



EMMANUEL COLLEGE

Department of Campus Safety
www.emmanuel.edu

Annual Report of Safety and Security

REPORTING YEAR 2010



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A Message from Emmanuel College Campus Safety

The mission of the Emmanuel College Campus Safety Department is to enhance the quality of life for the entire Emmanuel College community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. The Campus Safety Department strives to accomplish its mission while adhering to its core values of Integrity, Professionalism, and Service.

The success of this mission depends upon an effective working relationship between Campus Safety personnel and the diverse elements of the Emmanuel College community, including students, staff, faculty and visitors. Critical to this relationship is mutual respect. Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of persons, property and the reputation of Emmanuel College. Although reported crime at Emmanuel is low, it is important for students, faculty, staff and visitors to remember that we are located in an urban setting and share many of the safety issues that exist in any city. Preserving the safety and security of the College is the combined responsibility of the entire community.

We ask that our partners in the community assume their individual and collective responsibilities to make Emmanuel College a place that is free of crime, fear and disorder, and to provide a civil and open environment that fosters learning and mutual respect.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements;

Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus safety, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”;

Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”;

Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;

Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police / campus security department and is reported to the campus police/security department”; and

Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

Campus Safety engages in a vigorous program designed not only to meet but to exceed these requirements. This program consists of:

Timely Warning Notices: Campus Safety Alerts and Crime

Campus Safety issues crime alerts for any serious incident when the safety of the community is threatened and there are enough details known about the crime to provide useful information to the community. Alerts are routinely sent to members of the community through the Emmanuel College portal and posted in the lobbies of the residence halls. They may also be e-mailed to appropriate groups based upon the nature of the alert. The purpose of the warning is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on what actions can be taken to diminish the chances of being victimized.

Emergency Text Messaging

In the event of an emergency involving an imminent threat on campus, Campus Safety will confirm that there is a significant emergency or dangerous situation; in conjunction with members of the Student Affairs staff, they will determine the appropriate segment or segments of the campus community to receive a notification; determine the content of the notification; and utilize the College’s mass notification (text messaging, e-mail and voice messaging) system to notify the campus community. Students and staff can register online to receive real-time notifications of these emergency events. These messages are transmitted only during emergencies and snow closures and are an additional real-time avenue of communication. The text messaging system is tested campus wide at least once each year.

Daily Crime and Fire Log

The College maintains public crime and fire logs in the Campus Safety office. These logs are continuously updated and are available for inspection during business hours.

Department Personnel and Relationship with Local Authorities

The Department of Campus Safety, under the administration of the Director of Campus Safety and Security, is comprised of 27 Campus Safety Officers who are responsible for campus security on all Emmanuel College property. The Department of Campus Safety is located on the first floor of the Administration Building and is open 24 hours a day, 7 days a week, and 365 days a year. In order to report a crime or other emergency, Campus Safety can be reached at any time via campus telephone at extension 59888 for emergencies, or from any phone at 617-735-9710. Some of the core functions of the Department are: responding to incidents; checking on the well-being of students, faculty and staff; responding to disturbances; providing escorts; taking reports; responding to lockouts; investigating suspicious activity; responding to alarms; investigating trespassers or unwanted guests and staffing the security booth to ensure that only authorized vehicles enter the campus. In addition to these activities, officers present safety and security information at community meetings, make presentations at students and parent orientations, teach RAD classes, register laptops and bicycles and initiate formal contact with students, faculty and staff while patrolling on foot, bicycles and while eating in dining halls. Officers are approachable and committed to keeping the Emmanuel community safe and secure.

Emmanuel College Campus Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Emmanuel College. Some Emmanuel College Campus Safety Officers are Special State Police Officers or Boston Special Police Officers and possess arrest power, however, some criminal incidents are referred to the Boston Police Department who also have jurisdiction on the campus. The Campus Safety Department maintains a highly professional working relationship with the Boston Police Department and Massachusetts State Police. All crime victims are strongly encouraged to immediately report the crime to Campus Safety and the Boston Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Criminal Investigations

Campus Safety Officers investigate criminal complaints filed by community members and pursue investigations to their most reasonable conclusion. Officers may conduct follow-up investigations, with support when necessary from a number of law enforcement partners, including the Massachusetts State Police, Boston Police, District Attorneys' offices, and victim-witness programs.

