2018 Smith College Annual Clery Act Campus Security and Fire Safety Report

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Campus Police Department
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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, gender identity and expression, genetic information, age, disability, or service in the military or other uniformed services.

Smith’s admission policies and practices are guided by the same principle, concerning applicants to the undergraduate program who identify as women, and all applicants to the graduate programs.

For more information, please contact the adviser for equity complaints, College Hall 302, 413-585-2141.
DEPARTMENT BIAS BASED PROFILING POLICY

It is Smith College’s policy that, except in "suspect-specific incidents," Campus Police 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.

CAMPUS POLICE AT A GLANCE

The Smith College Campus Police Department is part of a two-college Campus Police department collaborative, having combined its resources with the Mount Holyoke College Campus Police department. Our Smith staff are stationed primarily at Smith College, but additional patrol and administrative resources are available through this collaborative.

Campus Police Administrative Office Hours:

Mon – Fri 8:30am – 4:00pm
Officers & Dispatchers are on duty 24 hours/day, 365 days/year

THE DEPARTMENT’S ENFORCEMENT AUTHORITY

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 Department enforces the Massachusetts General Laws and protects life and property on campus by providing law enforcement and security and by responding to emergencies. Officers may additionally enforce violations of College rules and policy.

BACK-UP AID & EXTERNAL SUPPORT

The Department has back-up aid from and maintains telephone and radio contact with the Northampton Police Department. Campus Police handles most if not all criminal incidents that occur on Smith College property. This is based on an unwritten agreement with the Northampton Police Department.

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. The Northampton Fire Department responds to fire and medical emergencies to supplement to department services.

While the Department maintains strong, cooperative relationships with the Northampton Police Department, the Massachusetts State Police, and other surrounding law enforcement entities, it does not maintain formal memoranda of understanding with these agencies.

CRIMES IN OR ON NON-CAMPUS BUILDINGS/PROPERTY

Statistics reported in the “on-campus" category include those crimes occurring on property owned or controlled by the campus that is within the contiguous geographic area of the campus. Crime statistics for this area are contained in the complete city statistics listed in this document.

Campus crime statistics include incidents that occurred at non-campus property. This property includes the Crew Team storage facility and the MacLeish Center for the Environment 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.

CENTRAL DISPATCH

The three college Campus Police Department collaborative utilizes a central dispatch center which provides dispatch services to both campuses 24 hours a day, 365 days per year.

Dispatchers respond to routine and emergency calls, as well as monitoring fire and intrusion alarms for all three campuses and a number of security cameras. Dispatchers make notifications during emergencies and provide after-hours routing of calls for urgent maintenance issues. All dispatchers undergo an intensive field training program, receive standard training for emergency dispatchers and are certified by the national Association of Public-Safety Communications Officials (APCO).

POLICE ACCREDITATION

The Department is proud to be accredited by the Massachusetts Police Accreditation Commission. This status assures our communities that our department has met professional standards of conduct and service, and this department remains one of only a small number of departments in our region to have attained this status in the state.

HOW TO REPORT A CRIME OR EMERGENCY

The College encourages every member of the community—faculty, staff, students, and visitors—to report all crimes and emergencies accurately and promptly. To report a crime or emergency on campus, members of the community should call the Campus Police Department. Professionally trained officers are available for response 24 hours a day, 7 days a week, 365 days a year. To report a crime off campus, dial 911 in most areas in the U.S.

Call Campus Police if you see...

- Suspicious behavior in or around a residence hall or other building – people looking in windows, trying to open windows, trying to access doors they do not have access to, etc.
- Anyone trying to open car doors or tampering with a motor vehicle.
- Vehicles parked with the motor running.
- Damaged doors or windows in residence halls or other buildings.
- Loiterers in dark or secluded areas.
- Someone peering into windows.
- Someone displaying a weapon.

Call Campus Police 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 Campus Police, 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).

The behaviors listed above are non-exhaustive examples. Similarly, you do not have to have every piece of information listed above before contacting Campus Police. All of the information in this section is designated to be a helpful guide but, when in doubt, please contact Campus Police with your concerns.

CAMPUS SECURITY AUTHORITIES

The Campus Police Department 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 Campus Police, we also collect crime data from other administrators on campus who are required to report crime statistics to the Campus Police Department for inclusion in the Annual Security and Fire Safety Report 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, but is not limited to:

• The Dean of the College
• Dean of Students
• Director of Residence Life and residence life student staff
• Title IX Coordinators and Deputy Coordinators
• Director of Athletics and Coaches
• Study Abroad & Field Study coordinators
• A number of other program directors
• Faculty and staff advisors to student groups and organizations
• Monitors at campus buildings and events
• Director of the Shacht Center for Health and Wellness

RESPONSIBILITIES OF CAMPUS SECURITY AUTHORITIES

Campus Security Authorities are required to inform the Campus Police Department of any criminal incidents reported to them so that these incidents can be recorded as statistics by the department and, where appropriate, be included in the College’s Annual Security and Fire Safety Report.
Incidents that pose a threat to the community must be reported to Campus Police immediately so a determination can be made as to whether or not an emergency notification must be made to the community.

Professional and pastoral counselors are explicitly not campus security authorities, which means they are exempt from the requirement to report crimes to Campus Police when that information is received by them while they are acting in that pastoral or counseling role. However, they are encouraged to provide non-identifying information to allow for inclusion in the annual crime statistics when it will not sacrifice victim confidentiality.

CONFIDENTIAL REPORTING POLICY

The Clery Act prescribes how the College collects and reports crime statistics and provides for confidential reporting of criminal incidents. Other laws and regulations mandate the College take action to stop sexual harassment, sexual assault, and other criminal acts. In those cases, the College will attempt to respect an individual's desire for confidentiality and will work to maintain the privacy of the individual to the degree possible. However, the College may be legally required to take action depending on the nature of the grievance or complaint and may not be able to honor the request for confidentiality. The individual will be informed if, in the course of satisfying this obligation, the College may be unable to comply with the request for confidentiality.

Generally speaking, a Campus Security Authority is not always required to disclose to Campus Police confidential information concerning an incident, such as information that would identify a victim of a crime who wishes for their identity to remain confidential. However, the crime must be reported to Campus Police immediately as a statistic only. Keep in mind, that Campus Security Authorities may also be responsible employees and, under Title IX and the Violence Against Women Act, may be required to provide more information than is otherwise required in their role as a Campus Security Authority.

CAMPUS CRIME STATISTICS REPORTING POLICIES

The Campus Police Department 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 in accordance with state and federal law. Additionally, the Department annually reports statistics in accordance with Clery Act provisions.

Each year the Campus Police Department is responsible for preparing and posting an annual security report (this document) containing security policies and statistics. 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 college’s electronic announcements; paper notices are mailed to employees in departments not traditionally utilizing computers in their workspaces.

