



Annual Report of Safety and Security

REPORTING YEAR 2021



EMMANUEL
COLLEGE

SUBMITTED OCTOBER 1, 2022

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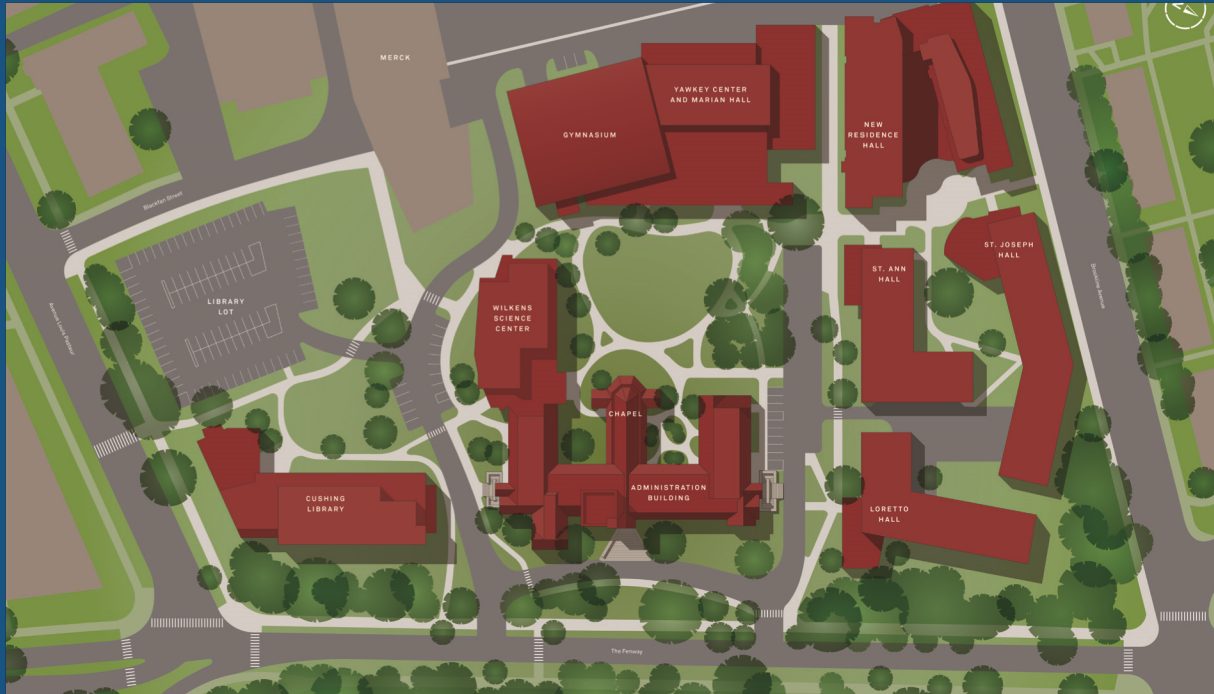
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Emmanuel College Campus Map



EISNER ADMINISTRATION BUILDING

Academic Advising
Academic Affairs
Admissions
Auditorium
Business Office
Campus Safety
Chapel
Counseling Center
Development and Alumni Relations
Fenway Room
Finney Reception Room
Human Resources
Information Technology Helpdesk
International Programs
Mailroom and Copy Center
Marketing and College Relations
Mission and Ministry
Muddy River Café
President's Office
Registrar
Student Affairs Administration
Student Financial Services
Treasurer's Office

MAUREEN MURPHY WILKENS SCIENCE CENTER

Office of Admissions
Career Center
Connors Atrium
Parking Garage

JEAN YAWKEY CENTER AND MARIAN HALL

Athletics and Recreation
Atrium Café
Bookstore
Center for Diversity and Inclusion
Fitness Center
Graduate and Professional Programs
Gymnasium and Yosinoff Court
Jean Yawkey Center for Community Leadership Conference Room
Marian Dining Hall
Maureen Murphy Wilkens Atrium
New Student Engagement and Transition
Parking Garage
Student Activities and Multicultural Programs
Student Government, Student Clubs and Organizations

CARDINAL CUSHING LIBRARY

Academic Resource Center (ARC)
Academic Technology
Disability Support Services
DiscoveryLab
Information Technology Administration
Institutional Research
Janet M. Daley Library Lecture Hall
Learning Commons
Learning Commons Service Desk
Library Collections
Library Reference and Research

LORETTO HALL

NEW RESIDENCE HALL

Dance Studio
Dunkin' Donuts
Fitness Center
Joe Di's Food Mart
Margaret L. McKenna '83 Media Center

SAINT ANN HALL

Dean of Students
Facilities Department
Residence Life and Housing

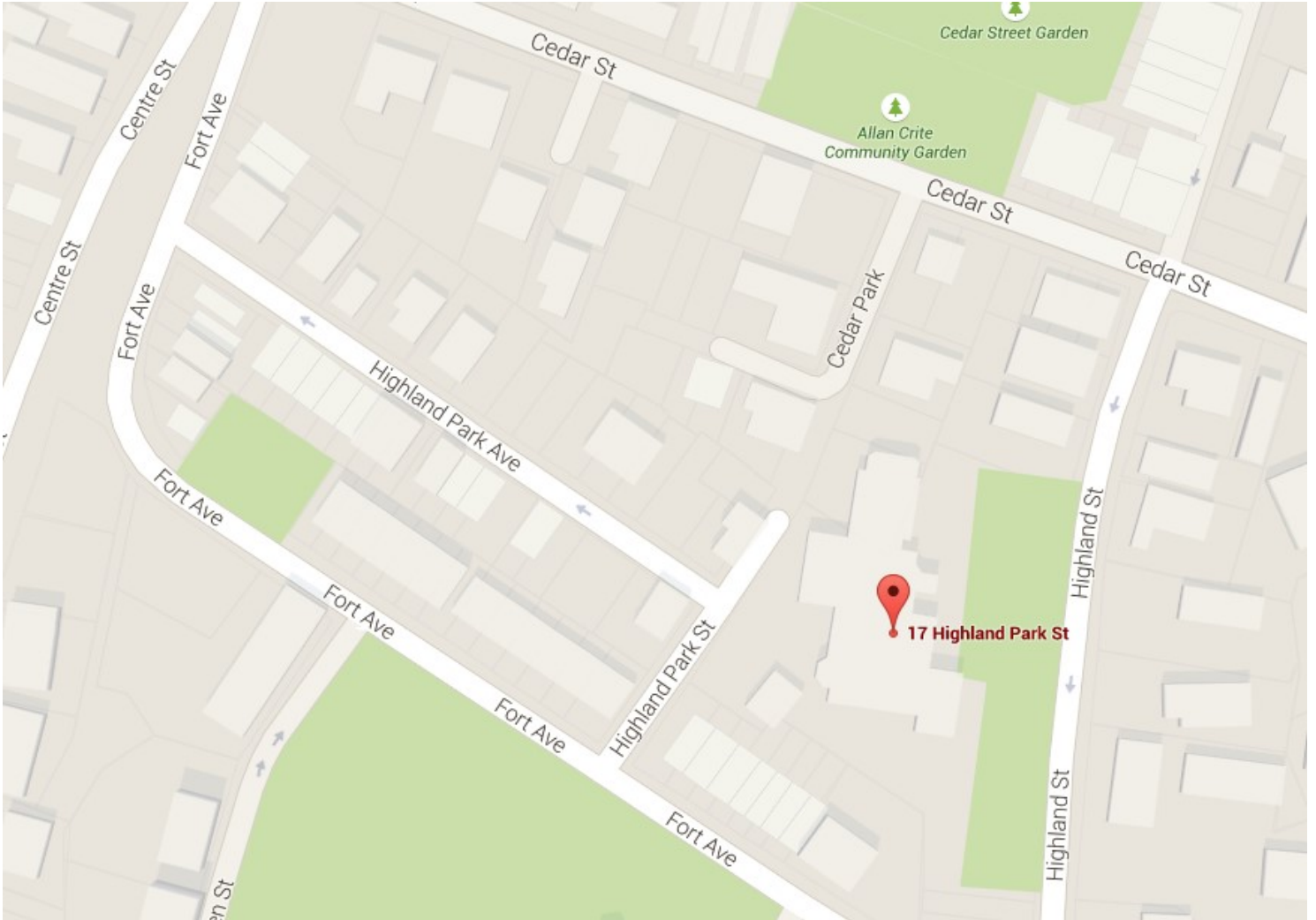
SAINT JOSEPH HALL

Health Services
Science Living-Learning Community
Strength and Conditioning Fitness Center



**EMMANUEL
COLLEGE**

Notre Dame Campus
17 Highland Park Street, Boston MA, 02119



A Message from Emmanuel College Campus Safety

The mission of Emmanuel College Campus Safety is to provide a safe and secure environment for all students, faculty, staff, and visitors to the Emmanuel Community. Campus Safety supports the college's primary mission by maintaining a secure and open environment so that students may be educated in a dynamic learning community shaped by strong ethical values, a commitment to social justice and service, the Catholic intellectual tradition, and the global mission of the Sisters of Notre Dame de Namur. Emmanuel College Campus Safety strives to accomplish its mission by maintaining a continuous and open dialog with the entire Emmanuel Community.