The interest of the victim is always the primary concern. Campus Safety recognizes the importance of confidentiality and of protecting the identity of the victim in the course of an investigation. In criminal matters, the victim's preferences greatly influence the way in which a case is processed.

The College has a number of alternatives at its disposal to adjudicate inappropriate behavior, whether or not it is of a criminal nature. In addition to pursuing cases through

the courts, the College uses an internal judicial structure to decide on specific issues unique to College life.

Off-Campus Criminal Investigations

When a student is involved in off-campus incidents involving disorderly or criminal behavior, Campus Safety officers may assist the Boston Police Department in their investigation. On a regular basis the Boston Police Department share incident reports which involve off-campus criminal activity committed by Emmanuel students. Campus Safety shares those reports with the appropriate departments for follow-up that could result in disciplinary actions.

Services

Security Patrol

Emmanuel College Campus Safety Officers patrol the campus 24 hours a day, 7 days a week. Campus Safety Officers patrol all buildings during all hours of operation, as well as during non-operational periods. While patrolling, Campus Safety Officers monitor all activities, respond to alarms and other emergency situations, conduct safety and security audits, maintain control of vehicle traffic onto the campus and enforce College parking regulations. All Campus Safety Officers are equipped with two-way radio communications and stay in constant contact with the Safety Department Communications Center while on patrol.

Bike Patrol

Emmanuel College Campus Safety additionally utilizes bicycle patrol as an effective way of patrolling the campus while increasing visibility among the Emmanuel College community. Officers selected for bike patrol can cover a much larger area and travel faster than a foot patrol officer. Officers ride as weather allows from April thru November.

Safety Escorts

Campus Safety Officers will walk an individual from any building or parking lot to any location on Emmanuel College property. Call the Campus Safety Office to request an escort. A Campus Safety Officer will be promptly dispatched to assist you. This service is offered 24 hours a day.

College Shuttle

Campus Safety Officers will operate the College shuttle vehicle to transport students, staff and faculty to/from the off campus residence halls at Wentworth Institute of Technology, the Landmark Center and Ruggles T-Stop between the hours of 6 p.m. and 2 a.m. The shuttle will also be utilized for minor medical transport to the BI Emergency Room at the request of Health Services or College administration.

First Responders

All Campus Safety Officers have been trained as first responders and have gone through first aid and automated external defibrillator (AED). For this reporting year Campus Safety responded to 138 medical calls ranging in severity.

Closed-Circuit Television Surveillance

Strategically placed close-circuit television equipment is used to monitor and survey public areas on the Emmanuel College campus. All monitoring of CCTV equipment is located in the Emmanuel College Campus Safety Communications Center.

Student I.D. Cards

All students receive Emmanuel College identification (I.D.) card, which may be obtained from the Campus Safety Department. The card must be presented at College functions, at security desks within the residence halls, at the College dining center, at the Library when borrowing books and at the Academic Computer Center. All residents are required to surrender their I.D. card to front desk personnel in order to sign in guests. They are also required to surrender their I.D. cards at College functions when requested. I.D. cards are not transferable.

Rape Aggression Defense (RAD) Program

The Rape Aggression Defense (RAD) Program taught by a certified Emmanuel College Campus Safety Officer empowers female students, faculty and staff to combat various types of assaults by providing them with realistic self-defense tactics and techniques. This empowerment is taught through four basic principles: education, dependency on self, making one's own decisions and the realization of one's own power. The objective of RAD is to develop and enhance self-defense options for women. The course begins with awareness, prevention, risk reduction and risk avoidance, while progressing to the basics of hands-on defense training. The classes provide women with the knowledge to make educated decisions about resistance.

