

Smith College

Annual Security and Fire Safety Report



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A Note to Our Readers:

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This document is available online at <http://www.smith.edu/offices/dps/publications/SafeSound.pdf> This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and non-campus property sites, the offices of the Dean of the College, Dean of Students, Residence Life, Student Programs, Health Services and Department of Athletics. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Public Safety, designated campus officials (including but not limited to directors, deans, department heads, etc.) and to local law enforcement agencies.

If you have any questions about anything contained in this report, please contact the Department of Public Safety at x2490 (dial 413-585-2490 from off campus.)

Attention Users of Cellular Phones

In order to report an emergency promptly from your cellular phone, program the Department of Public Safety phone number into your phone: **413-585-2490**.

Note that many providers require you to dial the area code even if your phone number is within the same area code.

Statement of Non-Discrimination

Smith College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences.

Smith College does not discriminate in its educational and employment policies on the bases of race, color, creed, religion, national/ethnic origin, sex, sexual orientation, age, or with regard to the bases outlined in the Veterans Readjustment Act and the Americans with Disabilities Act.

Bias Based Profiling Policy

It is the policy of this department that, except in "suspect specific incidents," Public Safety officers are prohibited from considering the race, gender, national or ethnic origin, sexual orientation, or disability of members of the public in deciding to detain a person or stop a motor vehicle and in deciding upon the scope or substance of any law enforcement action.

**Smith College
Department of Public Safety**

2009 - 2010

From the Director of Public Safety

The Department of Public Safety welcomes you to this new academic year at Smith College. Each student, faculty member, and staff member enriches this community in many ways, including the way Smith looks out for itself. The Department of Public Safety hopes you will join in becoming part of a network of responsibility for everyone's well-being through small, routine gestures.

Looking out for each other, of course, involves a careful balance between safety and privacy. In setting department policies, Public Safety has taken pains to respect the individual's rights. The more comfortable an individual feels about coming forward with information, we believe, the safer the whole community will be.

It may seem like a paradox, but Public Safety believes that caution can make you free. Building a healthy avoidance of risk into your daily routine can preserve your freedom to come and go as you please. First, habitual safety frees your mind from constantly being on guard—we'd like you to be alert, but not paranoid. Second, if you routinely avoid the risk of injury to yourself, your belongings, and each other, you are freer to take the risk of living life to the fullest.

The Department of Public Safety is the police force for the College community. It consists of professionally trained law enforcement officers and community service officers who keep current in the field through continuing education. All members of the department are trained in problem solving and in being as helpful as possible in a range of activities. Public Safety listens to feedback from and collaborates with individuals and organizations in a lattice of support and protection sustaining the Smith College community.

This booklet serves several purposes. It provides hints on developing safe habits that reduce the risk of crimes against you and your property; describes how to handle emergencies and offers ways members of the Smith community can look out for each other. This booklet also explains the authority, mission, and policies of the Department of Public Safety, along with campus crime statistics to comply with both federal and state laws. We hope you will not only read it carefully but also keep it handy for reference.

Sincerely,

Paul L. Ominsky
Director of Public Safety

Mission Statement

THE SMITH COLLEGE DEPARTMENT OF PUBLIC SAFETY IS COMMITTED TO PROVIDE, PROMOTE AND INSURE A SAFE AND SECURE LEARNING, LIVING, AND WORK ENVIRONMENT THROUGH COMMUNITY INTERACTION AND EDUCATION WITH SPECIFIC EMPHASIS ON INTEGRITY, FAIRNESS AND PROFESSIONALISM.

Vision Statement

The Smith college Department of Public safety is committed to the continuing improvement of its abilities through professional development, technology and other means, to enhance the quality of life and to protect the lives and property of the Smith College community. As a part of the larger college community, the Department of Public Safety strives to foster an environment where diversity is celebrated; where all are made welcome; and where all rights are preserved.

The Department provides service and police related responses to requests from the community. Educational programming, including specialized lectures on a variety of topics, are designed and presented in order to increase community awareness and to decrease incidents of crime on campus. Public Safety strives to provide presentations that focus on proactive crime prevention measures as well as victim education and services.

The Department of Public Safety's Enforcement Authority

The Department of Public Safety enforces the Massachusetts General Laws and protects life and property on campus by providing law enforcement and security and by responding to emergencies. Charged with protecting the rights of all members of the College community, officers are authorized under Massachusetts General Law 22C, Section 63, to enforce federal and state laws and have the power to arrest, just like any other police force in Massachusetts. The Smith College Department of Public Safety has back-up aid from and telephone and radio contact with the Northampton Police Department. The Northampton Police are notified of any major incidents that occur on campus. Under Massachusetts law, the State Police are notified of any death on campus and can have jurisdiction over any criminal incident that occurs on campus. Generally, Public Safety handles most if not all criminal incidents that occur on Smith College property. The Northampton Fire Department responds to fire and medical emergencies as a supplement to Public Safety services.

Public Safety at a Glance

The Department of Public Safety is at Tilly Hall, 30 Henshaw Avenue. Administrative office hours are Monday – Friday 8:30 am – 4:00 pm. Public Safety officers and dispatchers are on duty 24 hours a day, 365 days a year. The department includes full and part-time staff as follows.

Smith College Public Safety is part of a three-college public safety department collaborative, having combined its resources with the Hampshire and Mount Holyoke College public safety departments. The numbers of staff listed below are stationed primarily at Smith College, but additional patrol and administrative resources are available through this collaborative.

- **Officers** (full-time) certified as Special State Police officers with full arrest authority. This number includes the Director, Associate Director, Lieutenants and Sergeants (10, plus part-time on-call staff).
- **Dispatchers (full- and part-time)** answer Public Safety phone lines (9, plus part-time on-call staff)
- **Smith College Emergency Medical Services (SCEMS)** are students certified as First Responders or EMTs interested in the health professions who assist the department with medical emergencies. SCEMS members are on call evenings and weekends during the academic year.

- **Community Service Officers (CSO)** are staff members who assist the department when needed or necessary to control large crowds at special events or emergencies, and to perform other duties of an assistance nature as requested by the Director of Public Safety (9).
- **Administrative Support Personnel** (part-time) provides office coverage and support to Public Safety (1).

In addition, the three colleges utilize a central dispatch center which provides dispatch services to all three campuses 24 hours a day, 365 days per year.

Personal Safety

Make it a habit to be cautious around campus, in buildings, and in transit. Public Safety hopes you will make the following steps part of your daily routine.

Around campus

- **Walk safely.** Don't walk alone at night, especially in dark, vacant areas. Avoid shortcuts. If you must walk alone, proceed directly to your destination on well-lit paths. Look alert; be aware of your surroundings. Leave buildings on the hour or the half-hour, when most people are walking. Ask a friend to walk with you.
- **Help others walk safely.** Team up with another person walking alone at night.
- **Don't jog alone** in remote areas during the day and never jog alone at night.
- **Carry a whistle** or other device that makes noise and keep it ready to use.
- **Don't hitchhike.** Ask a friend for a ride or use the Five College bus.
- **Report suspicious people** or circumstances to Public Safety.
- **Don't sunbathe in remote areas.**
- **Carry your cell phone.** Pre-program Public Safety's phone number (413-538-2304).

In buildings

- Report burned-out lights to Facilities Management or, after 4:30 pm, to Public Safety.
- Don't get on an elevator with a stranger.
- Always leave room doors and windows locked. Draw shades at night.
- Don't let strangers into your room. Meet visitors and delivery people at the main door. They can phone you from the entrance by using the access phones (outside each campus house).
- Never prop open doors outside campus houses or other buildings.
- Don't allow strangers into campus houses.
Sometimes people you don't know will try to enter with you after you open the door. Ask them to use the access phone to have their guest meet them. If they continue into the building, call Public Safety.
- If you are comfortable doing so, make it your business to ask a stranger in your building if you may be of any assistance. If the answer is hostile, evasive, or otherwise unsatisfactory, call Public Safety.
- Keep an eye out. When the campus is relatively empty, know who should be in the campus house or office and watch out for one another.

