine security surveillance and safety inspections;
- investigation of reported incidents and suspicious activities;
- escort services within and near the campus;
- preparing reports to appropriate school and civil authorities;
- monitoring security, fire, and building-mechanical alarm systems;
- secure and unlock buildings/rooms according to schedules;
- monitoring the campus digital camera surveillance system;
- enforcement of campus parking regulations;
- assisting law enforcement agencies with respect to local, state and federal law;
- maintaining the campus card access/ID system.

Statement of Policy for Addressing Security Awareness and Crime Prevention Programs:

The Lincoln Technical Institute-Hartford Campus Safety Department takes a proactive rather than a reactive approach to crime. The Lincoln Technical (Culinary) Institute's crime prevention effort is based upon the complimentary principles of eliminating or minimizing criminal opportunities, and encouraging students and employees to take responsibility for their own safety by providing them with information and training. Individuals are urged to act responsibly and to take sensible precautions to protect themselves and their possessions.

The Lincoln Technical (Culinary) Institute's Campus Safety Department believes that through crime prevention and safety awareness education, community members are better prepared to prevent crime and to respond if crime does occur. During New Student Orientation, typically held in January, April, July, August, September and October all students and their parents are informed of resources offered by the Campus Safety Department. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. Participants learn about crime on campus and in the surrounding community.

They also learn ways to prevent crime by reducing the risks that they face, maintain facility security and recognizing and reporting suspicious activity. These awareness programs provide students and employees with information on campus security procedures and practices and encourage them to be responsible for their own security and the security of others. Periodically, during the academic year, the Lincoln Education Center Department of Campus Safety, in cooperation with other campus organizations and departments such as the Office of Residence Life, and the Education Department presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), theft, and vandalism.

Some of these awareness programs are Operation Identification, Alcohol Awareness Luau, Campus Safety/a Campus Partnership, Sexual Assault Educational Programs, and theater group presentations covering important social, family and personal issues such as drugs, alcohol, sexuality, domestic violence, dating violence, stalking, AIDS, depression, suicide, discrimination, hate crimes and physical/mental and sexual abuse.



Theater Group training presentation at orientation

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and be an active bystander. Information is disseminated to students and employees through residence hall dorm talks, crime prevention posters, security alerts, displays, videos and the campus safety officer adopt-a-hall program.

In order for a crime to occur, three conditions have to be satisfied. First, the desire to commit the crime must exist. Second, the criminal must have the means or tools with which to commit the crime. Finally, the criminal must have the opportunity to carry out the act. As individuals, we cannot change the desire or means to commit crime readily and easily. However, we can greatly reduce or eliminate the opportunity to commit crime by practicing sound crime prevention techniques.

Programs include: personal safety (on and off campus), property protection including Operation

Identification, Lock your door, fire safety, parking, the adopt-a-hall campus safety initiative, and a discussion of Campus Safety Department services. The number and frequency of programs vary from year to year depending upon student concerns, involvement, and current trends in crime. In addition, representatives from the Campus Safety Department address security and safety issues at all orientation sessions with parents and students in attendance. Printed brochures addressing safety and security topics are available to members of the campus community. For information related to these and all other services, please call 860-895-6111.

Campus Safety Escort Service:

The Department of Campus Safety also offers a security escort service. Students, staff and faculty may request a Campus Safety Officer to accompany them to their vehicles 24 hours a day. Requests are generally provided within 5-10 minutes of a telephone request by dialing (860)895-6111 at the Hartford Campus. This is available to all students, employees and their guests.

Hartford Police Sub-Station:

The Lincoln Education Center located at 85 Sigourney Street, Hartford Ct., is also the home of the Hartford Police Department Area #4, West End and Asylum Hill Police Substation. The substation is located on the first floor of the Lincoln Education Center and is where the Area #4 Commander and area Sergeant maintain offices.



On Campus Hartford Police Substation



Additionally, the patrol officers working the area four section of the city constantly stop into the substation to prepare reports as well as complete other patrol related functions. Therefore there is an around the clock police presence at the property. The substation is another example of the Lincoln Education Center's commitment to maintaining a partnership with the police department as well as fostering an excellent relationship with the Asylum Hill community.

Camera Surveillance System:

The Lincoln Education Center-Hartford Campus seeks to enhance public safety and security by utilizing security cameras in a professional and ethical manner consistent with the legal rights of privacy. The campus has a state of the art Camera Surveillance System that records 24 hours a day. Cameras have been strategically positioned inside the facility as well as on the exterior. Residential and classroom hallways, card access entrance doors and parking lots are viewed by the camera system.

Maintenance of Facilities and Facility Surveys:

The campus administration is mindful of security needs in the daily operation of campus facilities, particularly as they relate to residential areas. Lincoln Technical Institute maintains a very strong commitment to campus safety and security. Adequate exterior lighting is an important part of this commitment. Campus Safety Officers are required to report hazardous conditions during the course

of their routine patrols. All inoperative lights, malfunctioning emergency phones, and other hazardous conditions are reported immediately and are given the highest priority when repairs are needed. The Lincoln Education Center-Hartford Campus also has a safety committee that meets regularly to discuss health and safety concerns in the community as well as safety educational programs.

Facilities Management personnel are authorized to perform support services to all campus facilities and grounds, including the residence hall. They regularly clean, inspect, and make repairs that maintain the safety and security of campus buildings. Work orders document staff assignments and key use. All contractors and service vendors on both campuses must be authorized through the Facilities Management Department. Facilities Management is responsible for documentation of vendor assignments. The Department of Campus Safety provides keys and access cards to vendors only as requested by Facilities Management. Facilities Management emergency maintenance service is available by calling the Department of Campus Safety at (860)895-6111.

Again, Lincoln Technical-(Culinary) Institute's Campus Safety Officers routinely patrol the campus on foot or vehicle. Buildings, parking lots, and grounds are monitored for lighting, door security, and other security systems. Custodial and maintenance staff also inspects facilities at the campus.

Individual Personal Safety Responsibility:

Applying common sense to safety decisions helps ensure personal safety. However, a truly safe campus can only be achieved through knowledge and the cooperation of all students, faculty, staff and guests. Everyone must take responsibility for their own personal safety and the security of their belongings.

What YOU can do
As individuals, we cannot change the desire or ability to commit crime readily and easily.

However, **we can** greatly reduce or eliminate the **opportunity** to commit crime by practicing sound crime prevention techniques by:

- reporting suspicious activity
- locking room doors
- securing valuables

By observing the above practices, we eliminate the opportunity and therefore, a crime cannot occur.

Theft-Eliminate Opportunity training

The cooperation, involvement, and personal support of students, faculty, and staff are crucial to the success of a campus safety program. Each person must assume responsibility for his/her own personal safety and the security of their belongings by taking simple, common sense precautions. Awareness of the environment and surroundings is the best place to start. Again, we ask that all members of the campus community observe the following practices:

1. Never prop doors open
2. Lock your room or office door, even if you're leaving for a short period of time.
3. Ask persons unknown to you to identify themselves before allowing them access to a building, office, or room.
4. Always carry your keys and access cards and never loan them to others. Report lost or stolen keys immediately.
5. Never leave valuables in plain view or unattended.
6. Use the campus escort service at night, particularly when traveling alone.
7. Park cars in well-lit areas and keep them locked at all times. Valuables should be removed from the vehicle.

8. Report suspicious-looking individuals or activities to the Public Safety Department immediately.

Identity Card Access:

A card access system controls entry to the Lincoln Technical Institute, (Lincoln Culinary Institute), academic and resident buildings. Residents and other authorized persons are issued cards by the Department of Campus Safety. Access to the residence halls/academic building is limited according to cardholder need. Cards that are reported lost or stolen are deactivated and will no longer work on the system. Cardholders must never loan their card out, allow in “tailgaters” to access the buildings, nor prop doors open.

While campus facilities are private and intended primarily for the use of Lincoln Technical Institute, (Lincoln Culinary Institute), students, employees, alumni, contractors, and invited guests, campus grounds and facilities may be open and accessible to the public. Except for the residence halls, most campus facilities are accessible during normal business hours. After hours, access to campus facilities is by key or card access or by request to the Department of Campus Safety. All special events use of any campus facility after hours must be scheduled through the Hartford Campus Facilities Management Department at (860)895-6100.

The Lincoln Technical (Culinary) Institute-Hartford Campus provides co-ed campus housing for single students. The Hartford campus has one main residence hall which houses approximately 530 residents and five apartment building style residence halls which can house approximately 153 residents. The campus has a live-in Director of Residence Life, Assistant Director of Residence Life and Resident Assistants that serve the residential community. At least one professional Residence Life Administrator is on-call after hours. Procedures for assisting a student being locked out of their room have been established with the Departments of Residence Life and Campus Safety. Unapproved door-to-door soliciting or distribution of materials is NOT allowed. Complete information and policies are published in the Lincoln Education Center Resident and Commuter Handbook.