For more information about RAD on campus or to determine when the next course will run, please contact the RAD coordinator at the Campus Safety Office.

Lost and Found

The College is not responsible for lost or stolen articles, and students are urged to mark their books and belongings clearly. Students who find lost articles should bring them to the Campus Safety office located in the Administration Building, 1st floor, room 126. Persons claiming lost articles must describe the article and present adequate identification.

Operation ID

Operation ID is a program designed to discourage theft of valuable property and provides a way for an individual to easily identify stolen property if necessary. Most thieves steal valuables for resale. So, if marked with a permanent identification number, thieves will find it harder to sell the valuables.

An individual may borrow an engraving tool from the Campus Safety office by displaying his/her student ID card and filling out a simple form. Once individuals have engraved an identification number on property such as laptops, bikes, cameras, etc. list the items on the Personal Property Record form Campus Safety will include with the engraver. Individuals may wish to make an additional copy of your Personal Property Record to keep at their permanent address.

Access to Campus Facilities

With the exception of residence halls, College facilities are open to the public during the day and evening hours when classes are in session. When the College is closed, buildings are locked. All students must enter and exit the residence halls through the main entrance. Side doors are alarmed 24 hours a day and may be used only as fire/emergency exits. The front doors of the residence halls are locked at all times except for times when the College deems it appropriate for doors to remain open.

Procedures for Reporting a Crime or Emergency

Members of the community are strongly encouraged to report all criminal and suspicious activity to Campus Safety in a timely manner. Timely reporting of information assists in intervening in potential criminal activity and apprehending suspects. To report a crime or emergency on the Emmanuel College campus, call the Campus Safety Department at extension 59888 or, from outside the College phone system, 617-735-9888. To report a non-emergency security or campus safety related matter call extension 59710 or, from outside the College phone system, 617-735-9710.

A dispatcher is available at these respective telephone numbers 24 hours a day to answer your call.

What is suspicious?

“Am I witnessing a crime?” Most individuals have found ourselves asking this at some time or another. However, because they are not really sure, they tend to ignore what they have just seen and continue about their business.

They should trust their instincts. If something does not feel right, it probably isn't.

Signs of behavior that might be suspicious:

- A person trying to enter a residence without the proper access card.
- A person running and looking about furtively, as if he or she were being watched or chased.
- A stranger carrying property at an unusual hour or location, especially if the items are computer or other equipment, office machinery, or a locked bicycle.
- A person going door-to-door in an office building or residential area.
- Any person forcibly entering a locked vehicle or building.
- One or more persons sitting in a parked car closely scanning the area.
- A person (especially a juvenile or female) being forced into a vehicle.
- A person exhibiting unusual mental or physical symptoms.
- Unusual noises, including gunshots, screaming, sounds of fighting, barking dogs, or anything suggesting foul play, danger, or illegal activity.

It is important to remember that people aren't suspicious; behavior is. When in doubt, call! If you witness any suspicious activity, call the Emmanuel College department of campus safety immediately.

Anonymous Reporting

Community Members can report criminal or suspicious activity anonymously by either calling Campus Safety. An individual can call Campus Safety to report domestic violence and sexual assaults, drug usage and dealing, or any other criminal activity. The information provided should be as detailed as possible.

Confidential Reporting

Although we encourage the reporting of campus criminal activity to Campus Safety, in some instances community members may choose to file a report with the College and school officials. Reports of criminal behavior reported to these officials are included in the annual disclosure of criminal statistics included in this report.

The officials to whom they should report to are the Dean of Students or the Director of Campus Safety.

Security Awareness Programs

During orientation in September students are informed of services offered by Campus Safety. The presentation outlines ways to maintain personal safety and residence hall security. Students are told about crime on campus and in surrounding neighborhoods. Crime prevention and sexual assault prevention programs are offered on a continual basis. When time is of the essence, information is released to the College community through community alerts posted to the campus portal site.