- 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 Campus Police Department during normal business hours.
- Notices are also provided to prospective students and staff through the Human Resources and Admissions offices.
- A copy of these statistics, which are contained in the annual security report, are available at the Campus Police Department during normal business hours and anytime on the department’s website.
- The Department annually submits its Clery Crime data on the Department of Education website. Data from our institution and others throughout the U.S. is available on this site.
General programs offered by the Campus Police Department, occasionally in conjunction with other departments include the following, all of which are provided when requested and are voluntary, to new and continuing students and employees.

- Workshops on self defense
- Crime awareness programs (often provided to a student group, campus house residents, or campus department)
- Services such as child seat installation
- Laptop engraving
- Active threat training
- Office security audits
SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING

The College prohibits all forms of sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking. For more information on other prohibited behavior, please refer to the Gender-Based and Sexual Misconduct Policy.

RAPE AND OTHER SEXUAL ASSAULT

It is crucial that individuals report incidences of rape and sexual assault so that offenders can be apprehended and kept from repeating their actions.

WHAT IS SEXUAL ASSAULT?

Sexual assault can be broken into four categories: rape, forcible fondling (called indecent assault & battery in Massachusetts), incest, and statutory rape. Below are the UCR definitions of these crimes:

- **Rape**: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

- **Forcible Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

- **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent (16 in Massachusetts).

WHAT IS CONSENT?

In Massachusetts, it is illegal to have sex under any circumstances with someone who is incapable of giving consent due to incapacity or impairment; incapacity or impairment may be caused by intoxication or drugs, or because a victim is underage, mentally impaired, unconscious, or asleep. For purposes of this policy, consent is an explicitly communicated, reversible, mutual agreement to which all parties are capable of making a decision.

For more information on the college’s policy on consent, please visit the Student Handbook or policy on Gender-Based and Sexual Misconduct.

WHAT SERVICES DOES CAMPUS POLICE PROVIDE TO SURVIVORS?

The Campus Police Department has officers who have received specialized training in handling and investigating such offenses.

- Officers will assist victims and survivors to ensure preservation of evidence and contact with appropriate medical and counseling services provided by both Smith College Schacht Center for Health and Wellness (medical and counseling services) and the Cooley Dickinson Hospital, and the UMASS Center for Women and Community or Safe Passage (outside domestic violence and sexual assault resources).

- Officers will assist survivors in notifying appropriate law enforcement authorities upon request.

- College staff will also advise survivors of their rights to counseling and other services offered by the College and the community.
Survivors are involved in all decisions about proceeding with criminal charges. If the survivor of a rape or sexual assault or a victim of domestic violence, dating violence, or stalking chooses to proceed in this manner, the Campus Police Department will provide assistance and guidance and will serve as a liaison with the District Attorney’s Office.

The Campus Police Department 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 Conduct Board procedures.

Pursuant to Title IX, Smith College is committed to providing a campus environment free of sexual discrimination, sexual harassment, and sexual assault. Sexual assault is a form of sex discrimination that violates Title IX. Accordingly, anyone who has been assaulted may also contact the Title IX Coordinator at x2141. Campus Police will inform the Title IX Coordinator of all sexual harassment and sex offenses reported.

**DOMESTIC & DATING VIOLENCE**

Domestic and dating violence can happen to anyone at any time in any type of relationship. Campus Police is available to assist victims of on- and off-campus domestic or dating violence. Officers are trained to respond to victims’ needs, including by helping them obtain restraining orders from the courts to prevent further violence. The College can also provide individuals with no-contact orders that are enforceable on the College campus instead of, or in addition to, a court-ordered restraining order. If someone is harming you, call Campus Police for help.

- Title IX Coordinator, Deans, Medical and Counseling Services, Safe Passage, and Victim Advocates at the Hampshire District Court are also resources.

**WHAT ARE DOMESTIC VIOLENCE AND DATING VIOLENCE?**

Note that these definitions comply with the Violence Against Women Act. State crime definitions may vary.

**Domestic Violence:** a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship
Note: “Dating violence” is not a specifically-defined crime in Massachusetts, but is being used for the purposes of this report to meet federal Clery Act requirements. Statistics in this category are gathered from records for crimes which meet this Clery Act definition. However, other crimes may be involved, such as a sexual assault, assault or assault and battery, intimidation, harassment, etc.

STALKING & CYBER STALKING

Stalking and cyber stalking are behaviors prohibited by college policy and Massachusetts law. In Massachusetts such actions are felonies.

WHAT IS STALKING?

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

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

- If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources listed (below) for more information.
- If you feel frightened or uncomfortable about someone’s specific behavior, pay attention to your instincts! Seek help.
- If you are the victim of a stalker, in addition to getting help, let those close to you know about the situation; maintain logs of contacts received and retain any emails, letters, or communication; take basic steps for safety such as parking in well-lit areas, walking with a friend, etc.

WARNING SIGNS OF ABUSIVE BEHAVIOR

Because relationships exist on a spectrum, it can be hard to tell when a behavior crosses the line from healthy to unhealthy or even abusive. Use these warning signs of abuse to see if your relationship is going in the wrong direction. If the person you have a relationship with:

- Is checking your cell phone or email without permission
- Is constantly putting you down
- Is extremely jealous or insecure
- Has an explosive temper
- Is isolating you from family or friends
- Is making false accusations
- Has mood swings
- Is physically hurting you in any way
- Is possessive
- Is telling you what to do
RISK REDUCTION FOR SEXUAL ASSAULT

With no intent to victim-blame and recognizing that only those who commit sexual assault are responsible for rape or sexual assault, the following are some strategies to reduce one’s risk of sexual assault or harassment

1. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
2. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
3. Make sure your cell phone is with you and charged and that you have cab money.
4. Isolation is a strategy of some assailters. Meet new acquaintances in public places you are familiar with.
5. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
6. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
7. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
8. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
9. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
10. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
11. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame. Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.

REPORTING INCIDENCES OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

When an incident involving domestic violence, dating violence, sexual assault, or stalking occurs, the incident should be reported to Campus Police. | dial x 800 or 413-585-2490

Some victims/survivors may not feel comfortable reporting the situation to a Campus Police officer and may report the incident to:

- Title IX Coordinator
- Dean of Students
- Director of Residence Life
- Medical Services (confidential)
- Counseling Services (confidential)
Any of these offices will offer survivors and victims the option to report the crime to the appropriate law enforcement agency (on campus and/or local) if the survivor/victim chooses to file a report. Filing a report does not mean the survivor/victim has to press charges, and survivors/victims may decline to notify law enforcement authorities.

Campus Police can provide and/or arrange for investigation and preservation of evidence for a survivor/victim (see Maintaining Evidence below), provide treatment of any injuries, arrange for any further medical treatment, and can assist a survivor/victim with legal remedies to assist the survivor/victim. Other offices can provide support and assist the survivor/victim with campus assistance when needed.

When a student or employee reports to the college that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether on campus or off campus, they will be provided with a written explanation of their rights and options.