Emmanuel College Campus Safety's core values of service, professionalism, and the maintenance of the highest standards of integrity and ethics provide the foundation and guidance to accomplish our stated mission. Our primary goal is to relentlessly provide personal and organizational safety and security to the Emmanuel Community. In order to accomplish this goal, we rely on critical partnerships within the Emmanuel Community to include students, faculty, and staff. External partnerships to include, the City of Boston, the Commonwealth of Massachusetts, and the Colleges of the Fenway are also crucial in order to provide effective safety services to our community. Additionally, Campus Safety is focused on internal and external assessment for improvement, problem solving, as well as continuous planning for the future including emergency planning.

It is important for all students, faculty, and staff to remember that we are located in an urban environment and even though reported crime at Emmanuel is low, we share many of the safety concerns that exist in any major city. Modern campus safety is information driven. Continuous communication and dialog is critical in order to provide safety services to the Emmanuel Community. Therefore, we ask any member of our community who has a safety concern to contact Campus Safety.

In closing, personal safety is fundamental in order for the college to accomplish its mission, and safety is a collective task and responsibility. We ask the entire community to assist Campus Safety in continuing to make Emmanuel College a safe and secure environment for all.

Edward Amodeo
Director, Campus Safety

Important Phone Numbers and Resources

ON CAMPUS	
Campus Safety	
Emergency	617-735-9888 (5-9888)
Non-emergency	617-735-9710 (5-9710)
Academic Resource Center	617-735-9755 (5-9755)
Counseling Services	617-735-9920 (5-9920)
Health Center	617-264-7678 (4-7678)
Office of the Dean of Students	617-735-9917 (5-9917)
Residence Life	617-735-9746 (5-9746)
OFF CAMPUS	
Beth Israel Deaconess Medical Center	617-667-7000
Boston Area Rape Crisis Center (24 HRS)	1-800-841-8371
Boston Police Dept. Sexual Assault DIV.	617-343-4400 or 911
Casa Myrna Vasquez, (for battered woman)	1-877-785-2020
Center for Violence Prevention and Recovery	617-667-8141
Fenway Community Health Center's Victim Recovery Center	617-927-6250
National Domestic Violence Hotline	1-800-799-7233
Rape, Abuse, Incest National Network (RAINN)	1-806-656-HOPE (4673)

Preparing the Annual Security Report

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 by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements, and to distribute the report to all enrolled students and all employees by October 1 of each year. Campus Safety fulfills this distribution requirement by posting the report on the Emmanuel College website. This posting ensures that the report is publicly available to anyone with interest in Emmanuel College. An additional posting is made on the college internal portal, advising all students and employees of the report availability and location.
- Inform all prospective students about the availability of the annual security report. To comply with this aspect of the law, a notice is placed on the College's admissions department website.
- 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, State law enforcement and other College officials who have "significant responsibility for student and campus activities" (Campus Security Authorities or CSA's); Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees"; A written request is made to all Campus Security Authorities, local and State law enforcement for statistical data. For statistical purposes, recording of crimes is in the year that they are reported.
- 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 a public fire log a record of any fire that occurred in an on-campus student housing facility.

The mission of Emmanuel College Campus Safety is to provide a safe and secure environment for all students, faculty, staff, and visitors to the Emmanuel Community. We highly encourage all members of the Emmanuel Community to read our Annual Campus Safety and Fire Report. Campus Safety welcomes the exchange of information and ideas with the Emmanuel Community concerning safety and security. Additionally, Campus Safety partners with the entire Emmanuel Community along with external organizations, such as local police departments and Colleges of the Fenway, to develop a cooperative and collaborative approach to providing safety services. The goal of creating and maintain a safe environment is through the sharing of information and education. This report will assist students and the entire Emmanuel Community in attaining the knowledge necessary to remain safe both on and off campus. Safety is our top priority, and everyone's participation in this endeavor is paramount.

Timely Warning Notices: Campus Safety Alerts and Crime

These alerts and notifications provide the campus community with information necessary to make safe and informed decisions concerning their health and safety. Campus Safety issues timely warnings, called “Campus Safety Alerts and/or Notification” 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. Timely warnings may be sent out when a criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety threat. Decisions to disseminate a warning are made on a case by case basis in light of all the facts surrounding the crime and the continuing danger to our community. Alerts are routinely sent to members of the community through the Emmanuel College Email system and the Emmanuel College Portal. They may be posted in the lobbies of the residence halls depending on the nature of the alert or notification. The purpose of the warning is to aid in the prevention of similar crimes and to provide pertinent information relevant to the crime and suspect(s) and to seek information that may lead to an arrest and conviction of the offender. The alert also serves to make the community aware of the incident and to provide information (safety tips) on what actions can be taken to diminish the chances of being victimized. An effort will always be made to disseminate a warning within twenty-four hours of the crime and to make the warning a preventative tool. Significant criminal incidents that may elicit a timely warning may include crimes of violence, patterns of property crimes, and general campus safety and security matters effecting the community.

Campus Safety Alerts are distributed for the following Uniform Crime Reporting Program (UCR) National Incident Based Reporting System (NIBRS) classifications; major incidents of arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case by case basis, depending on the facts of the case and the information known by Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Emanuel community members, and a safety alert would not be distributed. In cases involving sexual assault, they are often reported long after the assault, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses are considered on a case by case basis depending on where and when the incident occurred, where it was reported, and the amount of information known by Campus Safety. The Director of Campus Safety or designee reviews all reports to determine if there is an ongoing threat to the Emmanuel community and if the distribution of a Campus Safety Alert is warranted. Safety Alerts may also be posted for other crimes as deemed necessary. Timely warnings may include a suspect’s personally identifiable information.

The Director of Campus Safety or a designee in Campus Safety develops the contents of a safety alert and Campus Safety has the authority and training to send campus emails to all relevant members of the Emmanuel Community.

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 11 sworn Special State Police Officers (SSPOs). All Emmanuel SSPOs are former supervisory and command level Massachusetts State Police Officers, serving as campus safety shift supervisors, who have full police authority on all Emmanuel College property. All Emmanuel College Campus Police Officers, including the Director and Lieutenants/ Shift Commanders are Sworn Officers under Massachusetts General Law 22C-63 and have received Massachusetts POST (Police Officer Standards and Training) certification. Officers must complete annual in-service training provided through the Commonwealth of Massachusetts to maintain first-responder medical certification and to remain current regarding the laws of the Commonwealth. All Officers receive other relevant training necessary for the performance of their role as Campus Police Officers. The Sworn Campus Police Officers also receive extensive training in issues involving domestic violence, sexual assault investigations, and violence prevention and response. They also carry firearms and maintain a high proficiency in the usage of same. Campus Safety staffing is also comprised of 38 civilian unarmed Campus Safety Officers who also assist with maintaining a safe and secure environment for all members of the Emmanuel community.

The Department of Campus Safety is located on the first floor of the Administration Building and is open 24 hours a day, seven days a week, 365 days a year. To report a crime or other emergency, Campus Safety can be reached at any time via campus telephone at extension 5-9888 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 (Rape Aggression Defense) classes, register bicycles, and initiate contact with students, faculty and staff while patrolling on foot and while eating in the 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. As noted above supervisory Emmanuel College Campus Safety Officers are Special State 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 and witnesses are strongly encouraged to immediately report crimes to Campus Safety and the Boston Police Department. Prompt crime reporting by all will assure timely warning notification to the Emmanuel Community as well as

timely disclosure of crime statistics consistent with our reporting obligations under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Daily Crime and Fire Log

Emmanuel College Campus Safety produces a daily log that is available to the public, as required by the Jeanne Clery Disclosure Act of Campus Security Policy and Campus Crime Statistics and Massachusetts General Law. The purpose of the daily log is to provide information about valid complaints of criminal or other significant incidents occurring on campus to members of the Emmanuel community, which might be relevant to their safety and security. The log is kept in the Campus Safety office in the Administration building first floor and is available for inspection during business hours.

Emergency Text Messaging

Campus Safety issues emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees on campus. 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 (RAVE) to notify the campus community. Students and staff can register online to receive real time notifications of these emergency events via the RAVE notification system. All members of the Emmanuel Community will receive notifications automatically through their Emmanuel Email. The RAVE text messaging system is tested monthly by all Campus Safety Special State Police Officers.