Each residential room hallway door has a keyed lock or card access system; the effectiveness of these systems is dependent upon the residents keeping doors locked. The exterior doors of all residence halls are controlled by a card access system. The card access system consists of an electronic card reader and individual access cards issued to each resident. Cards are programmed only to work at the building entrances appropriate for each student. While the access card is electronically monitored, the effectiveness of the system is dependent upon the residents reporting lost access cards, not holding the doors open for others, and not allowing people they do not know to follow them into the building.

Students are housed in the main campus building located at 85 Sigourney Street or in one of five Imlay Street apartments. The Imlay Street Apartments have individual bedrooms that are contained within a suite. These residences are similar to apartment-style housing in that all suites and apartments open to a common hallway. The exterior doors are locked at all times and are controlled by a card access system. Residents are issued keys to their bedroom and apartment as well as access cards to their respective buildings.

The main campus building located at 85 Sigourney Street has individual rooms with a private bathroom. Individual room doors and the building entrance doors are controlled by card access. All rooms open to a common hallway.

With the exception of the winter break, all residential areas remain open during the academic year. During winter break (generally December 23-January 2); access to the residential areas is temporarily disabled and residents are not able to access any campus building. Campus Safety coverage is maintained throughout the winter break.

Statement of Policy Addressing General Procedures for Reporting Crimes or Suspicious Activity:

The Lincoln Technical Institute, (Lincoln Culinary Institute), strongly encourages the accurate and prompt reporting of all crimes, especially those on or near campus, to local law enforcement and the institution. Accurate and prompt crime reports allow the Department of Campus Safety, the Police and others to effectively track crimes patterns and alert the community. The Institution's Campus Safety Officers are NOT sworn police officers. Campus Safety Officers can assist crime victims in making a police report.

Students, faculty, staff, and guests of the campus are encouraged to immediately report emergencies and criminal activity to the Department of Campus Safety or the Hartford Police Departments (911). The sooner crime is reported, the better the chances of campus safety or local police being able to solve the crime. You can reach the Department of Campus Safety by calling 9-(860)895-6111 at the Hartford Campus from any on-campus phone or (860)895-6111 from any off-campus or cell phone. You may also use one of the many emergency phones located on campus. When using a cell phone, please remember that dialing 911 will reach the Connecticut State Police who then must transfer the call to Hartford Police Department. The Campus Safety Department recommends pre-programming of cell phones with the Lincoln Technical Institute-(Culinary Institute) Department of Campus Safety phone number (860)895-6111. These numbers are answered all day, every day.

Campus Safety Officers are available 24 hours a day, 7 days a week, to answer your call. Campus Safety Officers respond to all requests for service and will investigate and/or contact local police to investigate all crimes on campus. Campus Safety or Police generally take the information and develop other information through investigation, as they attempt to solve the crime. You, as members of the campus community, are a vital link to the solution of crime through your observation and eyewitness account. You also can assist in the recovery of stolen property by insuring that you mark your property with some type of an identifier and maintain records of serial and model numbers. Public Safety or Police can help you recover stolen items if you get involved with our Operation Identification program. The Department of Campus Safety will also assist students in notifying other police organizations or jurisdictions in reporting incidents. You can also stop by the Campus Safety Department located in the main lobby of 85 Sigourney Street.

The on-duty campus safety officer, will notify additional campus safety officer(s) and call 911 as appropriate. The campus safety officer will respond, assist any victim, and prepare appropriate reports and other documentation for follow-up. The campus safety office can also assist crime victims in reporting a crime to the Hartford Police Department.

NOTE: while Campus Safety will alert police to reported crimes, only the victim can file an official report with the police department.

In addition to the Department of Campus Safety, Hartford Police, crimes of sexual violence may also be reported directly to the following college-designated individuals:

1. Campus President-Lincoln Culinary Institute, Hartford Campus (860) 895-6100 x46801
2. Director of Education-Lincoln Culinary Institute, Hartford Campus (860) 668-3515 x46895
3. Department of Residential Life, Hartford Campus (860)895-6100 x66805
4. Student Services Coordinator (860)895-6100 x46831

As an added security measure, three emergency "HELP" phones are located at strategic points on campus and six emergency phones located in residential common areas. The three emergency phones are easily identified by their blue boxes topped with blue lights and the residential common area emergency phones are red and are centrally located on residential floors of the main campus building. When the red emergency button is pushed on the blue phones or the red phones are simply removed from the cradle, the caller is in immediate contact with the campus safety. In addition to providing voice contact with a campus safety officer, Blue Light HELP phones and red residential emergency phones also enables the campus safety officer answering the phone to pinpoint the caller's location.



Emergency phone

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State your location;
- State briefly the nature of your call. If possible, stay on the line unless otherwise advised by the campus safety officer. If assistance is required from off campus, the campus safety will summon the appropriate police, fire and/or medical service.

To report a crime that occurs at an off-campus location, contact the appropriate local police department. In the case of an emergency it is always best to dial 911 and follow the procedures outlined above. For the purpose of reporting a crime to the Hartford Police Department we include the business numbers for that department, as well as other Lincoln Technical Institute-(Culinary)-Hartford Campus contacts below:

Campus Safety staff can be reached at (860)895-6111 and will assist students with notification to local police agencies if requested.

EMERGENCY dial 911

Director of Campus Safety (860)895-6111 Ext. 47028

Ct. Sexual Assault Crisis Services, Inc. 96 Pitkin Street, East Hartford, 06108 Phone: (860)-282-9881

Hartford Police Department - 253 High Street, Hartford CT, 06103, Phone: (860)-757-4350

CONFIDENTIAL CRIME REPORTING PROCEDURES:

The Campus Safety Department accepts voluntary, confidential reports from victims of or witnesses to criminal activity. Also accepted are voluntary reports from individuals who wish to remain anonymous. Staff and faculty members who have significant responsibility for student life activities, have been made aware of the option of confidential and anonymous reporting and have been asked to encourage students to make use of this format for filing reports when appropriate.

Anonymous reports can be made by calling the Director of Campus Safety at (860)895-6111, ext. #47028, you can leave a message or speak with the Director if he is available. If you are the victim of a crime and do not want to pursue action within the campus or criminal justice systems, you should still consider making a confidential report. With your permission, the Director of Campus Safety, or designee, may file a report that documents the details of your incident without revealing your identity. With this information, the institute can keep accurate records of incidents and better identify crime trends. Reports filed in this matter are counted and disclosed in the annual crime statistics for the institution.



Hate Does Not Have a Home Here

Hate Crime Reporting

Federal law also requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability. The revised regulation adds the crimes of larceny theft, simple assault, intimidation, and destruction/damage/ vandalism of property to the list of crimes that must be reported in hate crime statistics.

DAILY CRIME LOG:

The Department of Campus Safety maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime and the disposition of the complaint if known. Entries or updates within two business days may be withheld if the information is protected by statute, if there is a danger to the victim or a need to keep the investigation confidential. If there is reason to believe that release of information will result in the perpetrator leaving the area or that evidence will be destroyed, information may be withheld until the jeopardy no longer exists. The daily log is open to public inspection at the Department of Campus Safety for the most recent 60-day period. Data more than 60 days old will be made available within two business days of a request for public inspection. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. All records required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act will be retained for a period of three years following the publication of the last annual campus security report to which they apply.

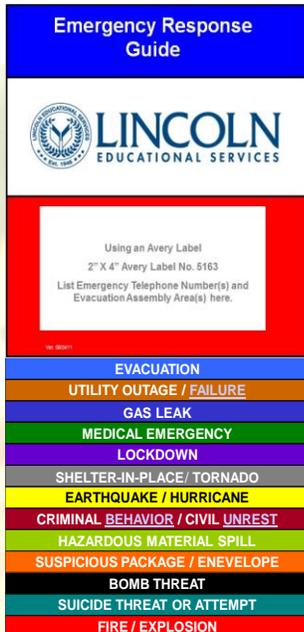
CRIME ALERTS (TIMELY WARNINGS):

Crime Alerts, also known as “timely warnings,” are used to inform the campus community of security issues and campus crimes that, in the judgment of the Director of Campus Safety or his designee, constitute an ongoing or continuing threat. Crime alerts may be distributed selectively, to an effected group or region of the campus, or to the entire campus as circumstances warrant. Crime Alerts may be distributed via email, and posted in designated high pedestrian traffic areas on campus.

Anyone with information warranting a Crime Alert should immediately contact the Department of Campus Safety by phone or in person at the Campus Safety Department located off of the main lobby of 85 Sigourney Street building. The DCS officers can be reached by dialing 46838 at the Hartford Campus from any on-campus phone or (860)895-6111 from any off-campus phone. These numbers are answered all day, every day.