Crime Prevention Programs

Crime prevention programs on personal safety and theft are sponsored by various campus organizations throughout the academic year. Campus Safety personnel facilitate programs for students, partners and employees providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

Crime Prevention

An Individuals Role in Preventing Crime

We need community members to actively assist us in maintaining a safe and secure campus for all students, faculty and staff. To do this we suggest the following:

- Voice concerns about crime and disorder problems.
- Do not wait until crimes occur or problems get out of control; raise concerns with the campus safety office.
- Report and provide information about crimes and suspicious activities.
- We need individuals to serve as our eyes and ears. They are in a better position to identify behavior and activities that are out of the ordinary in their residence or workplace. A quick and effective response by campus safety officers is greatly assisted by accurate and timely reports of emergency or suspicious incidents. Crime prevention includes calling the campus safety office when an individual observes suspicious activity, calling if one is the victim of or become aware of a criminal incident, and informing the campus safety office of any potential public safety issues. If the department of campus safety is not made aware of an incident, they cannot provide assistance to those in need or work to prevent it from occurring again.

When Walking

- Walk with a friend. Avoid traveling alone after dark. Call the Campus Safety Department for a ride or walking escort.
- Avoid shortcuts. Only walk on well lit regularly traveled walks.
- Don't hitchhike. Don't accept rides from casual acquaintances.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before it can follow.

- Run, Scream, and make noise. If an individual is being followed or feels they are in danger should let someone know they are in trouble.

When Driving

- Don't pick up hitchhikers.
- Whenever possible individuals should limit their driving to well lit heavily traveled roads.
- Keep windows and doors locked.
- Sound the horn. If ever threatened and one cannot drive away sound the horn to attract attention.
- Breakdowns. If an individual's vehicle ever breaks down, signal for attention by raising your hood. Stay inside your vehicle with your windows closed and your doors locked.
- If an individual is being followed they should keep out of desolate areas. Looking for a place where there are people and stop. Ask someone to call the police.
- When parking at night choose well lit areas. Before getting out of the vehicle check for people loitering. Also check for people loitering when returning to the vehicle.

Property Safety

Report thefts, most thieves look for things that are easy to keep or sell without anyone asking questions.

- Don't give anyone your ID or code to your room!
- Don't leave valuables or cash where someone can easily pick them up!
- Don't leave names or addresses on key rings!
- Don't leave valuables in classrooms, cars, the library or dining hall!
- Report any suspicious or unauthorized person!
- Report any broken windows or doors!
- Report any door to door solicitors who do not have proper authority to be on campus!
- Report anyone looking into windows or parked vehicles!
- Report anyone hanging around residence halls, hallways, or other campus buildings with no clear purpose for being there!
- Report any suspicious vehicles driving around campus!

Remember do not attempt to stop or restrain a suspicious or unauthorized person. Call Campus Safety at 735-9710.

Residence Hall Safety

- Don't give anyone your ID or code to your room. Close any windows that are accessible from the outside.
- Don't put your name or address on your key ring.
- If an individual should lose their ID notify Residential Life and Campus Safety. Arrangements will be made to have a new ID made.
- Don't study in poorly lit or secluded areas.
- Residence should always ask for identification from service personnel. If in doubt and you don't recognize the person call the Campus Safety.
- Don't let strangers use cell phones. Make the call for them or direct them to a residence hall front desk.
- If an individual starts receiving harassing phone calls notify the Campus Safety.

- If an individual finds their room has been entered don't go inside. Go to a phone and call Campus Safety. Don't touch anything in the room; as doing so may disturb evidence that is important to an investigation.
- If an intruder awakens a sleeping individual do not try to apprehend the person. An intruder may be armed or may be able to arm themselves with something in the room. Try to leave the room and call for help.
- If an individual sees a suspicious person or vehicle on campus they should contact Campus Safety with as much information as possible.
- Don't peg open exterior doors. Doors are locked for everyone's safety.
- Report any broken doors, locks or windows.
- Try not to bring large amounts of cash or valuables to campus. If one must try not to let anyone know and keep it in a safe place.
- Keep items of value out of sight if possible. Don't leave valuables in plain sight from the outside.