In transit

- Watch for strangers around your car before entering your vehicle. Look around the vehicle from the ground up and front to back. Use caution when your vehicle is parked next to other cars or vans. Look inside your car before getting in.
- Play it safe on the road. While driving, keep doors locked and windows up. Do not pick up hitchhikers.
- If another driver harasses you, blow your horn continuously to attract attention and discourage the other driver. Don't make eye contact with the other driver. Drive to a police station or Public Safety if necessary.
- Park safely. Park in a lighted area.
- Wear your seatbelt. Massachusetts has enacted a mandatory seatbelt law; failure to use your seatbelt could result in a fine of \$25.

On campus transportation

- **Non-emergency campus transportation services provided by Public Safety are offered only when officers are available and the campus will have at least one other officer on campus. Transportation services have a lower priority than call response, campus emergencies etc.**
- *Transportation will be provided for the following:*
 - To Health Services for students who are ill during the hours Health Services is open.

- To a student's house at the request of Health Services staff if it is medically necessary.
- Transport students to CDH (Cooley Dickinson Hospital) for treatment provided that their illness or injuries will not be aggravated by cruiser transportation.
- Back from CDH to the student's house will be provided when officers are available.
- *Transportation will not be provided for the following:*
 - Scheduled Health Services appointments.
 - Cases such as, broken bones, back injuries etc. as an ambulance will be the primary mode of transportation.
- *Transportation Services are provided under the following guidelines:*
 - Officers may not always be available due to other responsibilities - service is provided on an as available basis.
 - Officers will only transport/escort students from a campus parking lot to the student's assigned house.
 - Officers will only transport/escort students from a campus academic building to their assigned house.
 - The Public Safety vehicles are not vans and as a result only can transport a maximum of two students. Students that are in groups of three or more will not be transported.
 - In the event of an emergency call during the transport or escort the officer will drop the student off and then respond to the emergency. The officer will do their best to leave the student as close to their house as possible but not at the expense of delaying an emergency response.
 - Public Safety will only provide transportation/escort services after 12:30am until sunrise for one or two students travelling on campus. (Groups of 3 or more will not be transported.)
 - Students should consider the Public Safety transportation/escort services as occasional. Students that make repeated requests for such services may need to find other alternatives.

Off campus transportation

- **Public Safety is not authorized to go off campus to pick up students that are stranded, missed their connection to a bus or ride back to campus.** In the event a student calls Public Safety to report that she has missed a connection the Public Safety Dispatcher will offer the phone number of the local police department, offer to call a taxi, or provide information on the next scheduled bus, if available.
- A Public Safety Officer may meet another police agency at the edge of the City of Northampton if they are providing courtesy transportation to Smith students who were stranded in their town or city. There is no obligation for the city or town to provide such service and Public Safety has no influence over their decision to provide or not provide this service.
- The College and Public Safety have no control over the lack of availability of taxis and buses. As of August 27, 2009, taxi service is available at:

The Taxi: 413-584-6244

Monday-Thursday	5:30 a.m. until midnight
Friday-Saturday	5:30 a.m.- 2:00 a.m
Sunday	until midnight *

* If transportation is needed after midnight, arrangements must be made by calling ahead of time.

Weapons

- Don't carry firearms. Massachusetts law forbids everyone except law enforcement officers to have a firearm on a college campus. Massachusetts also has a mandatory jail sentence for the unauthorized possession of a firearm, rifle, or shotgun.
- The College does not allow students, faculty, staff, or visitors to carry, possess, or store dangerous weapons, as defined by Massachusetts law, on the campus. Questions about any type of weapons can be answered by Public Safety.
- Don't carry other weapons unless you know how to use them—they can be used against you. Instead, take advantage of self-defense classes. The Department of Public Safety offers a course in self-defense, and Rape Aggression Defense (RAD).

Protection of property

- Take steps to protect your belongings. Most theft on campus is opportunistic—someone sees an unlocked room or vehicle and takes advantage.
A surprising amount of theft takes place while the victim is on the floor but has just stepped out for a minute.

In buildings

- Don't leave valuables visible.
- **Lock your door.** This is the best deterrent to the casual thief. It takes only seconds for someone to walk into an open room and take something. Even if you are only going to the bathroom or into the room next door, lock your door.
- **Keep your keys and OneCard.** Don't lend your keys or OneCard to anyone; others may not be as careful with them as you are or may forget to lock your room. Do not leave keys or your OneCard unattended in public places or leave them in the pockets of something you are not wearing. Someone might take an imprint of your keys, have duplicate keys made, and return them later so you will not be suspicious. Since OneCards can have value added to them like a debit card, if someone finds or steals your OneCard they may also use the money you have placed on your card. If you are entrusted with the use of a room or area containing College property, be especially careful with the keys and the property. Never let anyone else use keys for which you are responsible and make sure to lock the area before you leave. If your keys or OneCard are lost or stolen, notify Public Safety, your head resident, or the OneCard office.

Just like a credit card, your OneCard should be deactivated as soon as you discover it is lost or stolen.

Automobiles

- Register your car with Public Safety and with the Commonwealth of Massachusetts at the Public Safety office.
- Park in well-lit areas.
- Remove keys and lock doors.
- Install anti-theft devices (locks, alarms) for ignition, steering wheel, and brake and clutch pedals.
- Lock valuables and purchases in the trunk; don't leave them visible.
- Record serial numbers of CD players, cellular phones, GPS devices, satellite radios, and other easily removable accessories. Public Safety recommends identifying items using your driver's license number. Engravers may be borrowed from Public Safety.
- Report any suspicious activity to Public Safety, including people looking in car windows.
- If your car is stolen, notify Public Safety immediately.

Bicycles

- Register your bicycle with Public Safety.
- When you register your bike, you will be issued a reflective, numbered sticker to be affixed to your bicycle. Your registration information will be kept on file at the Department of Public Safety in case your bike is lost or stolen.
- Unregistered bicycles are removed by the College periodically throughout the year. Be sure to register your bicycle as soon as you arrive on campus.
- Keep a record of the bicycle's description, serial number, and registration number.
- Lock your bike with a hardened steel U-lock to a bike rack or other fixed object. Quick-release wheels are easy targets for thieves and should always be secured with the bike frame. About 50 percent of all bicycles stolen from campus are not locked. Bicycles are often "borrowed" without the permission of the owner; locking your bicycle will increase the likelihood that you will not lose your bicycle.
- If your bicycle is stolen, **notify Public Safety** immediately.

In an emergency

- Rehearse in your mind how you would react in an emergency so your response will be automatic if something should happen. Consider enrolling in a self-defense class offered by the Department of Public Safety.

If you are followed...

- Remain calm.
- Cross the street.
- Change direction.
- Walk in lighted areas.
- Enter an open, lighted building.
- Use a blue light phone or dial 800 on campus, 911 when off campus. Cell phone users should dial 413-585-2490 to contact Public Safety.
- Know where emergency phones are on campus. Blue light emergency telephones are strategically placed in 78 locations on campus, including near the campus houses as well as the Lamont Bridge, the riding ring, Indoor Track and Tennis Facility parking lot and Ainsworth Gym lot.

- Go to the Public Safety office or the police station. If you do not know where a police station is located, go to a busy area, fire station, or hospital. Find a place where you can get help.

If you are attacked...

- Don't be passive; most attackers expect a passive victim.
- Do or say whatever you can to throw the assailant off guard—be creative.
- Attract attention—scream, break a window.
- Disarm the attacker—bite, punch, kick.
- Grind a pen, keys, lighted cigarette, or knuckles into the top of the attacker's hand.
- Do whatever you can to break the hold, then run and scream.
- Use a blue light phone or dial 800 on campus or dial 413-585-2490 from a cell phone.