Notification of an Immediate Threat

In the event of a serious incident that poses an immediate threat to members of the Lincoln Technical Institute, (Lincoln Culinary Institute), campus community, the Institute has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Hartford campus community. These methods of communication include building public address system, network emails, hand held public address systems, telephone calling trees and the Linc-Alert System.



Campus Emergency Response and Evacuation

Department of Campus Safety Officers are trained First Responders and prepared to take action during any emergency situation that may arise on campus. An Emergency Response Management Team is in place to allow immediate response by individuals performing specific roles and functions already predefined.

An Emergency Response Plan has been developed by the Lincoln Technical Institute – (Culinary Institute) along with the Department of Campus Safety as part of our ongoing effort to protect the Lincoln Technical Institute students, faculty, staff and visitors. The development of this plan is based on realistic assessment of potential incidents that could affect our community and our capabilities to react to those situations. The Emergency Response Guide can be viewed at: http://www.lincolnedu.com/download/consumer/HS_ERP.pdf or by simply clicking on the guide at the left

The Lincoln Technical Institute Emergency Notification System-(LINC ALERT), permits the simultaneous distribution of broadcast emails and text messages. The system is used to distribute emergency notifications in situations where a clear and active (e.g. in progress) threat or emergency exists, that impacts the community where it is recommended that the recipients take some sort of action in response to the active threat or emergency. The LINC Alert System is tested periodically throughout the year. All members of the Lincoln Technical Institute community are encouraged to participate in the LINC-ALERT program and reminded to update their contact information.

Evacuations

Instructions to evacuate will be issued by Department of Campus Safety, Police, and other First Responders or Campus Administrative Officials. Faculty, students and staff are to evacuate quickly, but in a calm orderly fashion to a safe area. If necessary, First Responders will direct to an off campus evacuation/relocation site. Remain calm and assist handicapped persons or those in need. Do not turn off lights and do not lock doors. If you observe something unusual or suspicious, do not touch it and notify First Responders. Remain in a safe area until receiving additional information.

In situations where the Lincoln Technical (Culinary) Institute is forced to evacuate the campus, Campus Safety will notify the public that the campus is CLOSED and traffic will not be allowed to enter. Campus Community notifications will be made through the LINC ALERT System. Other

methods of notification are as follows: local television Channel 3 WFSB Hartford, CT., Channel 22 WWLP Springfield, MA. WTNH New Haven, Ct., Channel 30 NBC WVIT Hartford, Ct., Fox Channel 61 Hartford, CT.

If an emergency occurs on a day and time prior to the start of classes, notification to members of the campus community will occur according to normal weather closing policies and procedures. Additional campus safety personnel will be contacted and assigned to maintain order as they report for duty.

MISSING STUDENT NOTIFICATION PROCEDURES

Students age 18 and above, including emancipated minors, will be provided the opportunity during the registration process to designate an individual to be contacted by campus officials in the event the student is officially reported missing. If the missing student is 18 or older, or an emancipated minor, and has not identified an emergency contact, campus safety will contact the appropriate Police Department. The Lincoln Technical-(Culinary) Institute is required to notify the custodial parent or legal guardian no more than 24hours after a student under the age of 18 is determined to be missing. The Department of Campus Safety will conduct an investigation into the whereabouts of the missing student.

If attempts to locate the person are unsuccessful, the Department of Campus Safety will contact the appropriate Police Department who will take charge of the investigation. The Department of Campus Safety will continue to assist all outside agencies in the investigation as needed. Any questions or concerns regarding a student who is missing or appears to be missing should be referred to the Department of Campus Safety.

ALCOHOL AND DRUG POLICY

The Lincoln Technical Institute- (Culinary Institute)-Hartford Campus, as an academic institution Dedicated to higher learning, condemns the irresponsible use or abuse of alcohol. The Lincoln Technical Institute-Hartford Campus does not allow the possession or consumption of alcoholic beverages on campus. The Lincoln Technical Institute-Hartford Campus abides by Connecticut State law and local ordinances pertaining to the consumption, possession, sale, and distribution of alcoholic beverages.



Alcohol Awareness Program-Alcohol Impairment Goggles

Due to the potentially negative effect on academic performance, health, personal relationships, and safety, the Institute is concerned about alcohol abuse. The Lincoln Technical Institute-Hartford Campus provides alcohol education programs and referrals to off-campus counseling and treatment programs. State and Federal laws as well as the Lincoln Technical Institute-Hartford Campus Student Conduct Code, specifically prohibit the possession, use, storage, or sale of any dangerous, illicit, or illegal drugs not prescribed for an individual's personal use by a licensed physician. Individuals found responsible for violations of the law and/or the Lincoln Technical Institute's alcohol or drug policies will be subject to disciplinary action through the Campus Student Conduct Code Judicial System and may also face criminal charges.

Complete information on the Institute's drug and alcohol policy is found in the Resident Handbook. The following summarizes campus drug and alcohol policy:

1. Underage consumption of alcoholic beverages is a violation of law and school policy.
2. Excessive consumption of alcoholic beverages which result in irresponsible behavior, continued excessive drinking in and of itself, or the possession of alcoholic beverages on campus property contrary to law or campus regulations are violations of the Student Standards of Conduct.
3. Residents of legal age living in campus housing may not have alcohol in their on-campus residence in compliance with the Residence Handbook.
4. Illegal or unauthorized possession, use, sale or distribution of alcohol, narcotics, drugs or other controlled substances, as defined by local, state or federal laws, is prohibited.
5. Violations of the Lincoln Technical, (Lincoln Culinary Institute), alcohol and/or drug policies may result in campus disciplinary action and/or criminal prosecution. The Office of Residence Life provides assistance to students concerning drug and alcohol issues through referrals to outside agencies. Educational programs addressing alcohol and drug-related issues are sponsored by the Office of Residential Life, Human Resources, and Campus Safety.

Additional Information concerning the Lincoln Educational Services Drug Prevention Program can be viewed at the following site:

http://www.lincolnedu.com/download/consumer/Hartford_HS_DAAPP.pdf

ARREST AND PROSECUTION POLICIES

The policy is to inform and assist the local law enforcement agencies in their investigation and prosecution of a known or suspected crime committed on the campus, and to allow the law enforcement authorities to investigate and prosecute the case as they see fit. The Lincoln Technical Institute Department of Campus Safety neither presses nor withdraws charges, which, as a matter of law, can be done only by the prosecutor. It does not attempt to persuade the prosecuting authorities in one direction or the other. However, the Lincoln Technical Institute-(Culinary Institute-Hartford Campus), does maintain the right to file charges against anyone who commits a crime or creates a disruptive situation that is contrary to the good order of the Institute. The policy applies to arrests following campus disruptions as well as to arrests for conventional crimes (such as theft) committed on campus property. The Lincoln Technical Institute generally does not interfere in situations where students are arrested off campus for conventional crimes. Moreover, depending on the nature of the crime, in addition to potential criminal prosecution, the Lincoln Technical Institute-Hartford Campus may move to initiate administrative disciplinary proceedings.

SEXUAL VIOLENCE POLICY

Sexual violence exceeds the bounds of acceptable behavior at the Lincoln Technical Institute, (Lincoln Culinary Institute) and is prohibited. The Institute is committed to maintaining an academic environment free from any form of sexual coercion or violence. While recognizing the wide diversity of backgrounds, cultures, religious beliefs, and experiences of the campus community, the institute holds community members responsible for their actions in accordance with this policy.

Under this policy, sexual violence is any unwelcomed sexual contact (actual or threatened) or penetration to which there has been no consent at the time of the activity.

Safe Sex Bingo

“Lack of consent” means that the person who has alleged the occurrence of sexual violence has not said “yes” to the sexual activity, including instances when she/he is unable to give informed consent. Sexual contact can include, but is not limited to: unwelcome sexual behavior including kissing, and/or intentional touching of another person’s intimate parts (breasts, buttocks, genital area, groin or inner thigh, or the clothing covering these intimate parts), and unwelcome sexual penetration. Sexual violence includes threats of violence, with or without weapons. Sexual penetration includes any sexually intended intrusion, however slight, into any opening of a person’s body, by parts of another person’s body, or any object.



SEXUAL ASSAULT

The Lincoln Technical Institute-(Culinary Institute) Hartford Campus prohibits sexual assault in any form and recognizes that the term “sexual assault” encompasses a wide range of exploitive and violent behaviors that exist on a continuum relative to the severity of the particular behavior. These behaviors include sexual harassment, forced sexual contact, and forced sexual intercourse (rape). These acts not only violate Lincoln Technical Institute policy and the Student Conduct Code prohibiting sexual assault but also violate the criminal laws of the state of Connecticut. Lincoln Technical Institute accepts the following definitions as forms of sexual assault:

Sexual harassment - is defined as deliberate, unsolicited, and/or unwelcome verbal comments, gestures, or physical contact of a sexual nature.