Office & Classroom Safety

- Keep all offices and labs locked when not in use.
- Report any broken doors, locks or windows.
- Faculty should report a lost ID to Campus Safety immediately.
- Always lock desks and file cabinets.
- Consider using password protection for computers.
- Don't leave expensive personal property unsecured in offices.
- When leaving make sure doors are locked. If an individual sees someone suspicious notify Campus Safety.

Identity Theft

- Identity theft occurs when someone uses an individual's name and personal information, such as Social Security number, driver's license number, credit card number, telephone number, or other account numbers, without their permission. Identity thieves use this information to open credit accounts, bank accounts, telephone service accounts, and to make major purchases – all in your name. Information can be used to take over existing accounts or to open new accounts. Identity theft can result in damage to one's credit rating and denial of credit. If an individual feels that their personal information has been compromised, please contact Campus Safety at 617-735-9710.

Harassing Phone Calls

Massachusetts General Laws Chapter 269, Section 14A, states:

"Whoever telephones another person, or causes any person to be telephoned to, repeatedly, for the sole purpose of harassing, annoying, or molesting such person or his family, whether or not conversation ensues, or whoever telephones a person of the female sex, or repeatedly telephones a person of the male sex, and uses indecent or obscene language to such person shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than three months, or both." Federal Law also prohibits the making of obscene or harassing calls in interstate or foreign communications.

If you believe that you are a victim of harassing or annoying phone calls contact Campus Safety immediately to file a report. After taking information for the report the Campus Officer will ask you to keep a "Harassing Phone Call Log". You will be asked to record

the following information for any future "Harassing/Annoying" type calls that you receive:

- Date and Time.
- Type of call- Hang up, Threatening, Obscene, and Nuisance.
- Type of voice- Male, Female, Young, Old, High, Low, Accent, Intoxicated, Nervous, Other.
- Any background noise heard.
- Know to whom you are speaking:
- Ask who is calling.
- Ask what number they are trying to reach.
- Never give out your name or number to strangers! (Don't give the caller the satisfaction of carrying on a conversation, most of these callers just want an audience.)

Hang Up:

Hang up immediately if the caller doesn't respond to your questions!

Hang up at the first utterance of an obscene word!

Hang up if the caller does not make identification to your satisfaction! (Don't slam the receiver down and admit that you are annoyed, just hang up.)

If at any time you are threatened over the phone, or receive a harassing phone call notify the Campus Safety at 735-9710.

Sexual Assault

What is sexual assault?

Sexual assault is any unwanted, coerced, or forced sexual contact or intercourse OR sexual contact or intercourse with someone who is not able to give consent (e.g. under the influence of alcohol or drugs or asleep). Sexual assault can involve the sexual penetration of a body orifice, but also includes other unwanted sexual contact. Victims can be either women or men. Most victim/survivors know the perpetrators who may be the victim/survivor's best friend, lover, partner, date, family member, neighbor, teacher, employer, doctor, or classmate. The perpetrator can be a boyfriend or girlfriend. Sexual assault can occur between members of the opposite sex or same sex. Alcohol, date rape drugs, or other substances may be involved.

What if this happens to me?

If you are sexually assaulted you may want to consider:

- Finding a safe place
- Calling a friend
- Calling for assistance
- Contacting campus or community police
- Seeking medical treatment
- Beth Israel Deaconess Medical Center, (anytime)
- Preserving evidence

Relationship Violence

What is relationship violence?

Relationship violence is defined as intentionally violent or controlling behavior by a person who is currently or was previously in a relationship with the victim. Relationship violence includes actual or threatened physical injury, sexual assault, psychological

abuse, economic control, and/or progressive social isolation. Relationship violence occurs in heterosexual and same sex relationships.

This information is focused on romantic relationships. The same resources can be used for interpersonal violence between roommates.

How do I know if it's relationship violence?

Does your partner exhibit a pattern of controlling behavior?