If you notice that someone else is in trouble...

- Notify Public Safety.
- Alert others and try to assist the victim as a group, provided it can be done safely.

Reporting Crimes

The College encourages every member of the community—faculty, staff, students, and visitors—to report all crimes promptly. To report a crime or emergency, members of the community should call the Department of Public Safety. Professionally trained officers are available for response 24 hours a day, 7 days a week, 365 days a year.

For campus emergencies, dial 800, 24 hours a day. For non-emergencies dial x2490 on campus or 413-585-2490 from off campus (cell phone users should dial this number for emergencies as well). Blue light phones located strategically around the campus connect directly with Public Safety and are available for use in emergencies. Calls to Public Safety (800, x2490, and the blue light phones) are recorded.

Criminal offenses can also be reported to the Dean of the College, Dean of Students, Director of Residence Life, Director of Student Activities, or the Director of Human Resources, who will in turn report the incidents to Public Safety for inclusion in the campus annual crime report.

The College has a policy to accept third-party anonymous reports of sexual assault on a standard form available in the Office of the Dean of Students, the Health Services, and at Public Safety. The form is forwarded to Public Safety for inclusion in the annual security report.

Remember that all employees, except where confidentiality is governed by law, should report to Public Safety any criminal incidents brought to their attention. The victim's name is not required.

Although the College recognizes the importance of confidentiality, federal law requires us to record and act upon certain information affecting the safety of the entire community. The Department of Public Safety operates under Federal and Massachusetts general laws and has statutory requirements imposed for confidentiality, privacy, and public disclosure of investigatory material. As a general matter of law, the department must acknowledge that an alleged crime has been reported and release basic information about location and time of occurrence. Disclosure of this information is always done so as to protect the victim's privacy.

Call public safety if you see...

- Strangers or strange cars in or around a campus house or other building.
- Anyone trying to open car doors or suspiciously tampering with a motor vehicle.
- Suspicious vehicles parked with the motor running.
- Damaged doors or windows in campus houses or other buildings.
- Loiterers in dark or secluded areas.
- Someone peering into or trying to open windows.
- Someone displaying a weapon.
- A stranger carrying articles like appliances or luggage out of campus houses or other buildings.

Call public safety if you hear...

- Someone screaming.

- Breaking glass.
- A stranger trying to enter your building.
- A call for police.
- A call for help.
- Loud or obscene shouting indicating a disturbance.
- An explosion or gunshots.
- If you notify Public Safety, the dispatcher will send officers (and ambulances, if necessary) to any section of the campus. Please try to have the following information for the dispatcher:
- What you see or hear.
- The address or location of the incident.
- The number of people involved.
- A description of the people involved.
- License numbers and descriptions of cars involved.
- The direction of fleeing suspects.
- Your name and address (if you wish to give it).

Crimes in or on Non-Campus Buildings or Property

Crime statistics for this area are contained in the complete city statistics listed on the next two pages. Campus crime statistics include incidents that occurred at non-campus property. This property includes the Crew Team storage facility in the local area as well as property the college has control of in Geneva, Switzerland; Hamburg, Germany; Paris, France; and Florence, Italy. The international properties are used for housing and are associated with study abroad programs.

Harassing Phone Calls

It is against Massachusetts law to make harassing telephone calls. Federal law also prohibits the making of obscene or harassing phone calls in interstate or international communications. If you are receiving such calls, notify the Public Safety Office (x2490). If you are threatened over the phone, notify Public Safety immediately. You can discourage or dissuade someone who harasses you over the telephone by taking the following steps.

- Hang up if the person does not respond when you say "hello."
- Hang up if the caller does not give satisfactory identification. Never give out personal information such as credit card numbers or survey responses to someone who has not given satisfactory identification. If someone claims to be conducting a survey, get the person's name and the phone number of the agency and say you will call back. Verify the number before returning the call.
- Hang up at the first utterance of an obscenity.
- Hang up without slamming the receiver or saying anything. Don't give the caller the satisfaction of an audience or any sign that you are annoyed. If the calls persist, one right after another, take the following steps.
 - Place telephone on "do not disturb".
 - Blow a whistle into the receiver.

Domestic Violence

Domestic violence can happen to anyone at any time in any type of relationship, but it happens especially to women. Public Safety is available to assist victims of on-and off-campus domestic violence. Officers are trained to respond to victims' needs, especially by helping them obtain restraining orders from the courts to prevent further violence. If someone is harming you, call Public Safety for help. For more information on services and programs related to domestic violence you can go to this link:

<http://www.smith.edu/pubsafety/resources.php> The Health Services, Counseling Services, and Victim Advocates at the Northampton District Court are also resources.

Rape and Other Sexual Assault

The Smith College Department of Public Safety complies with the Federal Higher Education Amendments of 1992 (Public Law 102-325) and 1998, which contain provisions requiring colleges to develop and disseminate sexual assault policies. It is crucial that individuals report crimes of sexual assault so that offenders can be apprehended and kept from repeating their actions.

The Department of Public Safety provides professionally trained officers including state-certified sexual assault investigators trained in the investigation of such offenses and the impact it has on the victim. They will approach each case in a sensitive manner and will assist the victim to ensure preservation of evidence and contact with appropriate medical services provided by both Smith College Health Services and the Cooley Dickinson Hospital.

As a victim of rape or sexual assault you may want your assailant identified, apprehended and prosecuted in court. An important part of the criminal investigation is the collection of physical evidence. Victims should contact the Department of Public Safety or go to Health Services or the hospital as soon as possible after the incident (without showering, douching, or changing first, although they should bring a change of clothes with them). The evidence will be collected and used only if the victim chooses to prosecute. Health Services provides medical evaluation, preventative treatment for sexually transmitted diseases, and emergency contraception. Cooley Dickinson Hospital provides sexual assault exams, including collection of forensic evidence, clinical evaluation, assessment, and treatment of injuries. Counseling services are provided by the Smith College Counseling Services staff. They provide counseling for crisis and healing, as well as referral to agencies off campus, when applicable.

Survivors are involved in all decisions about proceeding with criminal charges. If the survivor of a rape or sexual assault chooses to proceed in this manner, DPS will provide assistance and guidance and will serve as a liaison with the District Attorney's Office. The victim's name in all reports of sexual assault is kept confidential, by Massachusetts law. College personnel, including Deans, Student Affairs staff, ombudsperson, will assist survivors in notifying on-campus law enforcement authorities (Department of Public Safety) and local law enforcement authorities Northampton Police Department upon request. The Department of Public Safety and other College staff will also advise survivors of their rights to counseling and other services offered by the college and the community.

An on-call professional staff member with the Office of Student Affairs is available 24-hours a day to respond to a crisis when school is in session. The Office of Student Affairs will help a victim who needs academic assistance by working with an academic dean and with campus housing by working with the director of residence life. Students will be assisted with changes to their academic and living situations after a sexual assault if requested. Requests for these changes are coordinated through the Office of Student Affairs, and Public Safety may serve as a liaison.

The Department of Public Safety, in cooperation with the Office of Student Affairs and Residence Life makes rape awareness programs available to every campus house and student group. Workshops on self-defense (Rape Aggression Defense) and crime prevention training covering, awareness, prevention, risk reduction and avoidance are regularly offered on campus and is included as part of the first-year orientation. For more information please refer to the Smith College Department of Public Safety website: <http://www.smith.edu/pubsafety/>

The college encourages students to report a situation in which she believes a sexual assault occurred, in order to ensure that appropriate support and resources are provided to the victim. Any information regarding a sexual assault on or off the Smith College campus can be reported to the Department of Public Safety, College Health Services, or the Dean of Students. The Department of Public Safety has been designated to receive all reports of sexual assault and to report those centralized statistics to the community. Complaints regarding violations of rules of conduct by Smith College students may also be directed to the Dean of Students and processed in accordance with the [College Judicial Board procedures](#).