Forced sexual contact is defined as coerced, manipulated, or unwanted touching, directly or through clothing of an intimate part of another person (i.e., the genital area, groin, inner thigh, anus, buttocks, or breasts) that occurs against one’s will, or without one’s consent, including when one is unconscious, intoxicated, or otherwise unable to give consent.

Forced sexual intercourse (rape) is defined as any coerced, manipulated, or unwanted penetration (oral, anal, or vaginal) that occurs against one’s will or without one’s consent, including when one is unconscious, intoxicated, or otherwise unable to give consent. Penetration, however slight, is sufficient; emission of semen is not required. Penetration can be with a penis, finger(s), or object(s). Forced sexual intercourse (or rape) by a date, boyfriend, girlfriend, casual friend, or acquaintance is as much a serious crime as stranger rape. This specific form of sexual assault, called “date/acquaintance rape”, often occurs out of some level of mutually consensual sexual activity. If at some point the person stops consenting, and if penetration occurs, it then becomes forced sexual intercourse (or rape).

Connecticut State Law and the Student Conduct Code

Forced sexual contact and forced intercourse (rape) constitute sexual assault and are serious crimes under Connecticut law. These crimes are punishable by imprisonment in jail, probation, a criminal record, and/or a monetary fine. The maximum penalty for conviction of sexual assault is a period of imprisonment not to exceed 20 years. The Lincoln Technical Institute-Hartford Campus Student Conduct Code specifically prohibits sexual assault in all forms as defined above. Sexual assault can result in the involvement of law enforcement officials and severe sanctions under the Lincoln

Technical Institute – Hartford Campus Student Conduct/Judicial Code, including suspension or expulsion from the Institute. The Lincoln Technical Institute-(Culinary Institute) Student Conduct Code in no manner, stated or implied, intends to protect or shield students from their responsibilities under local, state, or federal laws. Therefore, a student may be held accountable under both systems. This, in fact, is not double jeopardy.

Women – Ways to Prevent Sexual Assault:

Be assertive and speak firmly: Many women have difficulty confronting coercive behavior because they have been socialized to be “polite,” but others may ignore or misunderstand “nice” or “polite” approaches. Be forceful. Say something like, “Stop this, I’m not enjoying it.” If you do not want to be touched, say so. If someone does not respect this, you always have the right to leave. Remember: communicate your feelings.

Trust your intuition: If you feel uncomfortable, think you are being pressured to have sex, or believe you are in a dangerous situation, you are probably right. Confront the person immediately or leave.

Know that alcohol and drugs are often related to sexual assault: The use of alcohol and drugs compromises both your ability to make responsible decisions and to communicate effectively.

Men – Ways to Prevent Sexual Assault:

Ask directly and don’t assume: Many men believe that it is a routine part of “seduction” to ignore a person’s saying “no” and to assume the party means “maybe” or even “yes”. But without clearly established consent, what is called seduction is actually sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind. Unless we are willing to accept “no” from our partner, “yes” has no meaning.

Listen to and respect the person: If you are getting a double message from someone, speak up and clarify the message. If someone says “no” to your advances, back off and suggest talking.

Recognize that intoxication is no excuse: Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If someone is intoxicated or has passed out, offer to help; don’t take advantage.

Resources for Responding to Sexual Assault

Medical treatment

If a student has been sexually assaulted, medical attention should be sought as soon as possible after the assault. The purpose is multifold:

1. To treat physical injuries.
2. To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly.
3. To gather evidence that could aid prosecution.

Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of the area hospital emergency rooms: St. Francis (860-714- 4001) and Hartford Hospital (860-524-2525). A support person may be present during the exam.

Note: If you seek treatment at a local hospital and police are contacted, this does not mean you have to proceed with criminal charges.

SEXUAL ASSAULT IMMEDIATE ACTION:

1. Seek Safety-

- Go to a safe place
- Take care of yourself first

2. Call for Help-

On-campus:

1. Safety Hartford Campus (860)895-6111
2. Hartford Police 9-911 Non-Emergency (860)757-4000

Off-campus:

1. Campus Safety Hartford Campus (860)895-6111
2. Hartford Police 911 Non-Emergency (860)757-4000

3. Crisis support and advocacy services:

On-campus

1. Residential Life Hartford Campus (860)895-6111 x66805
2. Campus Safety (860)895-6111-Hartford Campus (ask for on call administrator or Director or Assistant Director of Campus Safety.

Off-campus

1. YWCA New Britain Sexual Assault Crisis Service 1-888-999-5545 (English)
1-888-568-8332 (Spanish)

4. DO NOT disturb the evidence (until a report has been filed and evidence has been collected):

2. Do not shower.
3. Do not wash.
4. Do not douche.
5. Do not change or wash clothes.
6. Do not comb your hair.
7. Do leave the scene untouched.

5. Go to the hospital for medical care.

1. Call Campus Safety at (860)895-6111/Hartford Campus to assist you in arranging transportation to the hospital.
2. Hospital Nurses are available for exams and/or support.

Emotional Support and Counseling

On Campus – There are services offered on campus to provide emotional support and counseling to individuals who have been sexually assaulted. The Office of Residence Life, the Student Services Office, and the Department of Campus Safety have staff that can assist individuals deal with the aftermath of an assault. They can assist in identifying existing needs, whether medical, judicial/legal, counseling, academic, or housing related. They can also inform the student regarding the most appropriate campus and/or community services to provide this needed assistance and can facilitate

the setting up of appointments, as needed or requested. These staff members are on call around the clock and can be contacted by calling Campus Safety at 860-895-6111 anytime.

Off Campus – The Sexual Assault Crisis Services (SACS) is operated by the Hartford YWCA and provide information and support. Upon request, a SACS volunteer will meet the sexual assault survivor at the hospital to provide support throughout the medical examination. www.connsacs.org/Statewide 24 Hour Toll Free Hotline: 1-888-999-5545 English; 1-888-568-8332 Español

RESOURCES ON Campus

Campus Safety- (860)895-6111

Residence Life – (860)895-6100 x46802

Human Resources – (860)895-6100 x46852

President-LCI –Hartford Campus (860)895-6100 x46801

Director of Education-LCI- Hartford Campus (860)895-6100 x46895

Student Services Coordinator-LCI- (860)895-6100 x46831

RESOURCES OFF CAMPUS:

Hartford Police Emergency 911

State of Connecticut 211 Info Line- Dial 211 or (information also available at www.infoline.org)

Rape Crisis- (888)999-5545

St. Francis Hospital - (860)714-4000

Hartford Hospital- (860)-524-2525

YWCA Sexual Assault Crisis Center 1(888)999-5545 (English speaking)

1(888)568-8332 (Spanish speaking)

National Sexual Assault Hotline 1 (800)656-HOPE

(www.rain.org)

Reporting a Sexual Assault

Incidents of sexual assault should be reported to the Department of Campus Safety as soon as possible. Campus Safety staff members are trained to provide support and assistance to victims of sexual assault and work closely with off-campus agencies and on-call Lincoln Technical Institute Staff.

Contacting Public Safety immediately following an assault helps to:

1. Ensure the student's safety.
2. Protect the student and others from future victimization.
3. Protect the scene of the crime and preserve evidence.*
4. Apprehend the suspect.
5. Provide the victim with available resource treatment options, including medical treatment, counseling, and police intervention.
6. Maintain future options regarding criminal prosecution, Institute disciplinary action, and/or civil action against the assailant.

***Victims are strongly encouraged to preserve any evidence related to the assault, including that on the body. They are advised not to bathe, brush teeth, douche, urinate, clean fingernails, or wash clothes.**

When a sexual assault is reported to Campus Safety, the incident will be investigated. The victim

who was assaulted may request an officer of a specific gender to respond. Every attempt will be made to comply with this request. The responding officer will interview the student regarding the facts surrounding the assault. The student will be asked to identify, if s/he can, or describe the assailant(s). The student will also be asked about the scene of the crime, to identify witnesses, and to describe what happened before and after the incident. When a student files a report with Campus Safety, s/he is not obligated to continue with legal proceedings or Lincoln Technical Institute disciplinary action. **Students at Lincoln Technical Institute-Hartford Campus have the right to engage in healthy sexual behavior on their own terms. In the unfortunate event that a student is a victim of asexually heinous crime such as sexual assault or sexual harassment, the Lincoln Technical Institute-Hartford Campus will due diligence if a student requires sexual assault services of any kind. Below is our reporting policy**

On Campus Sexual Assault Reporting Procedure:

Informal Process: This process will involve the Residence Life office, The Student Services office, the Director of Education's office and the President's office; these areas will act as the main point of contact for campus Sexual Assault Reporting. In the event that a student wants to speak to an advocate; these offices would be a primary point of contact.