COLLEGE SUPPORT FOR SURVIVORS & VICTIMS

SAFETY MEASURES AND CAMPUS AND COURT ORDERS

• The College will provide written notification to and will work with the survivor/victim to put in place safety measures appropriate to the situation — including requesting changes to academic, living, transportation and working situations or protective measures - regardless of whether the crime was reported to campus or local police, and regardless of whether the crime occurred on or off campus. These may include, and will be provided when appropriate and reasonably available:
  • The College will assist the survivor/victim with notifying campus or local police
  • The College will facilitate changes in transportation, as necessary.
  • The College will facilitate changes in working conditions, as necessary.
  • The College will issue campus No-Contact Directives, as requested.
  • The College will issue Trespass Notices, as necessary
  • The College will assist survivors in obtaining harassment prevention or domestic violence prevention order through the local court under Massachusetts General Laws ch. 258E or 209A.

HOUSING, ACADEMIC, AND OTHER CAMPUS CHANGES

The college will provide notice to and change, when requested, a survivor’s/victim’s academic, living, transportation, or workplace situation after an alleged offense if the survivor/victim requests such assistance and if such changes are reasonably available.

• Requests for these changes for students are coordinated through the Title IX Coordinator and the Dean of Students; for employee situations, these will be coordinated through the Human Resources office, and for faculty issues, the Provost’s Office.
• The college will maintain as confidential any accommodations or protective measures provided to a survivor/victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

CONFIDENTIALITY OF SURVIVORS/VICTIMS

As stated under Confidential Reporting, the Department will not share the names of survivors/victims except as required by federal law, and only to those having a statutory requirement to receive identifying information in order to meet federal mandates to take specific actions to stop sexual harassment, sexual assault, and certain other crimes.

- The survivor’s/victim’s name in all reports of domestic violence, dating violence, sexual assault, and stalking is kept confidential and will not be released without their permission, except as required by law.
- All College officials, including deans and directors, will notify Campus Police personnel promptly if they receive a report of domestic violence, dating violence, sexual assault, or stalking. The Campus Police Department has been designated to receive
all such reports and to report those centralized statistics to the community as well as to issue community notifications when these incidents cause a potential threat to the community or a portion thereof.

ASSISTANCE IN CONNECTING WITH EXTERNAL RESOURCES

Campus Police as well as the Title IX Coordinator, Dean of Students, Provost, and Office of Residence Life will assist survivors/victims (students, staff, and employees) in notifying and connecting with external resources, including the local police department, state police department, or personnel from the District Attorney’s Office, include SafePlan and victim/witness staff only if the victim wishes to utilize those services. The survivor/victim has the right to decline notifying law enforcement. A decision to utilize law enforcement or to decline to utilize law enforcement will not impact the College’s obligations under the Campus Safety and Security Act, under Title IX, and under its own policies.

Confidential, sensitive care, examination, and treatment are available for students at Medical and Counseling Services*; students, faculty, and staff can receive 24 hour care at local hospitals or other medical facilities. The Campus Police dispatcher can assist a survivor/victim or friend in determining current hours and other options (including off-campus services such as Safe Passage and the UMASS Center for Women and Community by dialing x2490 (x 800 for emergencies.)

* SANE exams can be provided at Cooley Dickinson Hospital, UMASS infirmary, and at Baystate Medical Center.

MAINTAINING EVIDENCE IN CASES OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

An important part of the criminal investigation is the collection of physical evidence to prove an incident occurred or as support for a protection order.

- Survivors of sexual assault should go to the Cooley Dickinson Hospital as soon as possible after the incident (without showering, douching, or changing first, although they should bring a change of clothes if possible). Specially-trained Sexual Assault Nurse Examiners will provide treatment and collect evidence that can be used later. If you choose to go forward with charges in the future, the hospital can then, with your permission, share your name with law enforcement.

- Victims of domestic violence, dating violence, or stalking should seek treatment through Health and Counseling Services or a local hospital. Medical staff will document injuries as part of the exam.

- Campus Police officers can assist with triage, documentation of injuries, and can request transportation to on- or off-campus health resources.

- Any evidence collected by police or SANE nurses will be used only if the survivor chooses to prosecute.

- Similarly, Campus Police investigators can collect evidence for victims of other domestic violence, dating violence, and stalking – along with other crimes – which will only be utilized if the victim chooses to pursue criminal charges.

- Preserve any text messages or other electronic or voice evidence. Provide investigators with any photos, items sent by the perpetrator, etc.

PROGRAMS ON CRIME AWARENESS & SAFETY TOOLS – SEXUAL MISCONDUCT AND GENDER-BASED CRIMES

The Campus Police Department, in cooperation with the Office of Residence Life, makes sexual assault awareness programs available to every residence hall and student group. The following are offered regularly on campus:

- Orientation programs on sex offenses (with other departments; sessions are mandatory for new students)
- "Not Anymore" online training for all incoming and transfer students
- Training for residential staff
- Title IX and crime prevention house presentations as requested
- Sexual assault, domestic violence, dating violence, and stalking awareness information is included as part of first-year orientation and throughout the year
- Sexual Violence Prevention and Consent training
- Bystander Intervention Training
- Rape Aggression Defense (RAD) (voluntary; offered as requested)
- Gender-bias and sexual misconduct training for all supervisory staff members and new faculty members
- Online training for School for Social Work adjuncts
- Department training on sexual misconduct

COLLEGE CONDUCT AND DISCIPLINARY PROCEDURES

All criminal acts, including domestic violence, dating violence, sexual assaults, and stalking, as well as other crimes of violence or sexual harassment, that occur on the Smith campus will be investigated by Campus Police. When such crimes are of a sexual nature or otherwise violate the College’s sexual misconduct policy, they can also be reported directly to the Title IX Coordinator if a survivor/victim does not feel comfortable reporting to Campus Police. Note that reports made to Campus Police must be provided to the Title IX Coordinator.

This document includes procedures for conduct hearings on sexual assaults, domestic violence, dating violence, and stalking. Other procedures may apply for other crimes or violations of campus policy. Refer to the College’s Student Conduct webpage or the Employee Handbook at for more information. The college’s policy on gender-based and sexual misconduct is also online.

Every report received by a responsible employee of the college will be referred to the Title IX Coordinator, who will conduct an initial assessment. Following the initial assessment, the college may seek Voluntary Resolution of the report or pursue steps to investigate or otherwise determine what occurred. Employee violations are referred to the college grievance procedure.

Both processes are aimed at determining the truth and determining the course of action that is most appropriate not only for the alleged victim and perpetrator, but also for the safety of the campus. The Title IX Coordinator will determine the most effective method of investigating the report of a violation of this Policy. The Title IX Coordinator may investigate reports of Prohibited Conduct or designate an investigator of the Title IX Coordinator’s choosing to conduct a prompt, thorough, fair and impartial investigation. Any investigator used by the college, whether internal or external, will be impartial, free from any conflict of interest, and have received annual and specific training on investigating Prohibited Conduct.

- Those overseeing and adjudicating disciplinary hearings receive, minimally, annual training on issues related to these crimes and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Sanctions are not intended to be punitive, but rather, to educate and restore the community.
- The college will provide the student or employee a written explanation of the student’s or employee’s rights and options.