Smith College Resources for Survivors of Sexual Assault

- [Department of Public Safety](#)
- [Office of the Dean of the College](#)
- [Office of Student Affairs](#)
- [Health Services](#)
- [Counseling Services](#)

In addition, the Northampton area offers resources to help survivors of rape and other sexual assault.

- [Northampton Police Department](#)
- [Everywoman's Center](#) - Counselor/Advocate Program provides free and confidential crisis services in Hampshire County and the Five College Community. Supports survivors of rape, sexual assault, stalking, domestic violence, emotional, psychological and verbal abuse <http://www.umass.edu/ewc/>

- Massachusetts Office of Victim Assistance – One of MOVA’s most important functions is to provide direct assistance to crime victims <http://www.mass.gov/mova/index.html>
- Jane Doe Inc. – The Massachusetts Coalition Against Sexual Assault and Domestic Violence <http://www.janedoe.org/>

College Judicial and Disciplinary Procedures for Sexual Assault

Sexual assaults allegedly committed by a Smith student during the academic year can be reported and adjudicated by the College student judicial system. However, in cases of a concurrent criminal prosecution, the college defers to the criminal case. Complaints regarding violation of rules of conduct by Smith College students should be directed to the Dean of students and will be processed in accordance with the College Judicial Board procedures. More complete information concerning the judicial process, rights of the student who is the subject of the complaint, rights of the student bringing forward the complaint and possible sanctions can be found in the Student Conduct and Social Responsibility section of the student handbook, which is also available online <http://www.smith.edu/sao/handbook/socialconduct/judicialboard.php> In the case of an alleged sexual assault, the student bringing the complaint forward has the right to be notified in writing about the outcome of the judicial hearing and any sanctions imposed.

There is no established time frame for filing a complaint; however survivors are urged to file a complaint as soon as possible. During a college on-campus disciplinary case, the accuser can present witnesses but the accused has a right to have an adviser present during the disciplinary hearing. Sanctions arising out of a campus disciplinary proceeding alleging a rape (including acquaintance rape) or other sex offense (forcible or non-forcible) include but are not limited to suspension or expulsion from the college.

Sexual assaults allegedly committed by a Smith employee can be reviewed under the College’s Human Resources disciplinary policies. However, in cases of a concurrent criminal prosecution, the College reserves the right to initiate a separate disciplinary investigation. Although the criminal case will lead to a conclusion, the College may take disciplinary action to protect the College community regardless of the outcome. Sanctions arising out of an employee disciplinary proceeding alleging a rape (including acquaintance rape) or other sex offense (forcible or non-forcible) include but are not limited to termination of employment.

Sexual Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. The law further mandates that sex offenders are required to register in a state to provide notification to the state of each institution of higher education in the state at which the person is employed, carries on a vocation, or is a student. Information may be obtained at the following locations:

Commonwealth of Massachusetts Sex Offender Registry Board - The Sex Offender Registry Board is the state agency responsible for keeping a database of convicted sex offenders and classifying each offender so that the public may receive information about dangerous sex offenders who live or work in each community. The goal of the Sex Offender Registry is to educate the public and to prevent further victimization.

National Sex Offender Registry - This Web site is provided as a public service by the U.S. Department of Justice. Using this Web site, interested members of the public have access to and may search participating state Web site public information regarding the presence or location of offenders, who, in most cases, have been convicted of sexually-violent offenses against adults and children and certain sexual contact and other crimes against victims who are minors. The public can use this Web site to educate themselves about the possible presence of such offenders in their local communities.

For Your Information Other Resources

In addition to this booklet, several College documents provide details on Smith College’s safety and security policies. Anyone seeking this information is urged to contact the Office of the Dean of the College, the Office of the Registrar, the Office of Human Resources, and the Office of Residence Life.

- [Student Handbook](#)
- Staff Handbook
- Course Catalogue
- Faculty Handbook

- crime prevention materials on display in the Public Safety office
- the College's guidelines and procedures for grievances
- the department's web site www.smith.edu/pubsafety/

Public Safety would like to bring a crime prevention program to your campus house, campus organization, or department office. Please call us at x2490 to set up a program.

The Student Handbook is distributed to all students and faculty via the Dean of Students Office online at <http://www.smith.edu/sao/handbook/contents.php> at the beginning of each academic year.

Campus Crime Statistics Reporting Policies

Preventing crime and protecting life and property on campus is a priority. To maintain and provide accurate information, under the Federal Crime Awareness and Campus Security Act of 1992, amended in 1998, and Massachusetts General Law Chapter 6, Section 168C, the Department of Public Safety documents reports of crimes that occur on campus according to the Federal Bureau of Investigation Uniform Crime Reporting (NIBRS edition) Hate Crime Data collection guidelines and standards. These crime reports are forwarded monthly to the Massachusetts State Police Crime Reporting unit that then forwards them to the FBI. A copy of these statistics, which are contained in the annual security report, are available by request to every prospective Smith student and prospective employee from the Department of Public Safety during normal business hours and anytime on the department's website at www.smith.edu/pubsafety/.

As a crime prevention measure, the Department of Public Safety's policy is to provide as much information as possible to inquiries about campus crime. The Public Safety police logs detail calls (including nature of the calls, dates, times, general locations, and dispositions, if known), responses, and incident reports for crimes that occur on campus or within the patrol jurisdiction of the Department of Public Safety that are reported. When changes in incident case statuses are known, the log will reflect such changes within two business days. In instances where the release of information would result in an adverse effect—such as jeopardize an ongoing criminal investigation or the safety of an individual, affect an individual's right to privacy, cause a suspect to flee or evade detection, or result in the destruction of evidence—information will not be released. However, once the adverse effect is no longer likely to occur, information will be released in the daily log consistent with existing state and federal laws.

Campus Security Authorities

The Department of Public Safety is the campus agency required to compile Clery Act crime statistics for incidents reported on campus. While the Department encourages victims to report crimes occurring on the campus directly to Public Safety, we also collect crime data from other administrators on campus who are required to report crime statistics to the Department of Public Safety for inclusion in the Annual Clery document as well as for the issuance of Safety Alerts (see below). Such designated "Campus Security Authorities" are defined in the Clery Act as "any individual who has responsibility for campus security but who does not constitute a campus police or security department...or who has significant responsibility for student and campus activities." This includes the Dean of the College, Dean of Students, Director of Residential Life, Director of Athletics, Director of Student Programs and as well as a number of other program directors. All crimes reported to these Campus Security Authorities are then reported to the Department of Public Safety for inclusion in statistics and for review for the need for a timely notice of a crime reported on campus. This report is made to the Department of Public Safety regardless of whether the victim chooses to file a report with the Department of Public Safety or press charges, but can be reported confidentially to allow the statistic to be maintained and an alert to be issued if it would benefit the community to do issue the notice.

Professional and pastoral counselors are exempt from the requirement to report crimes to Public Safety when that information is received by them while they are acting in that pastoral or counseling role. However, 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.

Confidential Reporting Policy

The College has a policy to accept third-party anonymous reports of sexual assault on a standard form available in the Office of the Dean of the College, the Health Center, and at Public Safety. The form is forwarded to Public Safety for inclusion in the annual security report. Remember that all employees, except where confidentiality is governed by law, should report to Public Safety any criminal incidents brought to their attention. The survivor's name is not required. This allows Public Safety to have accurate records

of the number of incidents involving members of the community, to include those statistics in our annual Safe & Sound security report, and to alert the community if there is a potential of danger.