- Acting jealous all of the time
- Criticizing your behavior and with whom you spend time
- Using looks, actions, or gestures that make you afraid
- Expecting you to ask permission
- Threatening to 'out' you
- Yelling at you, humiliating you or putting you down
- Checking up on you, playing mind games, or making you feel as if you are crazy
- Insisting on making all the decisions

Has your partner ever:

- Insisted on having sex or pressured you to do something sexual when you didn't want to
- Pushed, slapped, bit, kicked, or choked you
- Threatened to kill you or anyone dear to you
- Threatened to commit suicide

Do you feel?

- Like you are walking on eggshells
- That you have to call your friends in secret
- That you must dress a certain way to keep your partner from getting upset

For example:

- My partner yelled at me for being late for lunch. It was so humiliating. My partner grabbed my arm and we left the dining hall. I was really upset. Later we made up and my partner was so sorry for embarrassing me. Things are OK now though I wonder when it will happen again.
- My partner hates it when I spend time with my friends. I feel like I have to sneak around. The other day, my partner got angry about seeing me with a good friend and wouldn't speak to me for several days. When I apologized for seeing my friends without permission, we made up. We have a really good time together as long as I don't hang out with my friends.

Remember, if you are a victim of relationship violence, it is not your fault

Do any of these examples describe your relationship? Or that of a friend? Do you feel like your relationship might be unhealthy or unsafe? Uncertainty about the health of your relationship can be confusing and feel overwhelming. You might want to talk to someone about your concerns.

What can I do?

- Talk to family and friends who can offer support.
- Talk to professionals who can help you decide what options will work best for your situation.

Who are victims of stalking?

Anyone can be stalked, including College students from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, usually having had some type of present or past relationship. The perpetrator can be an intimate partner or former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker's actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish. Talk to one of the resources listed in this pamphlet for help.

How do I know if it's stalking?

- Every time I went to my Political Science class, this guy would sit next to me. He kept trying to talk to me even though I told him I wasn't interested. Then he started showing up everywhere—outside my residence hall, in the Campus Center, even in the library, and threatening me if I don't go out with him. Am I being paranoid?
- I dated this woman a couple of times but then wasn't interested in seeing her again. She said someone would get hurt if I broke up with her. "If I can't have you, no one else can," she told me. We weren't in contact for a while, but now she keeps sending me e-mails. Sometimes I don't answer her. I changed my address but she found out what the new one was. I wish she would stop.
- Two weeks ago someone left me an anonymous "secret admirer" note in the library in one of my books while I was studying. Last week I was studying in the campus center and got up to stretch. When I came back, I found a cup of coffee with a note, "I am always watching you." This morning there were flowers outside my room. My friends don't know who is doing this and it feels creepy!

The absence of a threat means that this last example does not meet the legal definition of stalking. However it might have the same impact. If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources listed in this brochure for more information.

If you feel frightened or uncomfortable about someone's specific behavior, pay attention to your instincts! Seek help.

What can a stalking victim do?

- Talk to one of the resources listed in this brochure for help.
- Report the stalking to the Emmanuel College Campus Safety, or the Campus Safety in your area, and follow their advice.
- Inform others close to you (family, friends, residential life staff, co-workers) about the stalking.
- Do your best to safely avoid all contact with the stalker.
- Keep a journal or log of all incidents connected to the stalking.
- Keep any letters, packages, taped telephone messages, or e-mails received from the stalker.
- Provide Campus Safety with photographs of the suspect, a description, and other information.
- Inform the Office of the Dean of Students and learn about other options including a Stay Away Order/Campus Contract, safe housing and privacy requests at the College.
- Follow basic safety tips.
 - > Try not to walk alone.
 - > Know your surroundings and locations of emergency phones and panic buttons.

- > Lock your car and house doors when alone.
- > Use different routes to drive or walk to class or other routine places.
- > Park your vehicle in well-lit areas.
- > Check your vehicle including front and rear passenger seat areas before getting in.
- > Change locks to your home and car.
- > Use the safety escort program by calling campus safety.