Maintaining a Safe/Secure Campus

Uniformed Campus Safety Officers are on duty 24 hours a day, seven days a week throughout the entire calendar year. All Campus Safety Officers' primary function is to ensure the safety and wellbeing of all persons on campus. Officers respond to emergencies, observe and report security breaches, safety hazards, suspicious activity and persons, water leaks, defective exterior lighting and other hazards. These patrols also include the interior and exterior of all academic, administrative, parking and residential facilities. Additionally, all patrol personnel maintain high visibility on campus and focus routine patrol on areas such as the JYC, the quad, public entrances to the campus, etc. This is extremely important when classes are in session.

Safety equipment on campus includes fire extinguishers, Automated External Defibrillators (AEDs), panic buttons, door ajar alarms, motion detectors, and emergency blue light phones in garages and security cameras are in most significant areas of campus. Campus Safety routinely tests the functionality of this equipment.

Security Assessment

Campus Safety Officers regularly patrol all campus grounds and report on all nonfunctioning lights and all other unsafe physical conditions to the facilities department, for replacement or repair. All facilities, lighting, and landscaping is maintained in a manner that minimizes hazardous conditions. All members of the Emmanuel community are encouraged to report equipment problems to Campus Safety or the Facilities Department.

Coordination with others in the Longwood Medical Collective

Emmanuel College Campus Safety is a member of the Longwood Medical and Academic Collective and share a common radio system for emergency purposes along with situational awareness. This radio is tested twice daily. This radio system enables Emmanuel College Campus Safety to be immediately advised of any safety and security concerns in the Longwood Medical Area. This information is reviewed by Campus Safety to determine the potential impact on the Emmanuel Community, and whether community notification is necessary and if necessary determine what type of notification.

Following a U.S. Department of Education Emergency in Higher Education (EMHE) grant in 2012, the Colleges of the Fenway have adopted emergency management plans that are common to the Colleges of the Fenway, although individualized to the colleges. The COF and Longwood Collective conduct joint training in preparing for manmade and natural disasters. This training consists of monthly meetings and yearly tabletop exercises, as well as participation in actual drills.

Campus Safety Dispatch Center

The Campus Safety Dispatch Center is located in Room 139 on the first floor of the Eisner Administration building, and is staffed 24 hours a day by a Campus Safety Dispatcher. Dispatchers take calls for service on the non-emergency line 617-735-9710 as well as emergency calls for service on the emergency line 617- 735-9888. Dispatchers also monitor life safety systems, including access control, CCTV, alarms, fire detection and suppression systems, two-way radio system and the Longwood Collective emergency radio network. Via the radio network, the Campus Safety dispatcher directs officers to all requests for service and breaches of security or suspicious activity on campus.

Procedures for Reporting a Crime or Emergency

Members of the community are strongly encouraged to report all criminal and suspicious activity to Campus Safety promptly. Timely reporting of information assists in intervening in potentially criminal activity and identification/apprehending suspects. To report a crime or emergency on the Emmanuel College campus, call the Campus Safety Department at extension 5-9888 or, from outside the College phone system, 617-735-9888. Reports may be made on behalf of another, when, for example, the victim of a crime does not want to or is unable to report a crime. To report a nonemergency security or campus safety related matter call extension 5-9710 or, from outside the College phone system, 617-735-9710. Reports may also be made at the Dispatch Center in the Administration building at any time of the day or night. 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 themselves asking this at some time or another. However, because they are not really sure, they tend to ignore what they have just seen and continued 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 behaving as if he or she were being watched or chased.
- A stranger carrying property at an unusual hour or location, especially if the item is a 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 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 Campus Safety immediately.

Campus Security Authorities

Federal law requires the College to disclose statistics concerning the occurrence of certain crimes enumerated in the Clery Act that occur within the College’s Clery geography and that are reported to campus security authorities (“CSAs”) and local law enforcement. Under the law, CSAs include any member of the Emmanuel College Campus Safety Department; any individual who has responsibility for campus security, but who is not a member of Campus Safety; any individual identified by the College as someone to whom a crime should be reported; and any College official who has significant responsibility for student and campus activities. Individuals serving the College as CSAs vary based on their job functions, but include by way of example (but not limitation):

- Dean of Students who oversee student housing, a student center or student extracurricular activities
- Director of Athletics, all athletic coaches including part-time and graduate assistants.
- Faculty advisors to student groups.
- Student resident advisors or assistants.
- Students who monitor access to dormitories or buildings that are owned or recognized student organizations.
- Coordinator of Greek Affairs, if such group appears on campus.

- Ombudsperson, including student ombudspersons.
- Director of Campus Health.
- Victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation, disciplinary action or court cases, etc.
- Members of the Sexual Assault Response Team or other sexual assault advocates.
- Director of Human Resources, Affirmative Action and Title IX Coordinator;
- Associate Dean for Community Standards;
- Associate Dean and Director of Student Activities;
- Vice President of Academic Affairs;
- Director of Residence Life;
- Athletics Department;
- Director of International Studies and External Programs;
- Residence Hall Security Desk Attendants;
- Resident Directors and Resident Assistants;
- Student Group Advisors.

All CSAs should encourage any person who reports a crime or other incident involving campus security to notify the Campus Safety Department immediately. Any CSA who receives a report of an incident involving a crime or a security matter **must** contact the Campus Safety Department immediately and inform the Department of the incident consistent with the confidentiality considerations discussed below.

Confidentiality Considerations

A CSA is **not** required to disclose to the Emmanuel College Campus Safety Department confidential information concerning an incident, such as information that would identify a victim of a crime who wishes for his or her identity to remain confidential. However, CSAs are required to inform the Campus Safety Department of the existence of all known incidents, including confidential incidents, so that such incidents can be recorded as statistics by the Campus Safety Department and, where appropriate, to be included in the College's annual security report. If a reporting party does not consent to the disclosure of his or her identity to the Emmanuel College Campus Safety Department, CSAs are expected to inform the Department of the reporting individual's wish for confidentiality and to report the incident to Campus Safety for statistical purposes only. CSAs must report an incident to the Department without disclosing identifying information concerning the reporting party unless the reporting party consents to disclosure of his or her identity.

The College urges all community members to report any criminal incidents to the Emmanuel College Campus Safety Department. In the event an individual chooses not to report a crime, the College urges the person to at least disclose the occurrence of the incident to a campus security authority so it may be counted, as appropriate, consistent with the reporting requirements pursuant to in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Anonymous Reporting

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

Counselors and Confidential Crime Reporting

As a result of the negotiated rulemaking process followed by the signing into law, the 1998 amendments to 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting within the scope of their licenses, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination is recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.

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 crime statistics which are included in this report.

The officials to whom you should report crime issues to include the Dean of Students, Resident Directors, the Director of Campus Safety or any Campus Safety Officer, the Counseling Office, or the Health Center. Students also can report crimes to the Police Department of jurisdiction. On campus criminal activity can also be reported to the Boston Police 617-343-4200 or 911 for an emergency.

With the permission of the victim, the Director of Campus Safety can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential while taking steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime about a particular location, method, or assailant and alert the campus community to any potential danger. Reports filed in this manner are included and disclosed in the annual crime statistics report.

Bystander Options

Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. Emmanuel College encourages all members of the community to take safe and positive actions to intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding cultural conditions that may facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene. Such actions should be prudent and with regard for one's safety. Contact Campus Safety or local law enforcement and seek assistance from staff, faculty or other persons in authority to end the abuse. Bystanders play a critical role in the prevention of sexual and relationship violence. Emmanuel College seeks to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. There is no single "right" way to intervene, and what is appropriate depends on the situation and the individuals involved. Below is a list of some ways to be an active bystander.

- Call Campus Safety and ask for assistance.
- Watch out for your friends and fellow students/employees. If you see someone who appears that they could be in trouble or need help, ask if they are OK.
- Speak up when someone discusses plans to take sexual advantage of another person
- Ask the individuals involved in abuse to stop what they are doing, if safe to do so.
- Use a distraction to stop an individual's activities/actions.
- Stepping in and separating the people involved in a non-combative manner ONLY if it is safe to do so.
- Ask another bystander, or bystanders to intervene with you, ONLY if it is safe for you to do so.
- Notify Campus Safety or Law Enforcement by calling 911.

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 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 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 an off-campus incident 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 shares incident reports which involve off-campus activity that may involve Emmanuel students. Campus Safety shares those reports with the appropriate departments for follow-up that could result in disciplinary actions.

Response to Reports of Crimes/Emergencies

All Emmanuel College Campus Safety Officers are trained to observe and report incidents that occur on campus and in our neighborhood. When an emergency call is received by the Campus Safety dispatcher, a Campus Safety Officer is dispatched immediately to the location of the incident to render aid or assistance, take a report, and conduct a preliminary investigation if necessary.

In response to a reported emergency, Campus Safety Officers will respond and summon the appropriate resources to assist in response to the incident. All Campus Safety reports are forwarded to the Dean of Student's office for review and potential action is taken as appropriate. Campus Safety reports are entered into a database management system where they are stored and are retrievable. This database allows officers to record an incident, conduct follow up investigations and compile statistical data from a centralized depository of incident data. Crime statistics and general information are available to the public during business hours consistent with current applicable laws. Information which must remain confidential is closely protected.