Upon receipt of a report, the College will strive to complete the investigation and disciplinary process within sixty (60) calendar days. The time for any appeal is not included in the sixty (60) days.

Findings of responsibility will be made by the preponderance of the evidence standard.

REQUEST FOR HEARING

If either or both the complainant or respondent reject the findings in the Investigation Report and request a hearing, the investigator’s determination as to responsibility (or non-responsibility) will be reviewed by the Hearing Board in accordance with the Gender-Based and Sexual Misconduct Hearing Process for Student Respondents to determine if the respondent is responsible for a violation of this Policy. The complainant and respondent must request a hearing in writing to the Title IX Coordinator within three (3) work days of the receiving the Investigation Report.

RIGHTS OF ACCUSER & ACCUSED

- During a College on-campus disciplinary case, the accuser and the accused are entitled to the same opportunities to have others present to serve as advisors during the disciplinary hearing. The advisor may be any individual selected by the
complainant or respondent, including an attorney at the party’s own expense. The advisor shall have no active participation
role during any meeting or proceeding related to the review of the reported gender-based or sexual misconduct and is there
solely to observe, provide support and advise the complainant or respondent.

- Both the accuser and accused will be notified in writing simultaneously about the outcomes of the hearings and any sanctions
imposed, including for any change to the results and the final outcome.

- Notification will be made to both parties simultaneously about procedures for appealing the decision to the Dean of the
College within seven days of the notice of the outcome of the disciplinary action when the accuser or accused believe that the
action taken is unjust or inadequate.

- The college will take interim measures to protect the safety of the survivor and the college community once the college is
made aware of sexual harassment, including a sexual assault, occurring on campus to include:
  - letters instructing the respondent (or, where appropriate, a restriction on both parties) not to contact the complainant;
  - separation of or modification to the complainant’s or the respondent’s academic, employment, extra-curricular, and
    living situations;
  - academic accommodations or modifications, including access to tutoring, rescheduling of exams or assignments, the
    ability to drop a course without penalty;
  - assistance setting up initial appointing for counseling and/or medial services; providing an escort;
  - assistance in evaluating implications for financial aid, immigration or visa status; assistance in obtaining a civil order of
    protection; and other interventions tailored to the involved parties.

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

TITLE IX INVESTIGATIONS AND POLICE INVESTIGATIONS

The college will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its Title IX investigation and, if
needed, will take immediate steps to protect the student in the educational setting. Cooperation with law enforcement agencies
may require the College to temporarily suspend its own investigation while the law enforcement agency gathers evidence. The
College will promptly resume its own investigation as soon as it is notified that the law enforcement agency has completed its
evidence gathering process. If the survivor or the district attorney chooses to pursue criminal charges based on the complaint of
harassment or assault, the college may need to delay the fact-finding portion of a Title IX investigation while police are gathering
evidence.

CRIMES ALLEGEDLY COMMITTED BY STUDENTS

Criminal acts including domestic violence, dating violence, sexual assault, and stalking allegedly committed by a Smith student can
be reported to and adjudicated as described earlier in this section.

- Incidents reported to college officials and alleged to have been committed by a Smith student will be referred to the college
student conduct system and fully investigated under Title IX.

POTENTIAL SANCTIONS - STUDENTS

The following are potential outcomes for those found to have violated the College’s sexual misconduct policy, including by engaging
in sexual assault, domestic violence, dating violence, and stalking: The following are the range of sanctions, with more severe
conduct typically receiving more severe sanctions.

- Formal Reprimand: A formal written censure that the student has violated College policy and that future violations of College
  policy may result in further disciplinary action, up to, and including, suspension or expulsion from the College.
- Disciplinary Probation: This sanction will be in effect for a specified period of time determined by the Hearing Board. Should a
  student be found responsible for another violation of this Policy or of the Code of Student Conduct during the probationary
period, the Hearing Panel will be made aware of the student’s standing on disciplinary probation and may impose additional sanctions to reflect a repeated offense. A student’s status on disciplinary probation may have an impact on their ability to participate in certain activities connected with or related to the College both on and off campus.

- Apology: Letters of apology to individuals, houses, and/or the entire Smith community designed to help the respondent assess the effects of their policy violation(s). These letters will be maintained as part of the respondent’s disciplinary record for as long as the record is maintained.
- Loss of authority: Removal from appointed or elected office or position of authority.
- Restriction from employment at the College: Prohibition of, or limitation of College employment.
- Restorative Project: A project specifically designed to lead the Respondent to understand the harm done to the complainant and the community, to accept the responsibility for that harm, and to repair that harm, if possible.
- College House Transfer or College House Removal: Placement in another room or College house, or removal from a College house. Housing transfers or removals may be temporary or permanent depending on the circumstances.
- Professional Assessment: Completion of a professional assessment that could help the student or the College ascertain the student’s ongoing supervision or support needed to successfully participate in the College community. The cost of professional assessment will be paid by the respondent.
- Removal from specific courses or activities: Suspension or transfer from courses or activities sponsored by or affiliated with the College for a specified period of time.
- Removal or non-renewal of College sponsored academic scholarship.
- No Contact Directive: Restriction from entering specific College areas and/or from all forms of contact with certain person(s).
- Suspension: The rights and privileges of being a student at the College are suspended for a specified period of time. The individual may not participate in academic or extracurricular activities, is required to leave Smith’s campus, and restricted from College property. As part of the suspension, a respondent who later seeks re-admittance to the College may be required to complete a project specifically designed to help the respondent assess the violation(s) of College policy, and to prevent recurrence of the behavior.
- Dismissal: The respondent is no longer a student at Smith College and must leave the campus. An individual who has been dismissed from the College may be eligible to apply for readmission, but should not expect the application to be considered for a minimum of one full semester after dismissal. The individual seeking readmission may be required to provide supporting documentation sufficient to satisfactorily demonstrate to the College readiness to resume the college career and fulfill standards of responsible conduct and citizenship at Smith. The College may deny any application for readmission in its discretion.
- Permanent separation: The respondent is no longer a student at Smith College and must leave the campus. The student is not eligible for readmission.

A disciplinary outcome letter is placed in the student’s educational file in instances where the student is found responsible for the alleged violation. The release of conduct information is subject to the requirements of the Family Educational Rights and Privacy Act (FERPA), will be accessible to future employers, graduate schools, etc. when a student requests that information be provided them. [Student Handbook]

CRIMES ALLEGEDLY COMMITTED BY COLLEGE EMPLOYEES

Violations of the College’s under the College’s Gender Based and Sexual Misconduct Policy allegedly committed by a Smith faculty or staff member can be reviewed under that policy. However, in cases of a concurrent criminal prosecution, the College reserves the right to initiate a separate Title IX 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 criminal act include but are not limited to termination of employment.
POTENTIAL SANCTIONS – EMPLOYEES

If it is determined that an employee has violated the College’s Sexual Misconduct Policy, including sexual assault, domestic or dating violence, or stalking, the College will take action appropriate under the circumstances. Such action may include written warnings, required counseling, probation, suspension, termination, as the College deems appropriate. Likewise if it is determined that a complainant invoked the investigatory process in bad faith or knowingly presented false or misleading information, appropriate disciplinary action may be taken.