Although the College recognizes the importance of confidentiality, federal law requires us to record and act upon certain information affecting the safety of the entire community. The Department of Public Safety operates under federal and Massachusetts general laws and has statutory requirements imposed for confidentiality, privacy, and public disclosure of investigatory material. As a general matter of law, the department must acknowledge that an alleged crime has been reported and release basic information about location and time of occurrence. Disclosure of this information is always done so as to protect the victim's privacy.

Important Safety Tip:

Do you have a **cell phone**? Program the Department of Public Safety's number into your phone now in case you have an emergency on campus. Our direct number is **(413) 585-2490**.

Emergency Dialing From Campus Phones
From a campus phone only, dial **800** for emergencies.

CLERY ACT CRIMES 2005 - 2008

The following statistics on annual incidence rates are provided yearly and comply with the Federal Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1992 and Massachusetts General Laws (1996) Chapter 6, Section 168C. These statistics, which conform to the FBI Uniform Crime Reporting System, vary pending outcomes of ongoing investigations.

Offense	Location	2008	2007	2006
Clery Act Crimes				
Manslaughter & Non-Negligent Manslaughter	On Campus	0	0	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Sex Offenses, Forcible (4)	On Campus	1	2	2
	Campus Houses (1)	1	2	2
	Non-campus (2)	1	0	0
	Public Property (3)	0	1	0
Sex Offenses, Non-Forcible (4)	On Campus	0	0	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Robbery	On Campus	0	1	0
	Campus Houses (1)	0	1	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Aggravated Assault	On Campus	0	0	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Burglary	On Campus	13	1	6
	Campus Houses (1)	13	1	5
	Non-campus (2)	0	0	0
	Public Property (3)	0	8	7
Motor Vehicle Theft	On Campus	1	0	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	2	2	5
Arson	On Campus	0	0	1
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Arrest & Referral Statistics				
Liquor Law Arrests	On Campus	1	0	1
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	9	0
Liquor Law Referrals	On Campus	63	84	13

	Campus Houses (1)	63	84	12
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Drug Law Arrests	On Campus	3	2	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	2	0
	Public Property (3)	3	18	0
Drug Law Referrals	On Campus	6	10	13
	Campus Houses (1)	6	10	12
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0
Weapons Law Arrests	On Campus	0	0	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	1	0
Weapons Law Referrals	On Campus	0	0	0
	Campus Houses (1)	0	0	0
	Non-campus (2)	0	0	0
	Public Property (3)	0	0	0

Notes:

- (1) Campus House incidents are a subset of the on-campus incidents total.
- (2) Non-campus property includes: Fort Hill, Crew Team storage facility, Geneva, Switzerland; Hamburg, Germany; Paris, France; and Florence, Italy.
- (3) Public Property is the area immediately surrounding the campus, including the sidewalk on the campus side, the road, and the sidewalk on the non-campus side of the road.
- (4) Sexual assault statistics include Third Party and anonymous reports.

Federal Law Bias Incidents

Beginning in 2000, campus police departments are required to report any crimes in the categories above that included any bias toward the victim's race, gender, religion, sexual orientation, ethnicity or disability. Note that other bias incidents reported to the Department not in these crime categories will be listed elsewhere in this report. Beginning in 2008, campus police departments must include in hate crime reporting the following additional categories of crimes if they have a bias component: larceny (theft), simple assault, intimidation, vandalism and other crimes involving bodily injury.

Since 2000, there have been no incidents listed in the above categories that had a bias component in on campus houses and other on-campus areas, in non-campus property or local private property.

Definitions of Clery Act Crimes

To aid in the understanding of the crimes reported in this document, we are providing the following definitions.

Homicide

Manslaughter by Negligence

The killing of another person through gross negligence.

Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Sex Offenses-Forcible

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

Forcible Rape

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

Forcible Sodomy

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

Sexual Assault with an Object

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

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse

Incest

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

Statutory Rape

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

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce 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

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

Motor Vehicle Theft

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

Arson

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

Weapon Law Violations, Drug Abuse Violations, Liquor law violations

The law also requires that colleges and universities provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): Liquor law violation, drug law violation, and illegal weapons possession.

Weapons Law Violations

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use, including:

Drug/Narcotic Violations—The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Drug Equipment Violations—The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

Liquor Law Violations

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

Hate Crimes

Hate crimes must also be reported by category of prejudice based on the following: Race, gender, religion, sexual orientation, ethnicity or disability. For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On campus, non-campus building or property; Public Property; and Dorms/Residence. Reportable hate crimes include crimes in the above categories with a bias component, as well as bias-involved larcenies (thefts), simple assault, intimidation, vandalism, and any other crime involving personal injury.

Campus Emergencies

Emergency Response

Any emergency should be promptly reported to Public Safety by dialing 800 from a campus phone, or by cell phone dialing (413) 585-2490. Alert Public Safety on the nature and location of the emergency and follow instructions provided.

Should a campus emergency exist, Public Safety will activate the Crisis Team. The college has a comprehensive emergency response plan that is activated any time an emergency occurs that will require emergency response team oversight to provide guidance for the College's response.

The College's Crisis Team assures appropriate response to any campus emergency. This team is made up of members of public safety, facilities management, student services and other vital staff and meets regularly to plan campus emergency response, to conduct table-top and live drills to prepare for a variety of campus emergencies, assess and evaluate emergency plans and capabilities, and to debrief after any campus emergency. The Crisis Team also works with town police, fire and ambulance personnel to coordinate response efforts and to conduct joint drills.

Building Evacuation

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding or when directed to do so by emergency officials, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. Exits are posted throughout each building.

Elevators: Elevators cannot be used by any person as a means of emergency evacuation. Elevators in most buildings are pre-set to return automatically to the bottom floor. Use of an elevator can result in opening on the fire floor, exposure to life-threatening levels of fire or gases, and being trapped in a malfunctioning elevator.

Evacuation for the Mobility and Visually Impaired: Persons with mobility impairment may be allowed to "defend in place" and not be required to evacuate if they are: (1) located above or below the level of building exit, and (2) physically cannot exit without assistance.

Definition of Mobility Impaired: Persons who use a wheelchair, crutches, canes, walkers, etc. Persons who are able to walk should exit if possible, but need to decide if they can safely descend the stairs. Those with emphysema, asthma, heart disease, and arthritis, depending on the situation, may also follow the guidelines for defending in place.

Visually Impaired: Persons who are visually impaired should, with the assistance of others, evacuate the building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes. If visually impaired persons are unfamiliar with the emergency evacuation route and assistance is not available, they should defend in place. To assist visually impaired persons:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, obstacles you encounter.
- When you reach safety, ask if further help is needed.

Hearing Impaired: To alert people with hearing limitations:

- Turn lights on/off to gain the person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions.

Personal Emergency Plans (PEPs) for Persons with Disabilities

Although the process of developing a Personal Emergency Plan is optional for students and staff, the College encourages proactive planning on the part of the entire college community for emergency conditions. Individuals with disabilities may require additional assistance with alerting, evacuating, and sheltering in the event of an emergency.

The College offers the opportunity, through a confidential process, to develop a PEP that could include such strategies as storing extra equipment or medications, providing Public Safety with your class and personal schedule, specific evacuation procedures, sheltering procedures, volunteer rescue assistants, and designating means of communication in the event of an emergency.

Although not required, faculty, staff, and students are encouraged to identify their concerns about evacuation in case of an emergency, and to develop a PEP that is effective for them.

Even without a PEP in place, having a cell phone on you at all times and programming the Public Safety phone number, (413) 585-2490) into your phone can allow you to alert Public Safety if an emergency occurs and you have concerns about evacuating.

Students wishing to create a PEP for themselves, or those with questions about evacuations can contact Public Safety at (413) 585-2490.