Parents, neighbors, and members of the larger community not on our RAVE emergency notification system can access information during an emergency at Emmanuel College via the College website or local/national news outlets. Other Colleges on the Fenway Public

Safety/Campus Safety Chiefs are on the Emmanuel College emergency notification system (RAVE) to advise their communities of emergencies at Emmanuel or within our neighborhood.

Medical Emergency Response Services

In a medical emergency, members of the Emmanuel community should dial 911 and then call the Campus Safety emergency line 617-735-9888. All Emmanuel College Campus Safety Officers are trained as first responders and will respond immediately.

For routine care, students should contact the Emmanuel College Health Services Office at 617-734-7678, located on the 2nd floor of Marian hall. The Health Services office is open Monday-Friday during business hours. The Beth Israel Deaconess Medical Center (BIDMC) is located adjacent to the campus. Emmanuel College maintains a close working partnership with this world-renowned medical center. Students requiring specialized treatment or hospitalization are referred to BIDMC by Health Services.

The Emmanuel College Counseling Office has professional counselors on staff who offer support for students in an atmosphere of respect and confidentiality. Services include assessments of mental health and referral to both on and off campus resources. There is a counselor on call 24 hours a day, seven days a week.

Off-Campus Emergency Assistance

When Campus Safety becomes aware of an off-campus emergency involving an Emmanuel student, faculty or staff member, the Police Department of jurisdiction will be immediately notified, and Campus Safety Officers will assist in coordinating the response.

Campus Safety has a strong relationship with the Boston Police, Brookline Police and the Massachusetts State Police and routinely interacts in exchanging information, reporting crimes, conducting investigations. Although no formal Memorandums of Understanding exist among the Departments, the collaborative partnership works extremely well, to the benefit of all concerned.

Emergency Response and Evacuation Procedures

The College's Emergency Response Plan includes information about Incident Team members: Roles and Responsibilities; College operating status parameters, levels of emergencies, and incident priorities and performance expectations.

Emmanuel College Campus Safety Supervisors have received training in Incident Command and responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders would be Emmanuel College Campus Safety Officers along with the Boston Police Department, Massachusetts State Police, Boston Fire Department and Boston Emergency Medical Services who would work cooperatively together to resolve the incident. Depending on the nature of the incident, other College departments and other Local, State and Federal agencies could be involved in responding to the incident.

General evacuation is outlined in the college's Emergency Response Guide referenced below.

Evacuation:

Leave your location at once. Evacuation requires everyone to exit a building, area, or campus.

Actions:

- An order to evacuate a building or area of campus may be given by Campus Safety, Administration, or emergency personnel.
- Occupants should use the nearest and safest exit when an evacuation order is given.
- Evacuate in a CALM MANNER and avoid blocking entrances.
- Based upon the type of emergency, occupants may be asked to move farther away from impacted area(s).
- Remain calm at all times and follow the instructions of your supervisor, Professor, campus safety, and emergency personnel.
- Notify first responders of any persons with disabilities who may still be in the affected area or building.

The college's Emergency Response Guide is posted conspicuously throughout the campus and also available on the college website. All incoming new students are directed to the emergency response guide as part of their new student orientation.

Emergency Contact System

Emmanuel College has multiple systems for alerting our community to campus/neighborhood emergencies. The College contracts with RAVE Alert for emergency notification systems. The system allows authorized users to send an immediate notification to all or selected members of the Emmanuel community who have provided emergency contact information.

Messages about immediate or potential threats to the health or safety of members of the community can be simultaneously sent to on-campus phones, cell phones (voice or text), home phones, emergency contact phones, multiple email addresses, and social media. All members of the Emmanuel community are regularly requested to provide updated emergency contact information so that they can receive messages from the emergency notification system.

The emergency notification system will be activated upon confirmation of an emergency situation that poses an immediate threat to the health or safety of students, faculty or staff on campus or when there is an event that requires closing the campus or limiting access (e.g. severe weather). The emergency notification system will not be used to send messages about criminal activity in the area unless the crime presents an immediate threat to safety on campus.

Emmanuel College will, without delay, and taking into account the safety of the community, determine the content of the emergency message and initiate the emergency messaging system, unless issuing a message will, in the judgment of Campus Safety or other responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise

mitigate the emergency situation. In addition to the emergency notification system, Emmanuel College Campus Safety and Emergency Preparedness may rely upon communication systems to provide relevant information regarding an emergency situation. These may include;

- Emmanuel College Portal
- Social Media
- Public address systems
- Emmanuel email
- Bullhorns maintained in the Yawkey Center
- Media outlets including local television and radio stations
- TV monitors in most campus buildings
- Notices posted in central locations in all campus buildings

If any of the systems utilizing technology fail, the College will initiate face to face communication using Campus Safety personnel and other appropriate staff and students on campus.

Parents not on the RAVE emergency notification system, neighbors and other members of the larger community can access information during an emergency at Emmanuel College via the website or local/national media. Other COF Public Safety/Campus Safety Directors are enrolled on the Emmanuel College RAVE system to advise their communities of a potential emergency at Emmanuel.

Emmanuel students, faculty and staff can update their emergency notification information at any time via the Emmanuel College Portal or current Student's page.

Services

Security Patrol

Emmanuel College Campus Safety Officers patrol the campus 24 hours a day, seven days a week. Campus Safety Officers patrol all buildings during all hours of operation, as well as during non-operational periods. All Campus Safety Officers' primary function is to ensure the safety and wellbeing of all persons on campus. As such officers observe and report security breaches, safety hazards, suspicious activity and persons, water leaks, defective exterior lighting and other hazards. Additionally, 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 Campus Safety Communications Center in EAB 139.

Security/Traffic Booth

Emmanuel College Campus Safety Officers staff the security booth at the only entrance to the college for vehicular traffic. This assignment provides access control to the college for all vehicles. Every vehicle is required to stop at the booth to ensure that they have a valid purpose for driving and/or parking on campus. This face to face interaction with vehicle operators

entering campus is a critical part of providing security and safety services to the Emmanuel Community.

Safety Escorts

Campus Safety Officers will escort any member of our community 24/7 from any building or parking lot to any location on Emmanuel College property. Students at orientation, as well as upper-class students, are encouraged to call Campus Safety to request an escort whenever they have the slightest feeling that they don't feel safe or if they are walking alone at night from a building to one of our parking lots. Students are instructed to trust their instincts. In each case a Campus Safety Officer will be promptly dispatched to assist. Campus Safety emphasizes a low threshold for requesting an escort or any other service from Campus Safety.

College Shuttle

Campus Safety Officers operate the college shuttle vehicle to transport students, staff and faculty to and from main campus and the Notre Dame Campus Residence Hall and Conference Center located at 17 Highland Park Street, Boston MA, 02119. Additionally, the shuttle will transport students to the Ruggles MBTA Station between the hours of 6 p.m. and 2 a.m. The shuttle, or campus safety vehicles, will also be utilized for minor medical transport to the BI Emergency Room at the request of Health Services or College administration.

Fingerprinting

Campus Safety provides this service to any Emmanuel College Community member that may need to provide fingerprints to prospective employers, for security clearances or any other application process. Fingerprints will be taken by the shift supervisor during the following times: Monday-Friday, 9AM-3PM

First Responders

All Campus Safety Officers have been trained as first responders and have certification in first aid, CPR, automated external defibrillator (AED), and stop the bleed.

Closed-Circuit Security Camera System

Strategically placed closed-circuit cameras are 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. This is a valuable tool to deter and detect unsafe acts and suspicious activities on campus. This system is critical in maintaining a safe and secure environment on campus.

Student I.D. Cards

All students receive an Emmanuel College identification (I.D.) card, which can 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 student residents are required to go through a check-in process for any resident hall guests. Additionally, all guests must surrender an identification card to front desk personnel in order to access the residential areas of the hall.

Students 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 instructed 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 decisions and the realization of one's 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. There are two RAD sessions scheduled for the 2022 fall semester. Students are encouraged to contact Campus Safety for more information.

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 139. Persons claiming lost articles must describe the item and present adequate identification.

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. 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.

Security Awareness and Crime Prevention Programs

The Emmanuel College Campus Safety Department takes a proactive approach in dealing with issues of security and crime. The primary tool to accomplish this is strict adherence to the concept of community policing and also keeping our community well informed regarding all relevant issues. All members of the Emmanuel community are encouraged to participate in the effort to keep our community free from crime and disruption. The following is a list of some of the programs utilized by Emmanuel College Campus Safety that supports the educational mission of the College and enables our community to make well-informed decisions regarding issues of safety.