Sex Offender Registry Information

Student, faculty and staff members can obtain information on registered sex offenders living and working in the immediate area by contacting the Boston Police Department. General information about the Commonwealth of Massachusetts Sex Offender Registry Board can be found at www.mass.gov/sorb or by calling 978-740-6400.

Stay Away Orders/Campus Contacts

Restraining Orders

There are several types of restraining orders that can be obtained through the Campus Safety.

- **A restraining order (209A)** is a court order issued by a judge that requires your past or present boyfriend, girlfriend, roommate, or blood relative to stop abusing you or face criminal penalties. There are a number of requirements that need to be met in order for a victim to apply for a criminal restraining order.
- **A civil stay away order** is a type of restraining order, available to someone who is being abused or stalked by a non partner/roommate/relative. Please call the Emmanuel College Campus Safety Department for more information about either order.

Possible Sanctions

The scope of disciplinary sanctions that may be imposed on students including but is not limited to: warning; educational projects; community service; loss of privileges; fines; parental notification; restitution; residence hall re-assignment; residence hall probation; residence hall suspension; residence hall dismissal; counseling or health assessment; no trespass order; stay away order; interim suspension; suspension; dismissal. Sanctions are handled on a case-by-case basis and all sanctions are at the discretion of the Judicial Hearing Officer/Committee.

Counseling and Pastoral Support Services

If you have been the victim of rape or sexual assault, you may want to contact the Office of Counseling for confidential support, counseling, and referral services. Counselors are encouraged to inform survivors that they are counseling about procedures on voluntary, confidential reporting of crimes. Victims of rape and sexual assault often feel confused and alone, and they often question how to tell family and friends about the incident, or whether they should at all. They also experience a variety of strong emotions and/or experience physical problems, such as stomach problems or sleep disturbances. Sometimes, these symptoms don't happen until a long time after the event. Regardless of when the incident occurred, the Office of Counseling can help.

Policy on Missing Students

The missing student policy has been developed in order to assist in locating Emmanuel student(s) living in campus housing or commuter students who do not live off campus

with a family member, who based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommate(s) and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or to Residence Life and Housing. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours or sooner if the situation dictates. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Emmanuel. This emergency information will be kept in the Residence Directors office in each of the four residence halls and will be updated annually.

Policy on Alcohol and Drug Use

Emmanuel College strives to provide a safe and healthy environment for study and recreation. The College policy on alcohol and drug use is designed to promote health, safety and academic excellence.

The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by Emmanuel College in compliance with the requirements of that Act.

Emmanuel College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any student or employee of the College while on College premises, while performing any work for the College, on or off its premises, or while otherwise participating in any College activity, on or off the College premises.

In addition, employees are prohibited from reporting to work or performing job related activities, on or off College premises, while under the influence of alcohol or illicit drugs. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol or illicit drugs.

For the purpose of this policy, the term “illicit drugs” is defined as controlled substances which cannot be obtained legally, or which, although available legally, have been obtained illegally. “Illicit drugs” include not only “street” drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

“Controlled substances” are those substances listed on Schedules I through V of the Federal Controlled Substance Act. Controlled substances include narcotics such as cocaine and heroin; depressants such as barbiturates; stimulants such as cocaine and amphetamines; hallucinogens such as LSD, phencyclidine (“PCP”) and cannabis (marijuana).

This policy does not prohibit use by an employee or student of a prescription drug prescribed for the employee or student by a licensed physician, provided that the drug is used in accordance with the physician's instructions and in a therapeutic dosage.

Use and Addiction

The illicit use of drugs and alcohol can have a substantial impact on the health, safety, and overall success of members of the Emmanuel community and their families. The College is committed to reducing the harm related to the misuse and abuse of drugs and alcohol within the College community. Along with substantial health and safety risks are potentially significant legal consequences. Therefore, all students, staff and faculty of Emmanuel College are urged to read the information enclosed.