Defend in Place: Unless the fire or other hazard is life threatening to a mobility-impaired person, or the person is on the ground floor (exit level of the building), then it may be advisable for that person to remain in her or his currently occupied room. If the individual decides to defend in place, he or she must immediately:

- Notify others evacuating that you are remaining in your room and ask them to contact public safety with that information immediately upon exiting the building.
- If a phone is available, call Public Safety at (413)585-2490 to inform them that you are defending in place, and your exact location.
- Close the door to prevent smoke entry, and, if necessary, put towels or any other available fabric at the crack at bottom of the door.
- If possible, move to a window with a brightly colored cloth to wave to the fire department. Do not break the window unless absolutely necessary. (Breaking the window could allow smoke to enter the room from the floor below or injure a person below).

Assembly: Once outside the building, all occupants should proceed to the designated assembly areas for a roll call. Each organization is responsible for determining the assembly areas for all buildings that their participants and staff may be using, especially the housing areas. These areas should be at least 25 feet away from the building and should leave access for emergency personnel to enter the building. The building liaison and/or faculty/instructor will take the roll call and report back to the emergency coordinator. The roll call is an important function as town emergency personnel responding to the incident need to determine if anyone is missing and may be in the building. If employees are missing, **do not re-enter the building!** Notify emergency response personnel and/or the emergency coordinator and inform them of the missing employee's name and last known location. Re-entry into the area will be made only after clearance is given by the emergency coordinator or his or her designee.

Each building should keep a list of people who live or have offices in the building. Examples include mod lists, dorm lists, and staff rosters. Because the college is a public place, all people in the building may not be on a roster. The evacuated groups should be polled by the building liaison as to who may be left in the building.

Campus-Wide Evacuation

- a. Evacuation of all or part of the campus will be announced by the Department of Public Safety or appropriate agency.
- b. All persons (students and staff and their visitors) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed.

Emergency Information and Drills Emergency Procedures are posted in each building and provided to new employees at orientation. All Smith College residential buildings have two fire drills each semester. Academic buildings generally have drills once per year.

Daily Crime Logs

Daily logs are posted outside the Public Safety Office. A summary log is also posted on the Public Safety website. Public Safety posts four years of daily logs on the department's website and are available for public inspection. Older logs will be made available within two (2) business days of a request for inspection.

Annual Clery Act Report

Annually, all enrolled students and current employees will receive a notice of the availability of the College's annual security report on the department's web site via the campus eDigest. This notice will include the exact web site address of the College's Clery Law-compliant publication as well as information that additional copies can be requested from the Department of Public Safety during normal business hours. Notices are also provided to perspective students and staff through the Human Resources and Admissions offices. The security report and additional statistics are available on the Web at www.smith.edu/pubsafety/

Safety Alerts ("Timely Warnings") and the Campus Emergency Notification System

Public safety alerts (special notices) are distributed when incidents are determined to be a threat to the community (examples include, but are not limited to, violent incidents in which the perpetrator has not been apprehended (weapons incidents, sexual assaults, murder, aggravated assault, etc.), as well as conditions that pose a threat to the community (gas leaks, imminent dangerous hurricanes, tornado warnings, etc.)) The director of public safety or his/her designee is responsible for determining if and when threats to the community exist using the following procedure:

It is Smith College's policy to provide timely and accurate information to the community in the event of an incident that puts the community at risk. To accomplish this, Smith College has in place several methods to rapidly disseminate information. The use of these methods will be based on the severity of the emergency and determination of the continuing risk to the community.

Procedure

1. Public Safety is alerted to any emergency on campus; officers then respond to assess, evaluate and contain the emergency. Officers then confirm nature and severity of the emergency.
2. On-duty officers notify command staff on duty or on call. The command staff on duty or on call determine the alert level required (see below for alert levels). Should the emergency pose a danger to the community, that command staff member will immediately initiate the college's emergency notification system, according to the Emergency Alert Levels defined below.
3. This decision process also includes which level of alert is required, as well as which contingencies require the most urgent notification. For example, a fire in a single house would cause alerts and communications most directly with the residents of that house.

Emergency Alert Levels

The appropriate alert level would be activated upon confirmation of an emergency or crime occurring on campus.

- **Level 1 Notification** – using the mass notification system. Emergencies in this level include credible, immediate threats to the community where there is a need to affect community behavior.
 - Activated immediately*, upon confirmation of an emergency posing an immediate danger to the community.

- * Notification may only be delayed if such notification will compromise efforts to contain the emergency. In such cases, notification would be made as soon as the emergency can be contained.
- **Level 2 Notification** – using campus-wide email. Emergencies in this level include situations that require community notification but no immediate threat exists.
 - Activated within two business days of confirmation of an occurrence, or series of occurrences, that require community notification to change behaviors or allow community members to protect themselves from similar occurrences.
 - May be issued not only for single incidents in which community notification is required, but also for lesser incidents whose frequency causes the need for a notification. Examples include a series of bicycle thefts or car breaks.
 - Notice is given to the campus community using the emergency notification system or e-mail. Typically, alerts include the date, time, general location, and nature of the incident, as well as recommended precautionary measures that should be observed by members of the College community. Alerts are also posted at:
 - the Department of Public Safety
 - the Public Safety Web site: www.smith.edu/pubsafety/
 - E-mail
- **Level 3 Notification** – using the Public Safety log which is available on the Public Safety website at http://www.smith.edu/pubsafety/crime_dailylog.php. Incidents at this level include more routine incidents.
 - Updated daily, within 2 business days of an incident occurring.
 - This log includes all incidents and fires reported to Public Safety.

About the Emergency Mass Notification System

The Smith College emergency notification system allows the college to contact the community in the event of an emergency by sending messages via:

- Text message to cell phones or mobile devices
- E-mail to your Smith address
- Voice message to cell phones

When an emergency occurs that requires community attention or action, the system will be activated and you will be notified by text message (if you have provided a valid cell phone number) and e-mail.

Testing of the Emergency Mass Notification System

The notification system will be tested at least once year. Additional testing may be conducted as part of drills and exercises, or as necessary. More information about Smith's Emergency Notification System can be found online at http://www.smith.edu/pubsafety/crisis_notification.php.

Access to Campus Buildings and Grounds

The College has the right to restrict access to campus grounds, academic and administrative buildings, and campus houses, which are open to faculty, staff, students, and invited guests. Building hours are general business days during class hours, and unauthorized individuals may be asked to leave. Public Safety has the authority to issue trespass notices

to unauthorized people, which is usually done upon receipt of a complaint, and to arrest anyone returning to campus after receiving such a notice.

Campus houses are always locked; each student is issued a key to her room. Campus house student room doors and windows are provided with locking devices. Most academic buildings are secured and closed between 11:00 pm and 7:00 am. Public Safety checks that only people with authorization are in buildings after hours. Some academic buildings have nonpublic hours for members of the community. When a building has nonpublic hours, the outside doors are secured and members of the community (who have been authorized) can use their key to enter the building until closing time. Visitors and others may be asked to leave College buildings during nonpublic hours.

During College recesses (low occupancy periods, holidays, etc.), all building hours are subject to change. Both academic and administrative buildings are generally secured at 6:00 pm on weekdays and closed on weekends and holidays during recesses. The card access privileges are limited in campus houses that are closed during recesses. During these periods, Residence Life distributes to students who remain on campus information about safety protocols and specific emergency procedures.

Security Considerations in the Maintenance of Facilities

Security is very important in the maintenance of campus facilities. The College's Department of Facilities Management processes repair orders on a priority system that places safety and security items as most important. Trees are cut back from lights, outdoor lighting is periodically, and shrubs are cut back from building entrances and paths on a regular basis. These items are also reviewed biannually during the campus lighting walk. Students are invited to join the Director of Public Safety, the Dean of Residence Life, the Director of Facilities Management, and the Head Electrician as they walk the campus reviewing lighting, blue-light phone needs, and other security considerations.