- Safety escort and shuttle program provides walking escorts or shuttle transportation for our community members to specific areas both on and off campus.
- Emergency telephones are located in all campus garages.
- Residence Hall Security-Campus Safety works with the Residence Life staff to promote safe practices in all residence halls through training and education of both residents and

staff. Campus Safety Officers also staff the front desk of all residence halls, controlling access and egress between the critical hours of midnight to 8 AM.

- New Student Orientation- Campus Safety Officers participate in new student orientation, presenting crime awareness and prevention information to students and their parents during the summer and at the beginning of the academic year.
- New Student Orientation- Safety in the City program is presented to all new students to the Emmanuel Community by Campus Safety. Similar presentations are made available during College open house sessions conducted by the Admissions Department.
- Parking Facility Security—parking garages and lots are regularly patrolled by Campus Safety Officers. CCTV and emergency phones are located in all campus parking garages.
- Security and Fire Alarm systems—a computer controlled alarm system monitors a campus- wide network of fire, door intrusion, and panic alarms.
- Security Surveys—comprehensive physical and operational security surveys are frequently conducted by Campus Safety Officers to assist various College departments to improve the security of their work or living spaces and personal and College property.
- Facilities Surveys—a program designed to identify and correct deficiencies in exterior/interior lighting, locking hardware, emergency telephones, and emergency notification is regularly conducted by Campus Safety Officers.
- Timely Warnings—In cases where the Director of Campus Safety or designee determines that a particular crime or crime trend represents a serious or continuing threat to the Emmanuel community, a timely warning will be distributed in order to alert the community so they can take precautions and make informed decisions about how they conduct their daily business in the neighborhood. These warnings are distributed via the College Portal and email system or other methods deemed appropriate.
- Rape Awareness, Intervention, and Prevention—Four Campus Safety Supervisors are certified as sexual assault investigators and work with students as needed concerning programs dealing with domestic violence, dating violence, stalking, rape and sexual assault. Rape Aggression Defense (RAD) is also offered periodically to all community members. At new student orientation the RAD program is strongly emphasized for students to consider.
- Violence Prevention and Response—At new student orientation active shooter/active threat is a topic of presentation and discussion. All students are directed to review two videos on the college webpage, under “Campus Preparedness” concerning this topic. Additionally, students are instructed to review the Frequently Asked Questions on the website under “Campus Preparedness” concerning shelter in place and lockdown procedures. Students are also instructed to review the college’s emergency response guide posted conspicuously throughout the college and also located on the college website under “Campus Preparedness”.

- Crime Prevention Information—brochures, posters and other materials carrying crime prevention and awareness information regarding all aspects of personal safety and property security are distributed when appropriate.

Education and Prevention Programs

During the current academic year (2022-2023), by federal requirements, Emmanuel College is planning a number of educational and prevention programs for students, faculty and staff, regarding sexual assault awareness, dating violence, domestic violence, and stalking. This programming will consist of prevention and awareness programs during new student and new employee orientation and ongoing awareness and prevention programs for all students, staff, and employees. Examples of ongoing and future programs include:

- The Dean of students meets with members of the College athletic team coaching staffs to discuss issues of sexual misconduct, the concept of consent and bystander intervention strategies.
- The Dean of students also meets with student-athletes in season to discuss the relevant issues of dating violence, domestic violence, stalking, the concept of consent, and all matters of sexual misconduct and bystander intervention strategies.
- All incoming freshman and transfer students receive mandatory on-line Title IX training during orientation.
- All new and current employees are required to complete online training regarding matters of sexual harassment, discrimination and Title IX.
- Domestic violence, dating violence, sexual assault, and stalking will be clearly defined as prohibited conduct.
- Behavior that constitutes domestic violence, dating violence, sexual assault, and stalking will be clearly identified based on definitions provided by the Department of Education and as defined by Massachusetts law.
- At new student orientation all incoming freshman and transfer students will focus on behavior and actions that constitute consent to sexual activity. The training video “Consent and Tea” is viewed and discussed. Additionally, risk reduction information and strategies are provided to reduce the occurrence of sexual assault, domestic violence, dating violence, and stalking, to empower victims and to address conditions that facilitate violence.
- Safe bystander options are discussed, to enable all students, staff, and employees to have positive options available to intervene during situations of domestic violence, dating violence, sexual assault, and stalking.
- “One Love” Program 2021. One Love educates young people about healthy and unhealthy relationships, empowering them to identify and avoid abuse and learn how to love better. This program is also scheduled for 2022.

- “Get Inclusive” On-Line Student Courses. Title IX/Sexual Assault Prevention- “Voices for change” program. Voices for Change is an online learning experience that exceeds Title IX compliance to help build academic communities of engaged bystanders who can identify harmful situations, and have the motivation and skills needed to intervene. This program is a mandatory program for all incoming freshman and transfer students. Get Inclusive-Voices for Change also focuses on consent and identifying hazing.
- Mandatory online training on alcohol awareness and other drugs for all incoming freshman and transfer students. All students 21 and older receive refresher alcohol awareness training.

Emmanuel College is committed to providing its students, faculty, and staff with a working and learning environment in which all people are treated with respect and dignity. Each person has the right to work and be educated in an atmosphere that is free of harassment and unlawful discrimination. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the Title IX Coordinator or one of the Deputy Coordinators. If you speak with a faculty member about an incident of sexual misconduct, that faculty member must notify the Title IX Coordinator. The Title IX Coordinator will assist a student in understanding all options and connect the student with all possible resources on and off-campus. If a student wishes to speak with a confidential source, they may contact the confidential counselors in the Office of Counseling or the Office of Mission and Ministry. For more detailed information on Title IX policies, procedures, and resources, please visit www.emmanuel.edu/titleix.

Crime Prevention

An Individual’s 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 Campus Safety.
- Report and provide information about crimes and suspicious activities.
- Campus Safety needs 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. An 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 Campus Safety of any potential public safety issue. If 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.
- Don't hitchhike.
- Be careful while using an ATM at night or in unfamiliar locations.
- When on the street, walk facing oncoming traffic.
- Do not overload yourself with packages.
- If someone approaches you and attempts to engage you in conversation, if you are not comfortable, trust your gut and walk away.
- Tell someone where you will be or if you will be with someone you do not know very well, and what time you expect to return.
- Do not wear headphones or talk on a cell phone while walking or jogging. Stay alert.

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.
- Check your surroundings before getting into or out of your car.
- Do not let gas indicator fall below one-quarter of a tank.
- Plan your route and check a map before you start out
- Keep doors and windows locked.
- Do not leave valuables in plain sight inside your car.
- Carry in your car: flashlight, flares, fix a flat, maps, warm clothing, first aid kit, empty gas can and cell phone.
- Learn basic auto maintenance.

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!

Do not attempt to stop or restrain a suspicious or unauthorized person. Call Campus Safety at 617-735-9710/9888.

Residence Hall Safety/Workplace 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.
- Residents 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 start 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.
- Do not leave your keys unattended.
- Know your co-workers and look out for each other.
- Place by every phone: emergency numbers for Campus Safety, Police, Fire Department and AED locations.
- 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 and 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.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with a purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable. It probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and you have cab money.
- Don't allow yourself to be isolated with someone you don't know or someone you don't trust.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find your way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (911) in most areas.
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you do leave your drink alone, get a new one.

- Watch out for your friends and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have consumed, or is acting out of character, get him/her to a safe place immediately.
- If you suspect your friend has been drugged, contact law enforcement immediately (911). Be explicit with Doctors so they can give you the correct tests.
- If you need to get out of an uncomfortable or scary situation, here are some things you can try: Remember that being in this situation is not your fault. You did nothing wrong; it is the person who is making you feel uncomfortable who is at fault. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with. Have a code word with your friends or family, so if you don't feel comfortable you can call them and communicate your discomfort, without the person you are with knowing. Your friends or family can then get you or make up an excuse to leave.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
- Don't accept a drink from someone you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from a punch bowl or other large common open containers.

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.

Harassment

Harassment can take the form of personal contact, mail, telephone calls, social media, emails or facsimiles. The specific action taken in any particular case depends on the nature and gravity of the reported conduct and may include mediation, judicial hearings or criminal prosecution, when appropriate. When harassment occurs, Campus Safety will act to stop the harassment, prevent the occurrence, and hold those responsible accountable for their actions. At all times, the investigation will be conducted in a way that respects, to the extent possible, the privacy of all persons involved.

Campus Safety takes reports of harassment very seriously, and each report will be investigated to its most logical conclusion. There are three types of harassment under Massachusetts General Laws:

- Annoying phone calls
- Criminal harassment
- Stalking

Annoying 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.)

If you receive harassing telephone calls:

Hang up immediately if the caller does not 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 (617)735-9710.

Criminal Harassment

According to Massachusetts General Laws Chapter 269 14A

Whoever telephones another person, or causes another person to be telephoned, repeatedly, for the sole purpose of harassing, annoying or molesting such person or his/her family, whether or not conversation ensues, or whoever telephones a person repeatedly, 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.