Overview

Research has shown that each year, on average, more than 25 percent of College students report academic consequences due to drinking, including missed classes, falling behind, doing poorly on exams or papers, and receiving lower grades overall. Over 150,000 first year students drop out of school for alcohol and drug-related reasons annually. Additionally, research has confirmed that alcohol and drug use are clearly related to lower academic achievement.

Even more serious than the academic consequences is the fact that, nationally, 2.1 million students between the ages of 18 and 24 drove under the influence of alcohol last year and 1,400 of them died from alcohol-related unintentional injuries, including motor vehicle crashes. Annually, 70,000 students are survivors of alcohol-related sexual assaults or date rape, 400,000 have unprotected sex after drinking, 600,000 are assaulted by another student who has been drinking, and 150,000 will develop an alcohol-related health problem—ranging in severity and often related to quantity and frequency of consumption. Combinations of alcohol and/or drugs—including both illegal and legal substances taken for recreational purposes—often result in serious and unpredictable consequences for the user.

Educational Programs

The Department of Campus Safety works collaboratively with the Dean of Students, Residence Life, Counseling Services and various student groups to develop programs that seek to reduce the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during freshman orientation, training for residence life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

Policy on Sexual Harassment

Emmanuel College seeks to create and maintain an academic environment in which all members of the community are free of harassment based on sex. The institution espouses Catholic values, which infuse the academic and residential life on campus. Under riding the community life must be the awareness on the part of every member of the rights and human dignity of every member. Attitudes of condescension, hostility, role stereotyping, and sexual innuendo weaken the health of the community. Furthermore, harassment based on sex compromise the integrity of a liberal arts education, because it makes the

Julie Hall	Yes	Full System	2	Yes	Yes	Yes	Yes
Loretto Hall	Yes	Full System	2	Yes	Yes	Yes	Yes
St. Joseph Hall	Yes	Full System	2	Yes	Yes	Yes	Yes
St. Ann Hall	Yes	Full System	2	Yes	Yes	Yes	Yes

Fire Safety Improvements and Upgrades

Emmanuel College Campus Safety and Facilities Department annually review the fire systems in our residence halls and make upgrades, repairs or revisions when problems are identified.

Residence Hall Fire Drills

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with Campus Safety, Facilities and Residence Life. The supervised fire drill is scheduled within the first 3 weeks of the beginning of the semester.

Evacuation route maps are posted in each resident's room showing where the closest egress route is and the assembly area outside. Students who fail to leave the building during a fire drill are documented and the incident is turned over to the Dean of Students.

Fire/Life Safety Education

Residence Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms.

Residence Life policy on evacuation from residence halls is in the student handbook, and is discussed with residents when they move into the residence hall, as follows:

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in courtyards or in close proximity to the buildings. Move to the Jean Yawkey Center so that the Residence Life staff can conduct roll call.

Fire Safety Tips

- Should you see a fire, sound the fire alarm immediately and call Campus Safety at 5-9888.
- Advise Campus Safety of the size and location of the fire.
- Campus Safety will notify the fire department and will respond to assist.
- Do not enter a building that is on fire.
- Advise Campus Safety if you know that someone is in the building.
- Always report any fire, even if it has been extinguished.
- Report vandalized or discharged fire extinguishers to Campus Safety.
- Make sure you know what your building's fire alarm sounds like.

Formal Report – Non-forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Confidential Report – Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Confidential Report - Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	9	6	6	1	0	0	0	0	0	10	6	6	2	1	2
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Alcohol	184	178	70	0	0	0	0	0	0	184	178	70	184	178	70
Arrest for Drugs	0	0	2	0	0	0	0	0	0	0	0	2	0	0	0
Discipline for Drugs	59	31	15	0	0	0	0	0	0	59	31	15	59	31	15
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapons	2	1	0	0	0	0	0	0	0	2	1	0	0	0	0
Hate Crimes: Larceny/Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes: Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes: Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes: Destruction/	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

1. 2008/2009 – The information received from the local police departments covered an area far larger than required to be reported.

2. All crimes in the Residence Halls column are also represented in the On Campus column.