Access to Campus Programs

Smith College is a member of the Five College Consortium (Amherst, Mount Holyoke, and Hampshire Colleges, and the University of Massachusetts) that shares some faculty, programs, and services. Students from the Five Colleges regularly attend member institution programs, classes, events, etc. Additionally, the campus welcomes visitors and guests to many programs and events.

Access to Campus Houses

College campus houses are for Smith students and their guests. While there are no formal identification policies for guests, with the exception of campus house events, individuals may be asked for identification by campus house staff or other College officials. Guests who do not identify themselves and are not in compliance with College rules or regulations may be asked to leave campus or be trespassed. Campus house doors are always locked. Guests use access phones outside the main door to contact their hosts who will then come to the door to allow access. All guests must be escorted by their hosts. Guests must abide by the regulations of the campus house and the larger campus community while they are on campus. People who are not registered Smith College students are welcome as short-term guests of a registered student in accordance with the policy of the campus house.

All non-Smith guests need to be escorted through-out the hall during campus house parties.

Each campus house will be given the responsibility to develop policy modifications per campus house floor or spontaneous events or special weekends as members of the community deem appropriate.. Policy modifications must confirm with campus policies and be discussed with the AC who has the final decision.

Off-Campus Student Organizations

Smith College does not have any recognized off-campus student organizations (such as social sororities) or student organizations with off-campus housing facilities.

Public Safety Procedures and Crime Prevention

The Department of Public Safety is actively involved in student life on campus, providing security information, planning, and training for large events such as orientation, spring weekend, commencement, and reunions, as well as sporting events and various College assemblies.

Public Safety works with campus organizations to clarify roles, relevant campus policies and state laws, and behavior expected from participants. In addition, public safety officers are available to present crime prevention programs on such topics as self-defense, alcohol and drug awareness, and sexual assault. Each year the Department of Public Safety and the Office of Residence Life provide seminars on crime prevention; such programs are also offered to faculty/staff departments as well.

Additionally, the Department has a full complement of crime prevention, personal safety and victim/witness assistance information available on its website at www.smith.edu/pubsafety/.

Students' Responsibilities Under the Law

Students have the same rights and responsibilities as other citizens and are expected to follow College policies and applicable federal, state, and local laws.

Students' and employees' responsibilities under the drug-free schools, workplace, and community acts

Smith College follows the Federal Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988, as amended, and complies with all current laws regarding the sale, use, and possession of illegal narcotics and alcohol. Smith College policies attempt to provide a healthy environment by preventing the use of illegal drugs or abuse of alcohol within the College community and in response to the federal drug-free legislation.

Smith College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol by any member of the faculty, staff, or student body on College property or at any College-sponsored function, whether on or off the campus, and requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.

Any faculty, staff member, or student who violates this prohibition, or who does not cooperate with the College in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from the College and may be required, as a condition of continuing the faculty/staff/student relationship with the College, to enroll at her or his own expense in a substance abuse counseling and treatment program.

In accordance with federal law, if you were convicted of a drug offense in any criminal proceeding while you were receiving federal student aid (such as grants, loans, or work-study) it may affect your eligibility for financial aid. Refer to the Student Handbook <http://www.smith.edu/sao/handbook/policies/substanceuse3.php>

or the Public Safety web site at www.smith.edu/pubsafety/ for more information about the federal, state, local, and campus sanctions against illegal drug and alcohol use and abuse, possession, distribution and dispensation offense. In addition, the Drug-Free Workplace Act of 1988 requires any employee (including students working under the Federal Work Study Program) directly engaged in working at Smith College under provisions of a federal grant or a contract who is convicted under a criminal drug statute for conduct in the workplace (site for performance of work done in connection with a particular federal grant or contract) must report this conviction to the College no later than five days after the conviction. Once informed of such a conviction, the College is required by law to notify the federal contractor or grantor within ten days after an employee's conviction or within ten days after it has actual knowledge of such conviction, whichever is earlier.

Guidelines for community responsibility, specific rules and regulations governing the consumption of alcoholic beverages at College social functions, sanctions against infractions of the social honor code or violations of College policies by any member of the College community, and descriptions of campus drug and alcohol abuse programs are outlined in the Student Handbook, and the Faculty/Staff Handbook. If questions arise related to any of these guidelines or policies, direct them to the appropriate College department.

The legal drinking age in Massachusetts is 21. Individuals violating any City of Northampton ordinances, Massachusetts criminal laws, or federal laws relating to alcohol (including underage consumption) or drug use also risk fines and

imprisonment. The College will not protect those who violate state and federal laws. Public Safety officers always have the option to arrest.

Violators of campus policies and/or criminal laws may be subject to removal from campus ground, disciplinary action, and/or criminal action.

To promote an environment free of substance abuse, the college supports an active program of community awareness and education. This program extends to the misuse or abuse of controlled substances including prescription drugs, alcohol and other harmful substances. The college also offers assistance with confidential counseling. Students, faculty and staff are encouraged to refer individuals who appear to be troubled by drug or alcohol use to one of these resources. For students, such counseling is available during the academic year through Counseling Services (extension 2840). Students who are concerned about their own or others' use of such substances may seek advice and counsel from appropriate college resources without fear of breach of normal rules of confidentiality or fear of punishment. The Employee Assistance Program (EAP) offers confidential counseling for employees confronting substance abuse. Employees or supervisors can contact the EAP at 800-828-6025. The Office of Human Resources (extension 2270) may be contacted for information on the EAP program.

In addition to the confidential counseling services mentioned above, several national hotlines provide information and referral:

Information on Local 12-Step Programs (24 hour)

- Alcoholics Anonymous, 413-532-2111
- Al-Anon and Ala-Teen, 413-253-5261
- Narcotics Anonymous, 413-538-7479
- National Alcohol and Drug Abuse 24-Hour Helpline, 800-252-6465
- Cocaine Abuse 24-Hour Hotline, 800-222-0828

Possession of Firearms

Massachusetts General Laws prohibit the possession of a firearm on a college campus without written approval from the president of the college or designee by anyone including those legally licensed unless they are law enforcement officers. Additionally the College does not allow students, faculty, staff, or visitors to carry, possess, or store dangerous weapons, as defined by Massachusetts laws, on the campus.

Questions about any type of weapon can be answered by Public Safety.

Where can I get more information on crimes occurring on campus?

This report is required to contain a specific subset of crimes occurring on the campus. For more information on activity on campus, please visit our website and download our most recent Annual Report www.smith.edu/pubsafety/.

Fires and Fire Prevention

Fire prevention is the responsibility of all members of the Smith College community. College campus houses are particularly susceptible to fires, and students residing in the houses must carefully adhere to fire safety regulations.

Fire Evacuation Policy

College Policy on Reporting of Fires: Fire alarms for college-owned buildings ring directly to Public Safety dispatch. However, any member of the community who becomes aware of any active or past fire must notify Public Safety immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or Public Safety personnel. No occupant will re-enter a building until clearance is given by fire and/or Public Safety personnel.

Prohibited Items in Campus Houses:

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- household-size and apartment-size refrigerators measuring over 3.5 cubic feet
- outside radio and television antennas
- space heaters
- heat generating humidifiers or vaporizers
- toasters
- toaster ovens
- upholstered furniture unless treated with a fire-retardant chemical and is labeled as such

- Smoking is prohibited in all college-owned student residences and all academic and administrative buildings.

For more information, see the Fire Safety Policies in the Student Handbook at <http://www.smith.edu/sao/handbook/reslife/firesafety.php>.

Community Responsibilities

Additionally, all members of the community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of Public Safety or fire officials during a drill or an actual alarm.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to Public Safety.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 800 from a campus phone or (413) 585-2490 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, contact Public Safety at x800 or by cell phone at (413) 585-2490.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.