Stalking

According to Massachusetts General Laws Chapter 265 Section 43:

Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than five years or by a fine of not more than one thousand dollars, or imprisonment in the house of correction for not more than two and one half years or both. Such conduct, acts or threats described in this paragraph shall include, but not limited to, conduct, acts or threats conducted by mail or by use of telecommunication device including, but not limited to, electronic mail, internet communications, and facsimile communications.

Policy on Missing Students

The missing student policy has been developed 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 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. Attempts will be made to contact the student, using any confidential contact information that the student may have provided to the college, and an external law-enforcement agency will be contacted if appropriate. Others at the college will be contacted, as appropriate

For any student who is under 18 years of age and reported missing on-campus housing, Campus Safety will immediately cause the custodial parent or guardian to be notified once it is determined that the student is missing.

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 in 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 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 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, Student Activities, 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 Smoking

Effective August 11, 2014, Emmanuel College prohibits smoking and the use of tobacco products on the Fenway and Notre Dame Campuses. No smoking or tobacco use will be permitted on college grounds, in common or private work areas, elevators, hallways, restrooms, dining areas, lounges, conference and meeting rooms and all other enclosed or semi-enclosed areas. Additionally, no smoking or tobacco use will be permitted in outdoor areas including parking lots, parking garages (including inside personal vehicles), grounds, rooftops, courtyards, entrance/exit ways, athletic facilities, College-owned or leased vehicles and any other indoor or outdoor areas owned or managed by the College.

Sexual Assault/Rape: Legal Definitions

- Rape occurs when the offender has “sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his/her will, or compels such person to submit by threat of bodily injury.”

- The crime of indecent assault and battery occurs when the offender, without the victim's consent, intentionally has physical contact of a sexual nature with the victim.
- Consent is an agreement reached by both partners to engage in a specific activity. Engaging in sexual activity with a person who has not given or cannot give his/her consent is an act of sexual violence.

In Massachusetts, it is illegal to have sex with someone who is incapable of giving consent because:

- Consent cannot be given by someone who is not of sound mind and body.
- Someone who is drunk, high, unconscious or mentally incompetent may not be able to give consent to a sexual act.
- Submission is not necessarily consent.
- Having sex with someone who reasonably believes that there is a threat of force, meets the legal definition of rape in Massachusetts.

Sexual Misconduct Policy

Emmanuel College has a longstanding reputation for academic excellence, values-based education, and a strong community. The College seeks to create and sustain a campus environment in which students behave in a moral and ethical manner, treat each other with dignity and respect, and personally flourish – intellectually, physically, socially and spiritually. Emmanuel strives to provide a living and learning community free from violence and discrimination, and the College enforces a strict policy prohibiting sexual misconduct. Consistent with the Statement of Community Standards, the College expects students to take responsibility for building and improving community life. Toward that end, Emmanuel encourages students to work collaboratively with the staff, faculty, and administration to build and maintain a campus free from sexual assault, sexual harassment, relationship violence, domestic violence, dating violence, stalking and other forms of sexual misconduct.

As an academic community, the College works to educate students about healthy and respectful relationships and teaches students to recognize aggressive behavior and high-risk situations that may lead to victimization. Students are encouraged to take an interest in each other's well-being and to intervene – without compromising their safety – when another student is at risk for harm. An intervention may include interrupting activity that may result in victimization, offering help to a potential victim and soliciting advice and assistance from someone in authority. A student may be able to prevent victimization through an act of care and concern. Ultimately, however, each Emmanuel student is responsible for his or her behavior, and the College expects each and every student to read, understand and adhere to the sexual misconduct policy. Sexual misconduct is defined as any form of unwanted sexual advances or contact. "Unwanted" means against a person's wishes or without consent and includes those instances in which the individual is unable to give consent because of diminished judgment, sleep, unconsciousness, illness, impairment or intoxication due to alcohol, drugs or other substances. Consent must be clearly communicated, given free of force or the threat of

force, it must be mutual and noncoercive. The person initiating the sexual activity is responsible for securing consent. Consent to one sexual activity does not imply consent to other sexual activities, nor does a current or previous dating or sexual relationship constitutes consent.

Sexual misconduct includes but is not limited to sexual assault, sexual harassment, and relationship violence and stalking. It also includes behavior or conduct that is lewd or indecent including disregarding the privacy of others, exposing others to highly offensive conditions, communicating using obscene, sexually explicit, hostile, discriminatory, or threatening words, photographs, pictures, jokes or gestures. Sexual misconduct is a violation of the Student Code of Conduct and is strictly prohibited. Students who have been victims of sexual misconduct are urged to seek support and to report violations as indicated in this document. All alleged violations of sexual misconduct will be thoroughly investigated.

Emmanuel College is committed to maintaining a safe environment for members of our community. Emmanuel College will not tolerate rape, any form of sexual assault, dating violence, domestic violence, stalking, or any other form of violence. The Office of Campus Safety has four sexual assault investigators on staff who can be of assistance, including contacting the local Police authorities if the victim so desires. Campus Safety can also assist in identifying College support services for victims of violent crimes.

Students who may be a victim of sexual assault will be offered immediate medical treatment and counseling support at either the on-campus Health Center or off campus at Beth Israel Deaconess Medical Center (BIDMC).

The Office of Campus Safety can provide transportation to the Health Center or BIDMC whether or not an incident is filed with the local or campus police. It is up to the victim to decide if such a report should be filed or not. A medical escort can be requested without divulging that an assault or rape has occurred.

When a rape or sexual assault is reported, there is no requirement that the victim file criminal charges. It is important to preserve any physical evidence as proof of assault, should the victim decide to file charges at a later date. Students are also encouraged to report incidents of sexual assault to Campus Safety or Title IX coordinator to receive coordinated services from the College and surrounding community. Further information on Emmanuel's sexual assault policy can be found in the student handbook at www.emmanuel.edu.

Victim witness assistance is available from the Office of Campus Safety for help in obtaining restraining orders or other legal processes in collaboration with local police authorities.

Services of the Campus Safety Office, the Health Center and the Counseling Center are confidential to the extent permitted by law and Emmanuel's obligation to protect the safety and well-being of members of the Emmanuel community. With a student's consent, a

representative from Student Affairs may be notified to offer a coordinated response. Information is only shared on a “need to know basis,” generally only after receiving the student’s permission.

Under the Campus Sex Crime Prevention Act, the Office of Campus Safety will maintain records provided by the Massachusetts Sex Offender Registry Board of registered sex offenders who have indicated that they are employed or enrolled at Emmanuel College. Any member of the community who wishes to review such information should contact the Office of Campus Safety during normal business hours. For further information concerning the crimes for which convicted offenders must register or regarding additional access to records of registered sex offenders, contact the Massachusetts Sex Offender Registry Board at 978 740-6040 or visit. WWW.state.ma.us/sorb.

Bystander Intervention Training

Bystander intervention offers safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of Domestic Violence, Dating Violence, Sexual Assault, or Stalking. Bystander intervention includes recognizing situations of potential harm, understanding cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Such action should be prudent and with regard for one’s safety. Contact law enforcement, and seek assistance from faculty, staff or other persons in authority to end the abuse.

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
- Preserving evidence

Reporting a Sexual Assault Offense

Any person who is the victim of a sexual assault should seek safety immediately. On campus, call the Office of Campus Safety at 617 735-9788 or 9710. Off-campus, call 911 to contact the local Police Department of jurisdiction. Campus Safety will assist a victim with contacting the local law enforcement agency of jurisdiction if requested.

Title IX Coordinator

Individuals may also report any sex offense or any issues involving sexual harassment to the College's Title IX Coordinator. This office is responsible for coordinating the college's compliance with Title IX. The College's Title IX coordinator is Erin Farmer Noonan, Director of Human Resources, 617 735-9892 (farmer@emmanuel.edu). Her office is located in Rm. 336C in the Administration building 400 the Fenway Boston, Mass. 02115.

Title IX sub-coordinators are Dr. Jennifer Forry, Dean of Students/Chief Student Affairs Officer, 617 735-9917 forryJ@emmanuel.edu and Susan K Benzie, Associate Dean of Students., 617 264-7601 benzies@emmanuel.edu. Both are located in the Eisner Admin. Bldg. Rm. 151. The College's sexual harassment policy can be found at <https://www.emmanuel.edu>.

Seek Immediate Medical Attention

It is important to receive immediate medical attention even if you feel you were not physically harmed. Locally, the Beth Israel Deaconess Medical Center (BIDMC) has specialized medical teams that work with victims of sexual offenses. A medical examination that includes a general physical exam and an exam to check for internal injuries will most likely be suggested. Also, the victim can choose to be tested for pregnancy and sexually transmitted diseases. A medical examination does not require the victim to press charges.