RESOURCES FOR SURVIVORS & VICTIMS

The college will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. Some of these resources are listed below.

On Campus

- Campus Police Department | x2490 or x800 for emergencies (413-585-2490 from a cell phone)
- Office of the Dean of the College | x4900
- Office of Student Affairs | x4940
- Medical Services | x2821; after hours x1260
- Counseling Services | x2843
- Title IX Coordinator | x2141
- Student Handbook
- Staff Handbook
- Faculty Code

Off Campus

- Northampton Police Department | 413-587-1100
- Cooley Dickinson Hospital | 413-582-2000
- Holyoke Medical Center | 413-534-2500
- Northwest District Attorney Victim/Witness Advocates (assistance in obtaining protective orders, assistance in preparing for court, referrals to mental health resources, etc.) | 413-586-5780
- Safe Passage (Support for victims of domestic violence) | 888-345-5282
- SAFEPlan (District Court Advocates) | 413-586-4545
- Victim Rights Law Center | 617-399-6720 in Massachusetts (general legal assistance including visa and immigration assistance and financial stability)
- Center for Women and Community – | 413-545-0800 rape crisis line
  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
- Massachusetts Office for Victim Assistance – One of MOVA’s most important functions is to provide direct assistance to crime victims
• Jane Doe Inc. – The Massachusetts Coalition Against Sexual Assault and Domestic Violence
• YWCA of Western Massachusetts - shelter, support, and self-sufficiency for the women and girls in our community
BEING AN ACTIVE BYSTANDER

Regardless of how close to the situation they are, bystanders have the power to help stop relationship and sexual violence, insensitivity, and oppression from occurring and to get help for people who have been affected.

*Understand, we are not advocating that people risk their own safety in order to be an active bystander;* we believe that the creation of the inclusive campus we want takes all members of the community to be involved in the work of change. Remember, there is a range of actions that are appropriate, depending on the situation.

WHAT CAN I DO IF I BELIEVE SOMEONE IS IN AN UNSAFE SITUATION?

- First, assess the situation to determine what kind of action, if any, might be appropriate and safe.
- Second, evaluate options and choose strategies for responding either at the time or later.
- Whether or how an Active Bystander takes action will depend on the situation. Such actions may include:
  - Explain to the victim that you are concerned for their safety and why – they may not recognize it, or may not realize they can get help.
  - Interrupt the behavior – if it is safe for the bystander, tell the victim that you have an important call for them, or that it is time for “that meeting”.
  - Calling for help when needed – Campus Police, residence life staff, and Deans are all available to help a victim identify and eliminate a dangerous situation. For immediate help, call Campus Police.
  - Support the victim – offer to accompany them to report the situation.
  - If the person is not willing to accept help, you can talk to the Title IX Coordinator, Dean of Students, or Campus Police for more strategies and how to support to help the victim, keeping in mind that all of these individuals are responsible employees who may need to respond to the information you share to ensure a safe campus.

*Important Cautions:*

- **Do not** engage a violent person and endanger your safety; step back and call Campus Police to respond.
- For **immediate help** from Campus Police dial **x800** from a campus phone or (413) 585-2490 from a cell phone.

See also the college’s [Gender-Based and Sexual Misconduct Policy](#).
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. Members of our community may also contact the Northampton police department for information on sex offenders in that community.

**NATIONAL SEX OFFENDER REGISTRY**

This **National Sex Offender Registry** is provided as a public service by the U.S. Department of Justice. Using this site, members of the public have access to and may search participating state 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.

**FIVE COLLEGE EMERGENCY RESOURCES**

If you are taking a course at, or are visiting one of the Five College institutions, their campus police departments are willing to help you if there is an emergency on their campus. The Five College campus police departments work cooperatively to support the students of our member institutions as they travel among the colleges.

**Campus Police Departments**

- Amherst College Campus Police 413-542-2291
- Hampshire College Campus Safety and Security 413-559-5424
- Mount Holyoke College Campus Police 413-538-2304
- Smith College Campus Police 413-585-2490
- UMass Campus Police 413-545-2121

**Municipal Police Departments**

- Amherst Police 413-259-3000
- Northampton Police 413-587-1100
- South Hadley Police 413-538-8231
These statistics are compiled from all incidents reported to Campus Police, as well as any third party reports forwarded by other campus officials, as well as any reported to police departments with concurrent jurisdiction over on campus and non-campus College property. They are compiled by the Campus Police Department. **NOTE: Residential statistics are a subset of all on-campus property statistics.**

<table>
<thead>
<tr>
<th>Smith Crime Statistics</th>
<th>All On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>Residential Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>3</td>
<td>11</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sex Offenses (1)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
<td>3</td>
<td>8</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>VAWA Offenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrests &amp; Disciplinary Actions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations Referred for Disciplinary Action</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations Referred for Disciplinary Action</td>
<td>1</td>
<td>2</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possessions Referred for Disciplinary Action</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(1) One additional incident of assault & battery involving sexual comments that did not meet Clery crime definitions was reported in 2017
NOTES:
- Non-campus property includes: any college-owned property not within the direct jurisdiction of the campus proper.
- 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.

FEDERAL LAW BIAS INCIDENTS

Colleges are required to report any crimes in the categories above that included any bias toward the victim’s race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, as well as for the following additional crimes if they have a bias component: larceny (theft), simple assault, intimidation, vandalism and other crimes involving bodily injury.

<table>
<thead>
<tr>
<th>Year</th>
<th>Number &amp; Location</th>
<th>Category of Bias</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>On Campus</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No incidents meeting Clery Act hate crime definitions were reported. However, one incident involving anti-African-American racial slurs was reported.</td>
</tr>
<tr>
<td></td>
<td>In a Residence</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Non-Campus</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public Property</td>
<td>0</td>
</tr>
</tbody>
</table>

| 2017 | On Campus         | 0                |
|      |                   | No incidents meeting Clery Act hate crime definitions were reported. However, one incident involved anti-African-American comments, and another involved anti-Arab and anti-African-American comments |
|      | In a Residence    | 0                |
|      | Non-Campus        | 0                |
|      | Public Property   | 0                |

| 2016 | On Campus         | 0                |
|      |                   | Several vandalism cases involving potential racial and sexual orientation bias were reported, but did not meet the Clery Act definitions of hate crimes. |
|      | In a Residence    | 0                |
|      | Non-Campus        | 0                |
|      | Public Property   | 0                |
EMERGENCY RESPONSE

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

Should a campus emergency exist, Campus Police will activate the Emergency Response 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 Emergency Response Team assures appropriate response to any campus emergency. This team is made up of members of Campus Police, Facilities Management, Student Services, and other vital departments 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 Emergency Response Team also works with town police, fire and ambulance personnel to coordinate response efforts and to conduct joint drills.

BUILDING EVACUATION

Every person in a building 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, including employees, students, visitors, and contractors. 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.