5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Public Safety Officers and the Northampton Fire Department personnel.

Campus Fire Statistics

Definitions

The following definitions are applicable to this section:

- **Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- **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 a fire. The term "person" may include students, faculty, staff, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person (1) 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 (2) dies within one year of injuries sustained as a result of a 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. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, 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. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Residential Fires by Location 2006 – 2008

Date	Time	Location	Cause
2008		No Residential Fires	
2007		No Residential Fires	
07/06/2006		Friedman	Oven fire; extinguished with local extinguishers

Fire and Fire Drill Statistics

	2008	2007	2006
Injuries from Fires Reported	0	0	1
Deaths Resulting from Fires	0	0	0
Residence Hall Fire Drills Conducted	98	98	98
Value of Property Damage	\$0	\$0	Under \$5,000

Campus Fire Logs

A log of all fires and fire alarms in which there was a physical cause (i.e., smoke, heat, etc., rather than a faulty detector or system malfunction) are listed in the Public Safety online **Daily Crime & Fire Logs** within two business days of occurrence. Visit the Public Safety website at <http://www.smith.edu/pubsafety/> for more information. When changes in the cause, or information about a campus fire become known to Public Safety, any updates will be made to the log within two business days of the status change.

Student Residence Hall Fire Safety and Sprinkler Systems

Below is a listing of residence hall fire safety systems. There are no immediate plans for system upgrades, however systems are constantly being reviewed.

Smith College Residential Fire Systems

Building	Smoke Detectors	Heat Detectors	Carbon Monoxide Detectors	Sprinkler System
Albright	X	X	X	Throughout the Building
Baldwin House	X	X	X	Throughout the Building
12 Bedford Terrace	X	X	X	n/a
26 Bedford Terrace	X	X	X	n/a
47 Belmont Avenue	X	X	X	n/a
Capen House	X	X	X	Throughout the Building
Chapin House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System
Chase/Duckett House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System
Comstock/Wilder House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System
Conway House	X	X	X	Throughout the Building
Cushing/Emerson/Jordan House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System in Cushing/Emerson Kitchen and Halon System in Jordan Phone Room
Cutter/Ziskind House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System and Halon System in Cutter Phone Room
Dawes House	X	X	X	Throughout the Building
150 Elm Street	X	X	X	Throughout the Building
Friedman Complex	X	X	X	Throughout the Building
Gardiner/Morrow/Wilson House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System in Morrow/Wilson Kitchen
Gillett House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System
44 Green Street	X	X	X	n/a
54 Green Street	X	X	X	n/a
Haven House	X	X	X	Throughout the Building
Hopkins House	X	X	X	Throughout the Building
Hubbard House	X	X	X	Throughout the Building; also Kitchen Hood Suppression Systems
King/Scales House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System in King Kitchen
Lamont House	X	X	X	Throughout the Building
Lawrence House	X	X	X	Throughout the Building
Morris House	X	X	X	Throughout the Building
Northrop House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System
Park House	X	X	X	Throughout the Building
Park Annex	X	X	X	Throughout the Building

Parsons House	X	X	X	Throughout the Building
Parsons Annex	X	X	X	Throughout the Building
Presidents House	X	X	X	Throughout the Building
Sessions House	X	X	X	Throughout the Building
Sessions Annex	X	X	X	Throughout the Building
Talbot House	X	X	X	Throughout the Building
Tenney House	X	X	X	Throughout the Building
Tyler House	X	X	X	Throughout the Building; also Kitchen Hood Suppression System
Washburn House	X	X	X	Throughout the Building
Wesley House	X	X	X	Throughout the Building

General Information:

- All sprinkler and fire alarm systems are tested annually
- Kitchen hood suppression and Halon systems are tested semi-annually
- Fire drills are conducted twice a year
- Fire alarm systems report to Public Safety who immediately notifies the fire department.

Missing Person Policies and Procedures

The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act.

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Department of Public Safety.

It is the policy of the Smith College that the Department of Public Safety will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a student services or Residential Life staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing. Public Safety will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Public Safety officers will check student’s login records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at Smith College can identify, through BannerWeb, a person that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with Public Safety. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency (such as student services staff, public safety staff, etc.)

Should Public Safety not be able to locate a person reported missing within twenty-four (24) hours of the report, Public Safety would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Public Safety will also notify local law enforcement agencies within this 24 hour window, starting with the town sharing jurisdiction with the college, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

NOTE FOR STUDENTS UNDER AGE OF 21: For students under 21, Suzanne's Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

Should a student be determined to be missing for more than 24 hours, the following will occur:

- Public Safety will notify the Dean of Students
- Public Safety will again contact the student's emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student's emergency contact.)

Emergency Blue Light Phones

Smith College has 78 blue light phones. Their use is not restricted to emergencies; use them to report incidents or suspicious people, or to ask for assistance or an escort. Simply lift the receiver or push the red button of any blue light phone. The phone will signal Public Safety automatically and direct someone to you.

10 Prospect Street, (Near main door of Cutter House)	Dawes House (on back side of this house / Conway Lot side)	Paradise Road (at the crosswalk near Presidents Dr. & Paradise Rd.)
150 Elm Street (in front of 150 Elm St.)	Dewey House	Park House (facing the Admissions Office)
Ainsworth Gym (on building)	Dickinson Lot	Parking Garage on West Street (1 at the entrance, 1 on the lower level & 2 on each of the 4 levels)
Ainsworth Gym (solar)	Dryads Green/Wilder access road	Parsons House (Facing the Friedman Complex)
Albright House, (Near satellite gym entrance)	Emerson Arch (Paradise Road side)	Sage Hall
Alumnae Gym	Gill Campus School (Nearest State Street entrance)	Scott Gym Lot
Athletic Fields (by track)	Gill Playground	Seeyle Hall
Athletic Fields (by pond)	Gillett/ Northrop House (connecting porches)	Sessions Annex
Baldwin (in between Albright & Baldwin)	Grounds Garages (by fields)	Stables (riding ring)
Boiler Plant	Health Services (by HP ramp)	Stables Lot
Campus Center (Haven side)	Health Services (by entrance)	Stables Lot (solar)
Capen Lot	Hillyer Hall	Stoddard Hall
Chapel Lot	Hopkins Lot	Tea Hut
Chapin Drive	Hubbard	Tenney House (Facing the President's House)
Chase House	ITT Lot	Tennis Hut
Chiller Plant	King House (King/ Scales mini quad area)	Tennis Court Drive (by entrance)
Conway Lot	Lamont Bridge (College Ln. side)	Tennis Court Drive (by apartments)
Crew House	Lamont Bridge (field side)	Tilly Hall (by DPS building)
Crew House/Boat House (solar)	Lyman Plant House	Tilly Hall (Henshaw Ave. side)
Cushing House (Mandelle Road side)	Mandelle Lot	Tilly Lot (Lower Lot)
Cutter Drive	McConnell Hall (Tyler side)	Tyler Drive
Davis Center/ Mwangi	McConnell Hall (College Ln. side)	Wright Hall
Davis Drive	Morgan Hall (off Prospect St.)	Ziskind Lot

Important Phone Numbers

Public Safety 24 hours/day Dial **x2490** from a **campus phone**

Emergencies Only Dial **800** from a **campus phone**
Dial **413-585-2490** from a **cell phone**

Health Services (during business hours) x2800
Counseling Services x2840
Student Affairs (Mon-Fri 8:30-5) x4940
(on weekends, call x2490 and the Department of Public Safety will locate an area coordinator)
OneCard Office x3082
Office of Institutional Diversity x2141
Office of Human Resources, Employee Assistance Program (EAP) x2260

We suggest programming the Public Safety phone number 413-585-2490 into your cell phone in case you have an emergency on campus.