Preserve Evidence

Before going to the hospital, a victim should not shower, wash or throw away any clothing worn at the time of the sexual assault. Evidence on one's body or clothes is critical if the choice is made to press charges, either immediately or at a later date. Upon request, the hospital will hold evidence for at least six months, regardless of the decision to seek a criminal complaint. In addition to contacting Campus Safety at 617 735-9888 (emergency line), the following individuals and offices can be called to report a sexual offense. (SART)

Sexual Assault Response Team (SART)

To provide an appropriate and coordinated response to victims of sexual assault, Emmanuel College has established a Sexual Assault Response Team (SART). The SART consists of a network of individuals throughout the college community which students can access in the event of sexual assault. The SART provides assistance to survivors of sexual assault, sexual harassment, dating violence, and stalking. Assistance may include counseling, advocacy, medical care, academic interventions, and referrals. SART members will explain what options and resources are available and will assist the victim through whatever steps he/she decides to take. SART members will preserve the victim's confidentiality to the greatest

extent possible. SART team members will encourage a victim to formally report an incident using names, so the incident can be properly investigated to prevent further crimes but are mindful that the decision to do so is always up to the victim.

Members of the Sexual Assault Response Team (SART):		
Dr. Jennifer Forry	Dean of Students /Chief Student Affairs Officer	617-735-9917
Dr. Amanda Snow	Director of Counseling	617 735-9920
Fr. Terrence Devino SJ	VP of Mission and Ministry, College Chaplain	617 732-1608
Susan Benzie	Associate Dean of Students	617-735-9746
Shelia Silva	Nurse Practitioner, Health Services	617 264-7678
Edward Amodeo	Director of Campus Safety	617 735-9710
Lisa Buckley	Lieutenant Campus Safety/Investigator	617 735-9710

College Response to a Sexual Assault. Dating Violence, Stalking, Domestic Violence

Examples of Interim or permanent protective measures for students:

In the event of sexual assault, dating violence, stalking or domestic violence, the Office of the Dean of Students helps coordinate the services available at Emmanuel College, which are referenced below. The College will use the preponderance of evidence standard in fact-finding. Preponderance of evidence means a reasonable person could conclude that it is more likely than not that the sexual misconduct alleged to have occurred did, in fact, occur

- The College will assess the immediate safety needs of the complainant.
- The College will assist complainant with contacting local police if complainant requests and will be provided with contact information for the local Police Department. Regardless of whether or not a report is filed, the complainant will be provided with assistance and resources.
- Campus Safety 617 735-9710/9888 Boston Police 617 343-4200/911
- The College will provide written instructions on how to apply for an order of protection and Campus Safety will assist with the process if requested.
- The College will provide written information on how to preserve evidence.
- The College will assess the need to implement interim or long-term protective measures to protect complainant if appropriate.
- The College will provide the complainant and respondent with a written explanation of complainant's rights and options.
- The College will provide a "No Trespass" directive to the accused party if deemed appropriate.
- The College will provide the complainant with access to medical care if requested/warranted.
- The College will provide the complainant with referrals to on and off-campus mental health providers.

- The College will provide a copy of the policy applicable to sexual assault to the complainant and will inform complainant regarding timeframes for inquiry, investigation, and resolution if applicable to the situation.
- The College will provide a prompt, fair and impartial process from the initial investigation to the final resolution.
- The proceeding will be conducted in a manner that is consistent with the College's policies and transparent to the complainant and respondent.
- The College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.
- The College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
- Contacting the student's family in the case of a medical emergency. While the student will be encouraged to call her/his family for support, the decision to do so will remain with the student if she/he is capable of doing so.
- Contacting the Director of Residence Life, if the victim lives on campus, for assistance with changing living arrangements, if such changes are reasonably available.
- Contacting College academic or administrative staff for assistance in facilitating academic accommodations or class schedule changes.
- In cases of sexual assault, where both the accused and accuser are Emmanuel College students, the Dean of Students or designee will review the case and make appropriate administrative decisions, which may include a Student Conduct hearing. The College reserves the right to remove a student whom it considers to pose a threat to the safety of its community members.
- The victim shall be promptly informed of her/his right to notify law enforcement officials, including on-campus and local police. If requested, College personnel from Campus Safety, the Health Center, the Counseling Center or the Office of Student Affairs will assist the victim in this process.

Examples of interim or permanent protective measures for employees:

- Issuing a no-contact order.
- Issuing a no trespass order for Emmanuel properties.
- Providing employee assistance support
- Changing work location or reporting structure.
- Changing parking location or providing an escort to/from parking or arranging for alternative commuting options.
- Adjusting work schedules and or responsibilities.
- Arranging for leave.
- Suspending respondent while the investigation is ongoing.
- Ensuring the complainant is aware of his/her Title IX rights and resources, such as victim advocacy, counseling, disability services, health and mental health services, legal assistance, and the right to report a crime to campus or local law enforcement.

Emmanuel College will, upon written request, disclose to the victim of a crime of violence, or sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the victim for purposes of this paragraph.

The College provides numerous education and awareness programs. The Rape Aggression Defense (RAD) program promotes awareness, prevention, and self-defense skills. RAD is offered each semester. Hall talks are conducted in the residence halls to discuss safety in the city and on campus. Emphasis is placed on watching out for one another, alcohol-related issues and in situations to avoid and any other timely topics to keep our community safe. Orientation meetings are held with every incoming student to discuss safety issues that the new student may be confronting for the first time. Special programs are conducted every year to discuss the issues surrounding alcohol, drug, and pharmaceutical abuse that could lead to a student making poor decisions. Outside State and Local agencies are frequently called upon to assist in some special areas of training.

The College will provide written notification to the complainant about options for and available assistance in changing academic, living, transportation and working situations, regardless of whether or not the complainant chooses to report the crime to campus police or local law enforcement. Examples of a change in an academic situation could include changing the physical location of the class; doing work outside the classroom; dropping course/courses without financial penalty, rescheduling exams. Arranging a temporary withdrawal from a program; and identifying alternative course completion options. Examples in a change of transportation could include a change of parking locations; assistance with alternative transportation options; and escort to/from his/her vehicle. A change in living accommodations could be changing residence halls or moving to an off-campus location and college staff assisting with the relocation (and dissolving an on-campus housing contract and pro-rating a refund). Examples of a change in work situation could include a change in supervision; a change in office location; working from home; arranging a temporary leave; suspending the respondent while the investigation is ongoing; and adjusting work schedule/responsibilities.

The College does not publish the names of crime victims or include identifiable information regarding victims in the Campus Safety daily crime log.

Victims may request that directory information on file be removed from public sources by contacting the Title IX Coordinator Erin Farmer-Noonan. The College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

Campus Sexual Assault Victims' Bill of Rights

- The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights as part of the Higher Education Amendments of 1992, as amended by the Campus Sexual Violence Elimination Act (Campus SAVE act). This law requires that all universities afford sexual assault victims certain basic rights such as:
- Accuser and accused must have the same opportunity to have others present, including an opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice
- Both parties shall be simultaneously informed of the outcome of any disciplinary proceeding in writing.
- Survivors shall be informed of their options to notify law enforcement, including on campus and local police. (Campus Police will assist with notification to local police). (The decision to notify authorities remains with the victim.)
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

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 weakens the health of the community. Furthermore, harassment based on sex compromise the integrity of a liberal arts education, because it makes the learning and working environment hostile, intimidating, and offensive. It destroys opportunities for students to develop strong, positive self-concepts, and a sense of self-confidence, which is essential to living out the ideals of a liberal arts education. Also, persons who harass others compromise their integrity and credibility. Consequently, no form of sexual harassment can be tolerated on campus.

Sexual harassment is defined as unwelcome sexual advances which interfere with an individual's work, academic, residential, or co-curricular environment, or coercive behavior which threatens employment or academic reprisal or promises reward contingent upon obtainment of sexual favors.

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 on campus, including the Counseling Office or Campus Safety.

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 College resources for help.
- Report the stalking to the Emmanuel College Campus Safety, or the Local Police 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 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.

- **A Harassment Prevention Order (258E)**

Under Massachusetts General Law Ch. 258E, individuals who have suffered harassment may ask a judge at the Superior Court, Boston Municipal Court, District Courts or Juvenile Court to issue an Order to protect them from further harassment or abuse. These Orders will be recorded and enforced by law enforcement agencies. For any emergency that occurs after hours or on weekends, you may contact Campus Safety and ask to be put in contact with an on-call judge.

Resources

Beth Israel Deaconess Medical Center,
Center for Violence Prevention and Recovery
617 667-8141 www.bidmc.harvard.edu/display.asp?node

Boston Area Rape Crisis Center (BARC)
617 492-8306
24Hr. hotline 617 492-7273 www.barcc.org

Disciplinary Hearings/Possible Sanctions/Standards of Evidence

Procedures for College disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking shall include;

- Provide a prompt, fair and impartial investigation and resolution.
- Be conducted by College Officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and accused are entitled to the same opportunities to have others present during a College disciplinary proceeding: including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed in writing of:
 - The outcome of any College disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking.
 - The College procedures for the accused and victim to appeal the results of the College disciplinary proceeding.
 - Of any change to the results that occurs prior to the time that such results become final.
 - When such results become final.
- The College will protect the confidentiality of victim(s); including how publicly-available recordkeeping will be accomplished without inclusion of identifying information about the victim, to the extent permissible by law.