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 students or employees are missing, do not re-enter the building! Notify emergency response personnel and/or the emergency coordinator and inform them of the missing person’s name and last known location.
- Re-entry into the area will be made only after clearance is given by the emergency coordinator or their designee.
PERSONS WITH DIFFERENT ABILITIES

Students with health concerns that may make it difficult to exit a building in an emergency should work with the Disability Services Office to develop a plan to ensure safe egress in the case of fire or other emergency forcing the evacuation of a campus building.

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.

EMERGENCY RESPONSE AND NOTIFICATION

Upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or employees, and taking into account the safety of the campus community, Campus Police will notify the campus community, without delay, via the college’s emergency notification system.

The notification will be made unless doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. In cases of isolated emergencies that do not have the potential to affect a large portion of the campus, the Emergency Response Team may elect to limit the distribution of notifications to specific segments of the campus community. The Emergency Response Team will determine what information is appropriate to disseminate at different points in time and to which segments of the community.
Depending upon the situation, alerts may also be sent to the parent/guardian contacts within the emergency notification system as registered by students. The larger community can view information posted on the college website or provided to the media.

Emergency notifications can be simultaneously broadcast in multiple formats depending on the type of incident, such as:

- Voice messages to cell, office, and home phones
- Text messages to mobile devices capable of receiving text messages
- E-mails to all campus email addresses and an alternate provided by individuals

**PROCESS TO CONFIRM THAT THERE IS A SIGNIFICANT EMERGENCY AND NOTIFICATION**

The senior patrol person on duty determines the alert level required (emergency notification, timely warning, other).

- Should the emergency pose an imminent danger to the community, or a segment of the community, the senior patrol staff member will, without delay, and based on the situation requiring the use of the notification system, determine the content of an alert and initiate the college’s emergency notification system.
- Notification may only be delayed when, based on the professional judgment of responsible authorities, it would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In such cases, notification will be sent out as soon as immediate response and evaluation needs are met so members of the community receive the information promptly.
- Notifications will be worded with clear, concise instructions as to what actions members of the community should take to remain safe in the event of an emergency and may be crafted based on pre-set templates or crafted to meet the specific needs of the emergency.
- Plan activation begins at the determination of the Chief of Campus Police or his/her designee upon receipt of information of an emergency event or threat of an emergency.
- Based on confirmation from Campus Police and information obtained from local first responders and/or the National Weather Service, the Chief of Campus Police or his/her designee will assess the emergency and activate the emergency management plan to the extent necessary to control the situation.
- Notifications for some incidents may be limited to those affected by the emergency, for example loss of power in a specific building.

Every student and staff member is responsible for providing and maintaining their up-to-date emergency contact information by logging in to the Smith Portal using your network username and password. When the portal page opens, click on BannerWeb, open the Personal Information tab and complete the Emergency Information and Update screen. This allows you to be included most efficiently in emergency broadcasts via the emergency notification system. Full-scale tests of system are conducted and publicized at least annually.

More information about Smith’s Emergency Notification System can be found online.
TIMELY WARNING POLICY

In the event that a Clery Act crime that creates a serious or continuing threat to students and/or employees is reported in Clery geography, a “Campus Safety Alert” (timely warning) may be distributed by the Campus Police Chief or their designee. Decisions to issue a warning are made on a case-by-case basis considering the nature and circumstances of the crime and the danger posed to the community. Community members receiving reports of crimes or incidents requiring the issuance of a Timely Warning shall report such incidents to Campus Police.

- The Campus Police Department will post a campus-wide Timely Warning alert especially in all situations that could pose an immediate, serious, or continuing threat to the students, faculty, staff, and individuals in the community and is reported to a Campus Security Authority or the Campus Police Department.

- The substance of the Timely Warning is carefully determined. The Warning will be published via bulletin boards, emails, texts, or on the college’s website to inform the college community of the known facts of an incident or to publicize patterns of criminal activity in order to assist members of the campus community in preventing further incidents.

- Campus Safety Alerts also include reminders of services available, such as walking or vehicle escorts, emergency phones, and other recommendations. It is irrelevant whether the victims or perpetrators of a crime are members of the campus community.

When issuing a Timely Warning, the names of the victims remain confidential. If information is known, and if the inclusion of such information would not compromise law enforcement efforts, Timely Warnings include a description of the crime, its location, and injuries, if any, to victim(s).

TESTING OF THE EMERGENCY MASS NOTIFICATION SYSTEM

The notification system will be tested at least once a year. Tests may be announced or unannounced. Campus Police maintains a record of all tests conducted including date, time, description of the test, and whether it was announced or unannounced. At least once a year, the college will publicize its online procedures in conjunction with one of these tests. Residence hall evacuation drills are documented by Residence Life. 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.

EMERGENCY CONTACT INFORMATION

Emergency contact information is collected from each student and employee. To receive emergency messages through your cell phone, via text or voice, update your emergency contact information by logging on to BannerWeb; alternatively, update information through the Smith Portal. (Log in with network username and password.)
DAILY CRIME & FIRE INCIDENT LOGS

Daily logs are posted on the Campus Police Web site. Campus Police crime logs for the most recent 60 days are available for public inspection via the department’s web site. Older logs will be made available within two business days of a request for inspection.

- The daily Campus Police logs detail incident and arrest reports (including nature of the incidents, incident and reporting dates, times, general locations, and dispositions, if known) that occur on campus or within the patrol jurisdiction of the Campus Police Department that are reported to Campus Police.
- 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.
- The information listed on the crime log will not jeopardize the confidentiality of victims/survivors.
- When changes in incident case statuses are known, the log will reflect such changes within two business days.

The crime and fire log is published on the Campus Police website, and the log is also available for inspection at the Campus Police office at 126 West Street during normal business hours.

ANNUAL CLERY ACT REPORT

Each year the Campus Police Department is responsible for preparing and posting a report containing security policies and statistics. Statistics are gathered from Campus Police reports, campus security authorities, and from local police departments. Policy statements are gathered from responsible offices.

- 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 campus email.
- 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 Campus Police Department during normal business hours.
- Notices are also provided to prospective students and staff through the Human Resources and Admissions offices.
- Hard copies can be requested by contacting Campus Police at (413) 585-2490.

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 generally business days during class hours, and unauthorized individuals may be asked to leave.
- Campus Police 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.
- Most academic buildings are secured and closed between 11:00 pm and 7:00 am. Campus Police 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.
- Campus house student room doors and windows are provided with locking devices.
- During low-occupancy periods, Residence Life distributes to students who remain on campus information about safety protocols and specific emergency procedures.

**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 are allowed access by their student host.
- 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 or Residence Life.
- All non-Smith guests need to be escorted through-out the house 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.

**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.
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 Chief of Campus Police, the Dean of Residence Life, and members of Facilities Management as they walk the campus reviewing lighting, blue-light phone needs, and other security considerations.

OFF-CAMPUS PROPERTY & STUDENT ORGANIZATIONS

Reported crime statistics include incidents that occurred at non-campus property (property owned or operated by the college but not within the main campus’s contiguous borders) including the MacLeish Field Station.