Students wishing to seek services via an advocate will be informed of victim rights and also campus policy; student victims will be instructed not to disclose a name of an alleged perpetrator, otherwise, Advocates will need to act on behalf of the institute and pursue an inquiry into the incident. If at any point student victim wants to pursue either internal or external charges of an alleged perpetrator, Advocates will assist student victim with the formal reporting process through Campus Safety.

Formal Process: This process will involve the Department of Campus Safety and will act as the primary reporting area regarding sexual assaults for the campus. In the event that student victim wants to pursue internal student conduct charges or external criminal charges or both, said student will be advised to contact Campus Safety. At any point, student victim may request an Advocate for assistance with this process. Or the Residence Life Director may assist student victim with this process as student victims will not always request an Advocate with such information, the Lincoln Technical Institute-Hartford Campus can keep accurate records about the number of assaults involving students, determine whether there is a pattern of assaults with regard to particular location, method, or assailant and alert the campus community to a potential danger. Every complaint of sexual violence will be investigated. In addition to the Department of Campus Safety or the Police, you may make your report to one of the following individuals:

1. President- Lincoln Technical Institute-Hartford Campus (860)895-6100 x46801
2. Director of Education-Lincoln Culinary Institute-Hartford Campus (860)895-6100 x46895
3. Human Resources Representative-Hartford campuses- (860)895-6100 x46852
4. Director of Residence Life-Hartford Campus (860)895-6100 x46809
5. Student Services Coordinator-LCI- (860)895-6100 x46831

Importance of Reporting Sexual Assaults

Students who have been sexually assaulted (through forced sexual contact or forced sexual intercourse) have been victimized. Their assailants are at fault and the assailant's behavior is not acceptable. In order to stop this type of criminal activity, we encourage students to report what has happened. This reporting will ensure help for the individual who has been assaulted and

remediation for the perpetrator. Recognizing the different needs of individuals who have been sexually assaulted, the Lincoln Technical Institute offers a range of ways to report the perpetrator's behavior. A student who has been assaulted may pursue any of the following options:

If the student who has been assaulted desires criminal prosecution through the courts, she/he needs to contact the Campus Safety Office. At her/his request, Campus Safety will summon the appropriate local police agency. Both Campus Safety and the local police will provide the individual who was assaulted with information regarding her/his rights. The student will also be provided with information regarding her/his state or federal legal rights to have the perpetrator tested for communicable diseases. It is important for the student who has been assaulted to note that a police report does not require that he/she follow through with the prosecution process. The student has the right to withdraw the charges at any point during the process if he/she wishes to do so. The student also will be free from pressure from the Lincoln Technical Institute not to report the crime, or to report it as a lesser offense.

If the offender is a Lincoln Technical Institute-(Lincoln Culinary Institute) student, and the student who was assaulted does not want to take action through the courts, he/she may file Institutional charges on campus and have the case handled by the Campus Student Conduct Committee. The student who was assaulted does, however, have the right to proceed with this matter **both** through the courts and the Campus Student Conduct Committee system. To ensure due process, sensitivity, and respect for the rights of the individual who was assaulted, as well as the accused, the following conditions will prevail at all Campus Student Conduct hearings:

1. All policies, rights, procedures, as stated in the Hartford Campus Student Handbook Student Conduct Code, are applied.
2. The accuser has the right to act as the complainant or to request that a Lincoln Technical Institute staff member serve as the complainant.
3. The accuser has the right to be accompanied by an advocate. The advocate, although allowed to be present at the hearing, may not participate in the hearing.
4. The accuser has the right **not** to have his/her past sexual history discussed during the hearing.
5. The accuser has the right to make a "victim impact statement."
6. The accuser and accused are entitled to have others present during disciplinary hearings.
7. The accuser and accused must be informed of the outcome of any disciplinary proceeding alleging a sex offense.
8. The accuser will be assisted with changes in academic and living arrangements if possible.

Victim's Bill of Rights

Victims of sexual violence, sexual harassment, domestic violence, dating violence, and stalking are afforded rights by the federal government, the state, and this institution. All students have the right to emotional and physical safety.

Federal Law entitles victims to the following rights:

- The accuser and the accused have the same opportunity to have others present throughout the disciplinary proceedings.
- Both parties shall be informed of the outcome of any disciplinary proceeding,
- Victims shall be informed of their options to notify law enforcement.

- Victims shall be notified of counseling services available on- and off-campus.
- Victims shall be notified of options for changing academic and living situations.

Statement of Policy Regarding Prevention of Domestic Violence, Dating Violence and Sexual Assault or Stalking

Domestic violence, dating violence, sexual assault, and stalking are acts of aggression and a profoundly serious violation of person and community. Legally these are crimes; morally these are sin. Domestic violence, dating violence, sexual assault, and stalking will be dealt with as a serious violation of campus standards.

The Lincoln Technical Institute (Culinary Institute) has instituted programs to prevent domestic violence, dating violence, sexual assault, or stalking. These educational programs may include but are not limited to:

- Theater group presentation concerning domestic violence, sexual assault, dating violence and stalking
- Guided discussion on campus during orientation-“Week of WOW programs”
- Educational Publications on Domestic Violence, Dating, Sexual Assault and Stalking

Lincoln Technical Institute is committed to the following:

- The Lincoln Technical Institute Student Code of Conduct outlines the campus disciplinary process. Students have the right to know the range of sanctions the institution can impose on the accuse, which include: Warning; Written Reprimand; Probation; Loss of Privileges; Restitution; Discretionary Sanctions; Residence Hall Warning; Residence Hall Probation; Residence Hall Suspension; Suspension; Residence Hall Expulsion; and Expulsion.

The full text of this can be found in the Student Handbook, published by Lincoln Technical Institute at:

<http://www.lincolnedu.com/download/HartfordHandbook.pdf>

- Victims have the right to know that any disclosure of sexual assault made to a Lincoln employee can result in a report as an annual crime statistic (with the victim's name withheld).
- Victims have a right to privacy and confidentiality.

Title IX Coordinator: The Lincoln Technical Institute, Hartford Campus has a dedicated Title IX Coordinator. The Title IX Coordinator oversees the review, investigation, and resolution process for reports of sexual assault, sexual harassment, and other sexual misconduct, and coordinates the campuses compliance with Title IX.

WHAT IS TITLE IX?

The Educational Amendment of 1972 protects people from discrimination based on sex in the education programs and activities that receive federal financial assistance.

Students are encouraged to report incidents of sexual violence. Most Lincoln Education Center employees are required to report. It should be reported as soon as you are aware that the violation has occurred. All available information relating to the incident should be reported.

Title IX prohibits discrimination on the basis of sex, which includes:

- Sexual Harassment
- Sexual Violence
- Dating Violence
- Domestic Violence
- Stalking
- Sexual exploitation
- Sexual Coercion
- Sexual assault
- Sexual battery
- Rape
- Failure to provide equal opportunity in athletics
- Discrimination based on pregnancy

If any of the above situations arise, immediately contact the following.

Students and Residents

Jack Sheehan- Director of Campus Safety- Main Lobby (860)895-6111 x 47028 jsheehan@lincolntech.com
 Theresa Wilson- Director of Resident Life- 2nd floor- South (860)895-6100 x 46809 twilson@lincolntech.com
 Diane Carbo- Director of Student Services- 2nd floor- South (860)895-6100 x 46831 DCarbo@lincolntech.com
 William Smith- Director of Education- 2nd floor- Central (860)895-6100 x 46895 wsmith@lincolntech.com

Faculty, Staff and Visitors

Amy Cormier- Human Resources- Business office (860)895-6100 x 46882 Acormier@lincolntech.com
 Jack Sheehan- Director of Campus Safety- Main Lobby (860)895-6111 x 47028 jsheehan@lincolntech.com

How the Lincoln education Center-Hartford Campus honors protective and/or restraining orders

A protective or restraining order is typically ordered by a court, prohibiting someone from communicating with an alleged victim, from entering the victim's residence, workplace, school, or property and any place the victim may frequent. It is an attempt to protect a person from further harassment, service of process or discovery.

Lincoln Technical Institute (Culinary Institute), when informed that a protective and/or restraining order has been issued, will take immediate steps to enforce the order as it relates to activities on the campus. It is important that students alert Lincoln Technical-Hartford Campus Safety Department that such an order has been issued (providing campus safety and the Hartford Police Department with a copy of the order is strongly encouraged) so that enforcement on campus, if required, can be followed. Typically, these Orders will require Lincoln Technical Institute to help students change class schedules, residence hall accommodations and other aspects of campus life. These Orders of Protection are taken seriously by Lincoln Technical Institute and violators are subject to arrest and prosecution.

For more information about protective and/or restraining orders, students may contact the Lincoln Technical Institute-Hartford Campus Director of Campus Safety at (860)895-6111.