- The College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims both on-campus and in the community.
- The College will provide information to victims about options for, and available assistance in, changing academic, living, transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A student or employee who reports to the College that the student or employee has been a victim of domestic violence, dating violence sexual assault or stalking, whether the offense occurred on or off campus shall be provided with a written explanation of the student or employee's rights and options. (Victims Bill of Rights)

The scope of disciplinary sanctions that may be imposed on students after a final determination regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking may include, 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; 209A Orders, Harassment Orders, interim suspension; suspension; dismissal. Sanctions are handled on a case-by-case basis, and all sanctions are at the discretion of the Student Affairs Officer/Committee. The standard of evidence in any disciplinary hearing shall be; Is it more likely than not that the offense occurred.

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.

Crime Definitions from the Uniform Crime Reporting Handbook

Emmanuel College provides information relating to crime statistics and security measures to prospective students, matriculated students, employees, and applicants for employment. The Office of Campus Safety maintains records of reported crimes that have occurred on Emmanuel College properties and has compiled the statistics below in the on-campus and non-campus property sections. Campus Safety gathers crime statistics from all individuals who are defined as Campus Security Authorities by federal law. The Office of Campus Safety is also required to report crimes in the immediate area immediately surrounding the campus. The statistics are derived from the Boston Police Department and the Massachusetts State Police.

The Clery Act requires that certain crimes be reported each year. The following definitions are excerpted from the Uniform Crime Reporting UCR Handbook published by the Federal Bureau of Investigations (with the exception of the sex offenses definitions, which are taken from the national-incident based reporting system of the UCR handbook) These definitions are provided to assist the reader in understanding the crimes that are reported in this report.

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

Criminal Homicide-Negligent Manslaughter-The killing of one human being through gross negligence by another.

Sexual Assault - is defined as an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape-Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

The Commonwealth defines Rape as:

Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by joint enterprise, or is committed during the commission or the attempted commission of an offense defined in Section Fifteen A, Fifteen B, Seventeen, Nineteen or Twenty-Six of Section 10 of Chapter two hundred and sixty-nine shall be punished by imprisonment in the State Prison for life or for any term of years.

No person serving a sentence or subsequent such offence shall be eligible for furlough, temporary release or education, training or employment programs established outside a correctional facility until such person shall have served two-thirds of such minimum sentence or if such person has two or more sentences to be served otherwise other than concurrently, two thirds of the aggregate of the minimum terms of such several sentences.

Whoever has intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury, shall be punished by imprisonment in the State Prison for not more than twenty years; and whoever commits a second or subsequent offence shall be punished by imprisonment in the State Prison for life or for any term of years.

Fondling- defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is

incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Statutory Rape-defined as sexual intercourse with a person who is under the statutory age of consent.

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

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

Burglary- defined as the unlawful entry of a structure to commit a larceny or felony; breaking or entry with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

Hate Crimes – include any of the above crimes plus:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

that manifest evidence that the victim was intentionally selected because of the perpetrator's bias:

- Race
- Gender
- Gender Identity
- Religion
- Sexual Orientation
- Ethnicity
- National Origin

- Disability

Weapon Law Violation-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 the aforementioned

Motor Vehicle Theft- defined as 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.)

Domestic Violence-includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of jurisdiction in which the crime of violence occurred.

The Commonwealth of Massachusetts specifically defines Domestic Violence as:

1. "Abuse", the occurrence of one or more of the following acts between family or household members:

- (a) Attempting to cause or causing physical harm;
- (b) Placing another in fear of imminent serious harm;
- (c) Causing another to engage involuntarily in sexual relations by force, threat or duress 2.

"Court" the Superior, Probate and family or Boston Municipal Court departments of the trial court, except when the petitioner is in a dating relationship when "Court" shall mean District, Probate or Boston Municipal Court.

"Family or Household members," persons who:

- (a) are or were married to one another;
- (b) are or were residing together in the same household;
- (c) are or were related by blood or marriage;
- (d) having a child in common regardless of whether they have ever been married or lived together; or
- (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by District, Probate or Boston Municipal Court consideration of the following factors:
 - (1) the length of time of the relationship;
 - (2) the type of relationship;
 - (3) the frequency of interaction between the parties; and
 - (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

Dating Violence- defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the following factors:

- (1) the length of the relationship
- (2) the type of the relationship
- (3) the frequency of interaction between the persons involved in the relationship

The Commonwealth of Massachusetts does not have a specific Dating Violence statute, but see the definition of "Family or Household members" above

Stalking- defined as (1) engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress; (2) For the purposes of this definition

- (a) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly or indirectly, or through third parties, by any action, method, device or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person's property,
- (b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (c) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

The Commonwealth specifically defines stalking as;

- (a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or a series of acts over period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking.

Drug Law Violations- defined as violations of state or federal 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 nonnarcotic drugs (barbiturates, Benzedrine.)

Liquor Law Violations-The violation of laws or ordinances prohibiting the sale, manufacture, 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 any attempts to commit any of the aforementioned.

(Drunkenness and driving under the influence are included in this definition.)

Drug Law Violations Referred for Disciplinary Action	0	0	3	0	0	0	0	0	0	0	0	3	0	0	3
Illegal Weapon Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

Emmanuel College reports no unfounded crimes for 2019-2020-2021.

Non-campus property refers to any building or property not on Emmanuel’s academic or residence campus; owned or controlled by a student organization recognized by the college; or any building or property owned or controlled by the college and used in direct support of educational purposes; or any building or property owned or controlled by the college that is frequented by students, but is not in the same reasonably contiguous geographic area of the academic campus.

Public Property is defined as the public streets, sidewalks, other thoroughfares, or parking facilities adjacent to College facilities.

Hate Crime Statistics 2021

2021	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability				Gender Identity				National Origin						
	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

OC = On Campus // NC = Non-campus // PP = Public Property // RES = Residence

Hate Crime Statistics 2020

2020	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability				Gender Identity				National Origin						
	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP	RES	OC	NC	PP
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

OC = On Campus // NC = Non-campus // PP = Public Property // RES = Residence

Residence Hall Fire Safety Systems

On Campus

Residence Hall	Fire Detection System	Fire Suppression System	Minimum Fire Drills Each Year	System Suppression	Evacuation Plans/Placards	Fire Extinguishers present	Fire Alarm monitored at Campus Safety
New Residence 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
Notre Dame	Yes	Full System	2	Yes	Yes	Yes	Yes
Pilgrim Hall	Yes	Full System	2	Yes	Yes	Yes	Yes

Non Campus

Residence Hall	Fire Detection System	Fire Suppression System	Minimum Fire Drills Each Year	System Suppression	Evacuation Plans/Placards	Fire Extinguishers present	Fire Alarm monitored at Campus Safety
City View Apartments	Yes	Full System	N/A	Yes	Yes	Yes	N/A
Trilogy Apartments	yes	Full System	N/A	Yes	Yes	Yes	N/A

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 and Facilities. The supervised fire drill is scheduled within the first three (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 referred 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:

Evacuation procedures

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 911 and Campus Safety at 5-9888.
- Advise Campus Safety of the size and location of the fire.
- Campus Safety will assist the fire department and will respond as needed.
- 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.
- Know your evacuation route (at least two exits).
- Close doors to help prevent the fire from spreading.
- Do not open doors if you suspect fire may be on the other side.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- Never prop open or lock a fire exit.
- College policy dictates that when a fire alarm sounds in any building, the building will be evacuated for everyone's safety.

Fire/Life Safety Inspections

During the fall semester, a residence life staff person will do a fire/life inspection of your room. You will be notified as to when these inspections will take place, and you will be required to allow the staff person entrance to your room for inspection. If you or your roommate(s) are

not home, the room will be inspected without you present and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be subject to disciplinary action.

Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items attached to sprinkler heads
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heater
- Tampered with a smoke detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds — including rooms with no guardrails
- Any other situation deemed unsafe by the staff inspector

Reporting a Fire

Anyone reporting an on-campus fire should call 911 immediately and then contact Campus Safety at 5-9888.

Definitions

Fire - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill - A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury - Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death - Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within one (1) year of injuries sustained as a result of the fire.

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: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

Value of Property Damage - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption.

Fire Log - A fire log is kept in the Campus Safety Department, which is open to the public during normal business hours. Emmanuel College maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The Fire Log entry, or an addition to an entry, shall be made available within two business days of the receipt of information. The Fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will available within two business days of a request for public inspection.



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