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

FIREARMS AND OTHER WE APONS ON CAMPUS

In accordance with Massachusetts General Law Chapter 269 Section 10J, weapons are prohibited on the grounds of the College with the exception of law enforcement officers duly authorized to carry such weapons. No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College.

For the purposes of this policy, the term “weapons” includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols, and revolvers, paint ball guns, or BB/pellet guns; firearm replicas; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; pepper spray; or any other destructive device or instrument that may be used to do bodily injury or damage to property. In addition, items that may be used as weapons, whether or not they fit the definition above, will be subject to seizure.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the college and/or prosecution under the appropriate state or federal laws.

PERSONAL SAFETY

Make it a habit to be cautious around campus, in buildings, and in transit. Campus Police 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 behavior or circumstances to Campus Police.
• Don’t sunbathe in remote areas.
• Carry your cell phone. Pre-program the Campus Police phone number (413) 585-2490.

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 Campus Police if necessary.
• 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.
• Keep your vehicle in good running condition, gas tank full, and make sure your vehicle has good tires.

SAFETY ON CAMPUS

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 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 Campus Police Department.

If you are followed...

• Remain calm.
• Cross the street and/or 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 Campus Police.
• 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 Campus Police 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.
<table>
<thead>
<tr>
<th></th>
<th>Don’t</th>
<th>Do</th>
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<tbody>
<tr>
<td><strong>In Buildings</strong></td>
<td>• Leave valuables visible in a room</td>
<td>• Lock your door</td>
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<tr>
<td></td>
<td>• Leave valuables unattended in an unlocked area, even briefly</td>
<td>• Keep your keys and access card on you at all times</td>
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<td></td>
<td>• Let strangers into a building</td>
<td>• If your access card is stolen, report it immediately</td>
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<td></td>
<td>• Prop open outside doors to any building</td>
<td>• Participate in Operation Identification; we can help you engrave</td>
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<td></td>
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<td>electronics and valuables. Call us for more information</td>
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<td>• Report strangers in your residence hall</td>
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<td>• Keep windows locked, particularly if you are on a ground level or</td>
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<td>your window opens to a fire escape</td>
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<td>• Report burned-out lights to Facilities Management (after hours to</td>
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<td>Campus Police)</td>
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<td><strong>Automobiles</strong></td>
<td>• Leave valuables visible in your car — take them with you; if you</td>
<td>• Register your car with Campus Police</td>
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<tr>
<td></td>
<td>cannot take them with you, lock them in your trunk</td>
<td>• Park in well-lit areas</td>
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<td>• Leave GPS units OR their mounts in your car</td>
<td>• Remove keys and lock doors</td>
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<td>• Install anti-theft devices (locks, alarms) for ignition, steering</td>
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<td>wheel, and brake and clutch pedals.</td>
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<td>• Record serial numbers of mp3 players, cellular phones, GPS devices,</td>
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<td>satellite radios, and other easily removable accessories. Engrave</td>
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<td>valuables with your driver’s license number. Call Campus Police for</td>
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<td>assistance.</td>
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<td>• Report suspicious activity to Campus Police such as people looking</td>
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<td>into or trying to get into cars.</td>
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<tr>
<td><strong>Bicycles</strong></td>
<td>• Leave your bicycle unlocked.</td>
<td>• Register your bicycle with Campus Police; affix the issued decal to</td>
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<td></td>
<td>• Use a hardened steel lock; lock the entire bicycle to a bike</td>
<td>your bike. Unregistered bicycles are periodically removed from campus.</td>
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<tr>
<td></td>
<td>rack, including quick-release wheels</td>
<td>• Notify Campus Police immediately if your bicycle is stolen</td>
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ACTIVE THREAT PROCEDURES

RUN-----HIDE-----FIGHT

Quickly determine the most reasonable way to protect your own safety. Students and visitors are likely to follow the lead of faculty and staff during an active shooter situation. Always flee first and hide second when possible.

1. Evacuate  
   a. Have an escape route and plan in mind  
   b. Keep your hands in plain sight

2. Hide out  
   a. Hide in an area out of the shooter’s view  
   b. Lock the doors-most classrooms and lecture halls can be locked. All offices and residence hall rooms can be locked.  
   c. Blockade doors

3. Fight back  
   a. As a last resort and only when your life is in danger  
   b. Attempt to incapacitate the shooter

Call law enforcement when you safely may do so.

- **Campus Police**  413-585-2490 or x 800 from a campus phone  
- **Northampton Police**  413-587-1100 or 9-1-1  
- **Massachusetts State Police**  413-585-3000 or 9-1-1

What to do when law enforcement arrives:

- Remain calm and follow officers’ instructions  
- Immediately raise hands and spread fingers wide  
- Keep hands visible at all times  
- Avoid making sudden movements towards police or grabbing them  
- Do not stop officers to ask for assistance or directions in evacuating; just proceed to the area from which officers are entering  
- If possible provide law enforcement with the location, number, and description of the shooters

Make Campus Police a speed dial function on your cell phone.

*Seconds count in emergencies*
SMITH COLLEGE POLICY ON SUBSTANCE ABUSE AND SUBSTANCE USE

This policy reflects a college-wide commitment to an environment free of drug and alcohol abuse through (1) education and counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. The college prohibits the unlawful manufacture, distribution, dispensing, possession and use of controlled substances. Controlled substances include, but are not limited to, narcotics, barbiturates, amphetamines, cocaine, cannabis, anabolic steroids and misused prescription or legal drugs or alcohol. As used in this policy, the words “substance” and “controlled substance” include alcoholic beverages. Compliance with this policy is a condition of employment and/or enrollment at the college. All members of the Smith College community are expected to be familiar with and abide by the principles and details of this policy.

DRUGS AND ALCOHOL ON CAMPUS

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.

The legal drinking age in Massachusetts is 21. Possession of alcohol by or provision of alcohol to someone who is under 21 is against the law and against college policy.

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 their 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 and Appendix B below 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.

### HEALTH RISKS

The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation and perception, and impair the brain’s ability to synthesize information. Regular users develop tolerance and physical dependence. The psychological dependence occurs when the substance becomes central to the user’s life and decision making.

Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described.

Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Substance withdrawal can be life-threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Women who use controlled substances during pregnancy may give birth to infants with fetal alcohol or drug syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. A chart of the effects of use of certain controlled substances is found in the charts in Appendix A.

### SMITH COLLEGE POLICIES REGARDING ALCOHOL

### COLLEGE GUIDELINES FOR IMPLEMENTATION OF THE ALCOHOL POLICY

The Smith College policy on alcohol-related behavior stresses the concept of individual responsibility. These guidelines summarize each student’s responsibility under the law and in relation to the community in which they live.

All members of the college community, especially students hired or in elected leadership positions, are responsible for abiding by college policy and federal and state laws. No member of the college community is allowed to provide, purchase or serve alcohol to anyone who is under 21.
While the college does not expect students in leadership roles to act as agents of the state, it does expect them to fulfill their responsibilities as leaders and hold individuals accountable for their actions and/or to refer them to appropriate resources (Residence Life staff, Health Services, Campus Police, etc.).