SEX OFFENDER REGISTRATION

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

Connecticut General Statutes mandate that the Connecticut Department of Public Safety establish and maintain a central registry of persons who have been convicted of certain sexual offenses and are required to register under the general statute. For further information you may access the internet site:

http://www.state.ct.us/dps/Sex_Offender_Registry.htm

Responsible employee: is someone that knew, or in the exercise of reasonable care should have known, that harassment/misconduct occurred. And, of course, it is that knowledge that triggers an institution's obligation to take appropriate steps to investigate and, as appropriate, end and remedy that harassment/misconduct. Responsible employees also have the initial obligation to report incidents of sexual harassment/misconduct to the Title IX coordinator (or other appropriate designee).

Confidential employees The Office of Civil Rights, OCR, does not require campus mental-health counselors, pastoral counselors, social workers, psychologists, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, to report, without the student's consent, incidents of sexual violence to the school in a way that identifies the student. Although these employees may have responsibilities that would otherwise

make them responsible employees for Title IX purposes, OCR recognizes the importance of protecting the counselor-client relationship, which often requires confidentiality to ensure that students will seek the help they need.

PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS:

The Department of Campus Safety prepares this annual Crime Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report contains policies, procedures and crime-related statistical information. Printed copies are available at the Office of the Director of Campus Safety located just off of the main lobby of the facility or by request to the Director of Campus Safety. An email, notifying students and employees of the availability of the report, is sent annually. In addition to this, statistical information is published in the school's Student Handbook which is distributed to all students.

The Lincoln Technical-(Culinary) Institute Department of Campus Safety receives statistical reports from the Hartford Police Department for crimes in or near the campus boundaries. Police statistics are combined with information from the Institute's Department of Campus Safety, the Student Conduct Committee and other designated campus officials (including, but not limited to, residence life staff, advisors to students and student organizations, and activity directors) to provide the total record of reported crimes, arrests and referrals.

The Campus Security Act requires colleges and universities to:

Publish an annual Security and Fire Safety Report by October 1 that contains three (3) years of campus crime statistics and certain campus security policy statements.

1. Disclose crime statistics for campus, public areas immediately adjacent to or running through campus and certain non-campus facilities and classrooms. The statistics must be collected from campus police or security, local law enforcement, and other school officials who have a "significant responsibility for student and campus activity" Provide "timely warning" notifications of those crimes that have occurred and pose an ongoing "threat to students and employees"
2. Disclose in a public crime log any crime log that occurred on campus or in a patrol jurisdiction of the campus police or security department and is reported to such department.
3. The Department of Campus Safety is responsible to preparing and distribution of the report. We work with members of the Hartford Department as well as various other department of the school to compile this information.

The Lincoln Technical-(Culinary) Institute Department of Campus Safety encourages members of our community to use this report as a guide for safe practices on and off campus. This report is available on line to all students, faculty and staff in PDF format at the following website:

http://www.lincolnedu.com/download/consumer/Hartford_HS_ASR.pdf

Or, you can request a copy at the Lincoln Technical Institute-Hartford Campus Department of Campus Safety located at the main lobby of the 85 Sigourney Street building. Annual reports are available to all potential student, faculty or staff person and to the general public.

OFF CAMPUS CRIME:

The Lincoln Technical Institute, (Lincoln Culinary Institute), does not have off-campus housing or off-campus student organization facilities. If the Hartford Police Department is contacted regarding criminal behavior involving Lincoln Technical Institute, (Lincoln Culinary Institute), students, the Hartford Police may notify the campus. However, there is no formal policy requiring the Hartford Police to make such a notification. Students in such cases, who have violated the law, may be subject to arrest by the Hartford Police Department and disciplinary action by the Student Conduct Committee for violations of the student conduct code.

CRIME REPORT STATISTICS: JANUARY 2013 TO DECEMBER 2015:

The following tables are the statistical report of crimes occurring on the Lincoln Culinary Institute Hartford campus (as reported to Campus Safety and/or the police). The table reflects crimes reported for the three calendar years of 2013, 2014 and 2015. The categories of crime are those required by the Clery Act. Statistical information under the heading of "Residence Halls" is also included in the total under the heading of "On-Campus". The statistics indicate the number of crimes reported, not necessarily confirmed cases and/or convictions. NOTE: The Lincoln Technical Institute, (Lincoln Culinary Institute), does not have any off-campus student organizations, which would be listed under the category of "Non-Campus Property".

HARTFORD CAMPUS CRIME STATISTICS:

LINCOLN TECHNICAL INSTITUTE-HARTFORD CRIME STATISTICS FOR 2013 - 2015

CRIMINAL OFFENSE	YEAR	ON CAMPUS	ON CAMPUS	NONCAMPUS	PUBLIC
		PROPERTY	HOUSING	PROPERTY	PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
SEX OFFENSES, FORCIBLE	2013	3	3	0	0
	2014	0	0	0	0
	2015	0	0	0	0
RAPE	2013	0	0	0	0
	2014	2	2	0	0
	2015	2	2	0	0
FONDLING	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
SEX OFFENCES - NON FORCIBLE	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
INCEST	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
STATUTORY RAPE	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ROBBERY	2013	0	0	0	0
	2014	2	1	0	0
	2015	0	0	0	1
AGGRAVATED ASSAULT	2013	2	0	0	0
	2014	1	1	0	0
	2015	0	0	0	1
BURGLARY	2013	4	4	0	0
	2014	4	4	0	0
	2015	2	1	0	0
MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	2013	0	0	0	0
	2014	2	0	0	0
	2015	1	0	0	0
ARSON	2013	1	1	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ARRESTS WEAPONS: Carrying, Possessing, Etc.	2013	1	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ARRESTS DRUG ABUSE VIOLATIONS	2013	0	0	0	0
	2014	3	2	0	0
	2015	1	1	0	0
ARRESTS LIQUOR LAW VIOLATIONS (Do not include drunkenness or driving under the influence)	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
DISCIPLINARY ACTIONS WEAPONS: Carrying, Possessing, Etc.	2013	5	3	0	0
	2014	8	8	0	0
	2015	7	7	0	0
DISCIPLINARY ACTIONS DRUG ABUSE VIOLATIONS	2013	126	123	0	0
	2014	69	56	0	0
	2015	96	77	0	0
DISCIPLINARY ACTIONS LIQUOR LAW VIOLATIONS (Do not include drunkenness or driving under the influence)	2013	95	81	0	0
	2014	65	57	0	0
	2015	75	73	0	0

¹ The Clery Act requires crime statistics to be shown by the following geographic categories: on-campus (including dormitories or other student residential facilities); on-campus dormitories or other student residential facilities; non-campus buildings or properties; and public property. The non-campus category consists of buildings or properties owned or controlled by Lincoln Technical Institute that are used in direct support of, or in relation to, the school's educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area of the Lincoln Hartford campus. Non-campus properties would also include where the Lincoln Technical Institute has a written agreement to own or control housing or classroom space.

²In accordance with the Violence Against Women Act, commencing in 2014, incidents of stalking, domestic violence and dating violence are to be separately disclosed. "Domestic violence" means a crime of violence committed by (i) a current or former spouse of the victim, (ii) by a person with whom the victim shares a child in common, (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse, (iv) by a person similarly situated to a spouse of the victim under Pennsylvania law, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws. "Dating violence" means violence committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, the frequency of interactions between the persons involved in the relationship. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for his or her safety of others, or (ii) suffer substantial emotional distress.

LINCOLN TECHNICAL INSTITUTE-HARTFORD HATE CRIME STATISTICS FOR 2013 - 2015

OFFENSE	YEAR	BIAS	ON	ON	NONCAMPUS	PUBLIC
			CAMPUS	CAMPUS		
			PROPERTY	HOUSING	PROPERTY	PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
RAPE	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
FONDLING	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
SEX OFFENCES - NON FORCIBLE	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
INCEST	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
STATUTORY RAPE	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
ROBBERY	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
AGGRAVATED ASSAULT	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
BURGLARY	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
MOTOR VEHICLE THEFT (Do not include theft from a motor vehicle)	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
ARSON	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
SIMPLE ASSAULT	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
LARCENY THEFT	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
INTIMIDATION	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY EXCEPT ARSON	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
LARCENY THEFT	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
INTIMIDATION	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY EXCEPT ARSON	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0

* Hate crimes describe the number of reported crimes that (i) are listed above, (ii) involve larceny-theft, simple assault, intimidation, or destruction, damage of or vandalism of property, or (iii) relate to other crimes involving bodily injury to any person that manifested evidence that the victim(s) were intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, disability, ethnicity and, beginning in 2013, national origin or gender identity.

LINCOLN TECHNICAL INSTITUTE-HARTFORD VAWA CRIME STATISTICS FOR 2013 - 2015					
VAWA AMENDMENTS	YEAR	ON CAMPUS	ON CAMPUS	NONCAMPUS	PUBLIC
		PROPERTY	HOUSING	PROPERTY	PROPERTY
DOMESTIC VIOLENCE	2013	0	0	0	0
	2014	2	2	0	0
	2015	0	0	0	0
DATING VIOLENCE	2013	0	0	0	0
	2014	0	0	0	0
	2015	1	1	0	0
STALKING	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

LINCOLN TECHNICAL INSTITUTE-HARTFORD UNFOUNDED CRIME STATISTICS FOR 2013-2015		
Were there any reported crimes that were investigated by law enforcement authorities and found to be false or baseless and subsequently deemed "Unfounded?" Only sworn or commissioned law enforcement personnel may unfound a crime.		
Count unfounded crimes in the year in which they were originally reported		
TOTAL UNFOUNDED CRIMES	2013	0
	2014	0
	2015	0

Key: OC-On-Campus; RF-Resident Facilities; NC-Non-Campus Buildings or Property; PP-Public Property

CRIME DEFINITIONS:

The definitions below are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and used to classify the criminal offenses listed above.

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or

rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b, 53a-73, and 53a-73a of the Connecticut General Statutes.

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined above or, (5) sexual exploitation, as defined in section above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

Stalking, which is defined as repeatedly contacting another person when:

- a. The contacting person knows or should know that the contact is unwanted by the other person; and
- b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

Sex Offenses, Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sexual Offenses, Non-forcible: Unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce health or great bodily harm. (It is not necessary that injury from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Law Violations: The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, (concealed or openly); furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of aforementioned.

ANNUAL FIRE SAFETY REPORT:

If a fire occurs in any Campus building, pull the alarm and leave the building. When a fire alarm is activated, the elevator will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phone in the campus elevator rings to the Campus Safety Control Center. After you have safely left the building, call Campus Safety and inform the campus safety officer of the situation. After leaving the building you should respond to the nearest evacuation assembly point area.

If you encounter possible evidence of a fire and are unsure if Campus Safety has been informed, please immediately contact the Campus Safety Control Center officer and advise them of what you have found. Smoking, open flames and most electrical appliances are banned in residence halls. Specific information on allowable and prohibited items and behavior can be found in the Residence Handbook.

FIRE DEFINITIONS:

Fire:

Any instance of open flame or other burning in a place not intended to contain the burning or in a controlled manner.

Fire Drill:

A supervised practice of a mandatory evacuation of a building for a fire. Fire Drills are conducted quarterly.

Fire Safety System:

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including:

1. Sprinkler or other fire extinguishing systems
2. Fire detection devices (Heat)
3. Standalone smoke alarms
4. Devices that alert one to the presence of a fire, such as horns, bells or strobe lights
5. Smoke-control and reduction mechanisms
6. Fire doors and walls that reduce the spread fire

FIRE LOG:

The Lincoln Technical Institute, (Lincoln Culinary Institute), maintains a fire log documenting all fires and fire alarm activations that occur in on-campus housing. The log includes the number of fires that occur in the residence hall, whether the alarm was a drill or not, the date and time of the alarm, the cause of the alarm, any fire related injuries, any fire related deaths, and the dollar amount connected to any fire related property damage.

FIRE SYSTEMS:

The Lincoln Culinary Institute has several fire systems in place which aid in Fire Identification, Fire Notification and Fire Evacuation of the building. The systems are identified as follows:

Fire Detection Panel:

The fire detection main panel is located just outside the campus safety control center at the Hartford main campus building and each Hartford Campus Imlay Street apartment building has a fire detection panel located in the basement. When an alarm is activated, the panel will receive the alarm status including type of alarm activated and location where alarm originated from. The alarm panel also notifies the 24 hour central monitoring station and thus requiring an immediate response to the facility from the local fire department. The main facility and Imlay Street apartments are equipped with Fire Alarm Pull Stations, Smoke Detectors, Heat Detectors, and a sprinkler system (sprinkler systems are at the Hartford Campus Main Residence Hall and Imlay Street Apartments only)

The Operation of a manual Fire Alarm (Pull Station) shall cause the following:

1. Engage sirens and flashing visual alarms in all areas.
2. The alarm condition shall be annunciated visually from the main panel located at campus safety, plus notify the 24 hour central monitoring station therefore requiring notification and a response from the local fire department. Hartford Campus Imlay Street Apartments do not annunciate at Campus Safety but they are monitored and require notification and response by the fire department.

The operation of any area smoke detector shall cause the following:

1. Engage sirens and flashing visual alarms in all areas.
2. The alarm condition shall be annunciated visually from the main panel located at campus safety, plus notify the 24 hour central monitoring station therefore requiring notification and a response from the local fire department. Hartford Campus Imlay Street Apartments do not annunciate at Campus Safety but they are monitored and require notification and response by the fire department.

The operation of any area heat detector shall cause the following:

1. Engage sirens and flashing visual alarms in all areas.
2. The alarm condition shall be annunciated visually from the main panel located at campus safety, plus notify the 24 hour central monitoring station therefore requiring notification and a response from the local fire department. Hartford Campus Imlay Street Apartments do not annunciate at Campus Safety but they are monitored and require notification and response by the fire department.

The operation of any sprinkler water flow shall cause the following:

1. Engage sirens and flashing visual alarms in all areas.
2. The alarm condition shall be annunciated visually from the main panel located at campus safety, plus notify the 24 hour central monitoring station therefore requiring notification and a response from the local fire department. Hartford Campus Imlay

Street Apartments do not announce at Campus Safety but they are monitored and require notification and response by the fire department.

FIRE SUPPRESSION AND EXTINGUISHING SYSTEMS:

The Lincoln Technical Institute, (Lincoln Culinary Institute), Hartford campus is equipped with fire suppression and extinguishing systems. The systems include, fire extinguishers, ansul systems, and sprinkler systems. These systems are designed to remove one or more of the elements needed in order for a fire to exist, Oxygen, Heat or Fuel.

1. Fire Extinguishers - The Lincoln Culinary Institute Campus is equipped with fire extinguishers. Fire extinguishers are strategically located throughout the campus usually near fire exits, stairwells, kitchens, boiler rooms and mechanical rooms. The campus has a few water can extinguishers, (for use on class A fires only) and CO₂ extinguishers (for use on class B and C fires), however, the most common extinguisher found on the campus is a dry chemical type extinguisher that can be used on all A, B, and C classes of fires. ABC extinguishers are filled with a fine, yellow powder. This powder is mostly composed of monoammonium phosphate. The extinguishers are pressurized with nitrogen.

Dry chemical extinguishers put out fire by coating the fuel with a thin layer of dust. This separates the fuel from the oxygen in the air. The powder also works to interrupt the chemical reaction of fire. Campus kitchens also have **Class K** wet chemical extinguishers; they are silver in color and expel a wet chemical suitable for extinguishing kitchen type fires.

2. Ansul Systems- Located in the campus kitchens and dispense a wet chemical specifically designed to extinguish kitchen type fires. The controls for this system are generally easily identified and are located near the kitchen equipment for which they have been installed for. All kitchen personnel are trained on their usage.
3. Sprinkler systems- Are located at the Hartford Campus and are heat activated. Once the temperature in a certain room or area exceeds the acceptable sprinkler system activation temperature, the sprinklers to that area will begin dispensing an enormous amount of water considered sufficient to extinguish the fire.

EVACUATION PROCEDURES:

Evacuation: The primary concern in the event of a fire is to evacuate everyone from the building as quickly as possible. In order to accomplish this, occupants must be prepared in advance for quick and orderly evacuation. Meetings are held with all employees to explain, in detail, evacuation procedures. When the fire alarm sounds, immediate evacuation is required.

When the alarm sounds and you are in a room with a closed door, touch the door lightly with the back of your hand. If the door is HOT, do NOT open it. Stuff wet towels, sheets or other materials under the door to keep smoke out. Next, if a window is present open between 6 to 8 inches to allow

fresh air in. Keep close to the open window and drape clothing, sheet, towel, etc. outside the window sill as a distress signal to the fire department.

If you are able to exit the building, make sure you turn off any ventilating equipment, leave room lights on and close the door behind you as you leave.

Once outside, move to your designated Evacuation Assembly Point location and remain quiet and orderly until advised by the members of the Emergency Management Team to re-enter the building. NEVER ATTEMPT TO RE-ENTER A BURNING BUILDING.

Evacuation of disabled people who are otherwise ambulatory, such as vision or hearing impaired, should take place normally with other building occupants. They can benefit from an escort. Instructors or Supervisors should provide an escort from within the area.

- Evacuation of people who are dependent upon equipment for their mobility should not use elevators unless directed to do so by the fire department. Individuals that cannot evacuate the building should proceed to the nearest safe stairway with prearranged escorts. Once the stairs have begun to clear of other evacuating people, the mobility impaired person and the escorts should enter the stairwell and wait for emergency responder assistance to evacuate the individual. Fire, police or other emergency responder personnel will assist with the evacuation if necessary. Some emergency stairwells are equipped with special ventilation controls and are designated as areas of refuge. If the stairwell becomes smoke filled or unsafe move back into the building and proceed to another usable stairway. If no other stairway is available, find a room that is tenable; close the door and phone 9-911 for assistance.

POLICIES CONCERNING OTHER POTENTIAL HAZARDS:

Fire Safety:

General: The major causes of fires on campus include improper disposal of smoking materials, overloaded electrical outlets and extension cords, misuse of space heaters, mishandling flammable, improper storage of combustibles, and unsupervised cooking operations.

General Requirements:

Housekeeping: All stairwell (in and under), exits, and passageways to and from exits shall be kept free of all obstructions at all times. No furnishings, decorations, other combustible objects or flammables shall obstruct exits, access into, egress from or visibility of stairwell.

Fire doors must be kept closed at all times unless they are held open by an approved device interconnected to the fire alarm system. Flammable and combustible materials should be present in work areas only in quantities required for the day's job, and must be placed in an approved storage area at the end of each work day. Material must not obstruct sprinkler heads or be piled around fire extinguishers, fire alarm pull station locations, or sprinkler and standpipe control valves. To obtain proper distribution of water, a minimum of 18 inches of clear space is required below sprinkler deflectors. Dispose of all trash as soon as possible in trash cans or dumpsters. Waste materials must never be piled in corridors or stairwells while awaiting removal.

Electrical Wiring: Use of electrical devices to obtain more outlet capacity can result in overloaded circuits and fire. Minimize the use of such devices and, when they must be used for temporary purposes, the individual responsible for operating the equipment should periodically check the device and outlet to ensure that overheating is not occurring. All electrical equipment and cords should be inspected periodically by supervisors to ensure proper use and safe conditions. Be sure that all electrical equipment is properly grounded. If any evidence is found of frayed, cracked or otherwise damaged wiring or electrical outlets, the equipment affected should be immediately taken from service until repairs can be made.

Extension cords are to be used only when a flexible, temporary connection is necessary; never for fixed wiring; never tacked, stapled, fastened to or run through woodwork, ceilings or walls; never tied, or passes through doorways, draped over pipes or other supports, never hidden under rugs. Where there is a permanent need for an electrical outlet, one should be installed. Extension Cords are not to be used in any residential room. Surge protector type devices are approved for use in residential rooms and offices.

Electrical Appliances: Space heaters, coffee makers, and all other appliances with exposed heating elements should never be left unattended while in operation. They should be unplugged after each use and stored only after they are cool enough to touch. Ensure that such appliances are operated away from combustible materials such as files, curtains, trash containers, etc.

Only portable electric space heaters approved by the Lincoln Technical Institute Facilities Office may be used at the campus. Space heaters shall not be placed under desks or in other enclosed areas. Appliances shall bear the label of Underwriters Laboratory, Factory Mutual or other recognized national testing agency, indicating they are approved for safe operation.

No space heaters or cooking appliances are allowed in residential rooms. Electrical appliances prohibited in resident rooms: air conditioners, antennas/aerials which are designed for external use and or extend outside windows/doors, halogen floor lamps, heat lamps, lava lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life and Safety Staff shall confiscate prohibited appliances and a fine may be imposed. Non-approved appliances will be removed immediately upon discovery and disposed of. Repeat violations will lead to sanctions up to and including loss of housing.

Residential rooms may have an iron or coffee maker provided the appliances have an automatic shut off feature. Electrical appliances permitted in residence rooms: antennas/aerials, designed for use within the room, blenders, clocks, coffee makers with auto shut off, computer (1 computer per student), fans, hair dryers/curlers, irons, radios, razors, refrigerators (one per room) bearing the UL seal, operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos (no custom sound systems, systems will be evaluated by the Director of Engineering/Facilities and allowed at their discretion), TVs (1 per room). Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.

Lighting, heating, decorative or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, and potpourri pots. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.

In the event of a fire alarm:

- Fire alarms are serious and must be treated as such
- Immediately leave the building via the nearest exit
- Quickly walk to the furthest point of the parking lot you exited to, as far from the building as possible to the Yellow Assembly Point Poles →
- Campus Safety will provide proper direction in the event of an alarm, please adhere to their instructions
- Neglecting to leave the building may result in serious action from the Fire Marshal and the Director of Operations



Residence hall storage of gasoline, kerosene, liquid propane or any flammable liquid, or machines using flammable liquids is prohibited. Storage of motor vehicle parts is not allowed in rooms. Explosives, fireworks, and/or other hazardous materials may not be stored or used on the Lincoln Education Center Property. Residents found responsible for use or possession of fireworks shall be subject to fines and or loss of housing.

Doorways, stairwells, and hallways must remain unobstructed.

No sheets/blankets may be hung in doorways. Door decorations must not be affixed within one foot of the top or bottom of any door. Fire doors must remain closed at all times. Holiday decorations: Live trees, wreaths and lighted decorations are prohibited. Decorations must be fireproof and cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner. Extensive hanging of posters, magazine cutouts, pictures, and other paper decorations, may be deemed a fire hazard. Material that is in plain view and is deemed to be offensive or inappropriate shall be removed by the resident upon request of the Director of Residence Life or Director/Assistant Director of Campus Safety. Violations detected during fire inspections conducted by the Fire Marshall will require immediate corrective action by Lincoln Education Center Staff to include the removal of posters, candles, etc. The campus reserves the right to remove hazardous materials or devices. Confiscated items will be returned for transport off campus or disposed of if not reclaimed within 30 days of confiscation date. Fire escape doors and stairwells are for emergency purposes only.

SMOKING:

Smoking is prohibited in all buildings located on campus including residential rooms, lounges, and public areas. Smoking must be done outside in designated smoking areas. In all cases, the rights of the non-smokers not to breath smoke shall take precedence over those of smokers to smoke. No Smoking Law-The State of Connecticut General Statues, Section 1/Subsection (b) of section 19a-342 governs smoking in dormitories is prohibited and any evidence indicating that smoking has been taking place in a room will subject the facility to a \$100.00 fine. The facility therefore will be enforcing this law and will be assessing a \$100.00 fine to any resident found to be in violation of this law.

EDUCATION AND TRAINING:

All campus safety staff receive fire safety training that includes, fire evacuation procedures, the use and type of fire extinguishers, fire monitoring systems and fire notification procedures. All students receive fire safety instruction in the classroom given by Lincoln Culinary Instructional Staff. All residents and commuters are informed of safety policies and procedures during an orientation and are provided with access to the Residential and Commuter Handbook and the Emergency Information Guide which also outline fire safety and evacuation procedures. Both publications can be viewed at: http://www.lincolnedu.com/download/consumer/HS_ERP.pdf<http://www.lincolnedu.com/download/HartfordHandbook.pdf>

FIRE SAFETY/FUTURE PLANS:

Lincoln Technical Institute –Hartford continue to monitor and evaluate current fire safety policies and procedures and make necessary improvements based on those evaluations and input from the local Fire Marshall’s Office. In addition, the schools will continue to explore additional training programs for staff and students and implement as needed. As a campus we will continue to foster outstanding relationships with the Fire Marshall’s office and the fire department.

LINCOLN TECHNICAL INSTITUTE-HARTFORD CAMPUS HOUSING STATISTICS FOR 2013 - 2015					
85 Sigourney Street					
Unintentional Fire	Year	Number of incidents	Number of deaths related to the fire	Injuries related to fire requiring treatment in a medical facility	Value of property damage related to the fire
Cooking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Smoking materials	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Open flames	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Electrical	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Heating equipment	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Hazardous products	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Machinery/industrial	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Natural	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Other	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Intentional Fire	2013	1	0	0	\$250,000 - \$499,999
	2014	0	0	0	0
	2015	0	0	0	0
Undetermined Fire	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

LINCOLN TECHNICAL INSTITUTE-HARTFORD CAMPUS HOUSING STATISTICS FOR 2013 - 2015

Apartment #3 (36-38 Imlay Street)

Unintentional Fire	Year	Number of incidents	Number of deaths related to the fire	Injuries related to fire requiring treatment in a medical facility	Value of property damage related to the fire
Cooking	2013	0	0	0	0
	2014	1	0	0	\$0 - \$99
	2015	0	0	0	0
Smoking materials	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Open flames	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Electrical	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Heating equipment	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Hazardous products	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Machinery/industrial	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Natural	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Other	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Intentional Fire	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Undetermined Fire	2013	1	0	0	\$0 - \$99
	2014	0	0	0	0
	2015	0	0	0	0