The following types of concerns would warrant intervention by Residence Life Staff or other college staff members: Individuals demonstrating problem drinking patterns (this includes problems leading to or resulting in the irresponsible use of alcohol);

- Individuals making choices and decisions that could endanger themselves or others;
- Individuals demonstrating an inability to control their drinking behavior;
- Individuals whose alcohol-related behavior infringes on the rights of others;
- Houses or organizations exhibiting b through d above.

The individual, organization or house may be referred to the area director/assistant director, College Conduct Board, and/or the Office of Student Affairs. The person intervening will discuss the implication of an individual person or an organization’s behavior with them.

All those who have any role in the organization or conduct of such events are responsible for obtaining and adhering to the guidelines governing alcohol use on the Smith College campus. Smith College provides services and resources to support individual needs, to assist at crisis points and to provide accurate information related to alcohol. Current practices to help problem drinkers, such as the support of health and counseling practitioners, alcohol awareness workshops, and the responsible action shown by members of the Smith community, point to a concern for alcohol consumption in our community.

RESPONSIBILITY OF STUDENT GROUPS
All houses and chartered and non-chartered organizations sponsoring social events are expected to abide by state law and by published procedures and standards. Failure to do so may result in loss of social privileges, individual disciplinary action or loss of college recognition for the organization as determined by the College Conduct Board. Members of an organization may be personally liable for the acts of the organization or its other members.

RESPONSIBILITY OF INDIVIDUALS
Members of the faculty and staff should be aware of the legal drinking age of 21 years of age or older and the legal burden it places upon them. Faculty and staff are prohibited from providing, purchasing, or serving alcohol to students under the age of 21 in any setting. Individuals who violate Massachusetts state law may face criminal prosecution.

Alcohol-related behavior that causes or can reasonably be expected to cause physical harm or harassment to persons or damage to property, or is unreasonably disruptive, will be subject to disciplinary action by the College Conduct Board or the administration. Such behavior may result in penalties up to and including suspension or dismissal. Inebriation shall not be seen as an acceptable or justifiable excuse for disruptive behavior and may in itself be considered an additional offense.

Individuals who become the subject of local police action and campus police reports involving alcohol, and groups or individuals who violate college rules because of alcohol, may be subject to disciplinary action by the College Conduct Board or the administration. Students also may be required to meet with residence life professional staff for discussion and possible referral to campus resources such as medical services, counseling services, a wellness educator or to the College Conduct Board.

LIABILITY
The student is responsible for their actions and the actions of their guests that result in the loss, theft, or damage to college and/or personal property. The college remains liable for damages to its property incurred through the negligence of its agents or employees.
The sponsor of a closed function at which alcoholic beverages are served may be legally responsible for monetary damages and legal costs that result from use of alcohol by guests. The college does not assume any legal responsibility for individuals or groups who are alleged to have acted in violation of state and local statutes. Legal defense will not be provided by the college.

LAWS GOVERNING ALCOHOL

Various statutes of the Commonwealth of Massachusetts and regulations of the Alcoholic Beverage Control Commission govern the sale, acquisition, possession, transportation and consumption of alcoholic beverages. In general, some of the pertinent statutes provide that:

- No person or group shall sell, deliver, purchase or otherwise procure alcoholic beverages for consumption by a person who is under 21 years of age. Violators are subject to arrest, criminal charges, fines and imprisonment.
- No person shall operate a motor vehicle while under the influence of alcoholic beverages. Violators are subject to arrest, fines, mandatory court education programs, loss of license and/or imprisonment.
- No person under 21 years of age shall transport, purchase, sell, deliver, possess or receive or otherwise procure alcoholic beverages except in the course of employment. Violators are subject to arrest, criminal charges, fines and imprisonment.
- No person, group or organization may sell alcoholic beverages except pursuant to license granted by the Commonwealth through the local government’s licensing authority.

ALCOHOL VIOLATIONS AND SANCTIONS

Sanctions resulting from College Conduct Board deliberations are covered in the SGA Bylaws, Article VIII, Section 11. Please note that this list is not exhaustive and provides only a range of possible sanctions. The College Conduct Board and designated college administrators with responsibility for addressing alcohol policy violations will respond to an individual’s educational needs in the sanctioning process. Generally, sanctions similar to the following will apply:

First violation, typically of a minor nature, may be handled by a designated college administrator who will discuss the violation with the student involved and document that conversation in a letter to the student. The college may require demonstration of the student’s successful completion of an on-campus or off-campus alcohol education program;

Serious first violation or subsequent violations will be handled by the College Conduct Board and may require a minimum of one semester of probation and demonstration of successful completion of an on-campus or off-campus alcohol education program or other similar activity. Students placed on probation and later found responsible for subsequent violations of Code of Student Conduct during that probation face the possibility of the College Conduct Board’s recommending their suspension or expulsion.

All students should be aware that current federal statutes permit notification of parents/legal guardians of a student’s violation of college alcohol policy. Both designated college administrators and conduct boards may recommend to the dean of students that parental/legal guardian notification occur. The dean of students will make a final determination of the appropriateness of notification, carrying it out if deemed appropriate. (The dean of students may notify parents/legal guardians without a designated college administrator’s or conduct board’s recommendation, if the dean possesses information that would support this step.) Each student should note that parental/legal guardian notification may occur if an underage student is responsible for a violation of the college alcohol policy.

A summary of College Conduct Board sanctions is available through the Dean of Students.
AMNESTY POLICY

Because the health and safety of students are of primary importance, students are encouraged not only to look out for their own health and safety, but also for that of their peers. When a person’s health and safety are threatened or appear to be in jeopardy, immediate action should be taken. The college has developed this Amnesty Policy to remove concerns about conduct board action from the decision to seek medical assistance for yourself or others.

Do not hesitate to call Smith College Campus Police (x800 for emergency or x2490; 413-585-2490 from non-campus phones) or a residence life staff member for assistance and guidance. Whatever the particular need/problem, it is important to respond to a health or safety concern in a responsible and timely manner.

IF A PERSON IS IN NEED OF MEDICAL TREATMENT

An individual who receives emergency medical attention related to their use of alcohol or drugs will not be subject to conduct board action for use and/or possession of alcohol or drugs, distribution of alcoholic beverages, or for public intoxication.

This amnesty is granted to the individual when two educational sessions are completed. Please contact the associate dean of students to begin this process. Based on this meeting you and the associate dean of students will determine your appropriate follow-up meeting.

It is the responsibility of the student to set the meeting with the associate dean of students within two weeks of the incident.

CALLING ON BEHALF OF SOMEONE ELSE

INDIVIDUAL - An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or drug-related emergency will not be subject to conduct action by Smith College for the following Code violations in relation to the incident: use and/or possession of alcohol or drugs, distribution of alcoholic beverages, or for public intoxication.

ORGANIZATION - A representative of an organization hosting an event is expected to promptly call for medical assistance in an alcohol or drug-related emergency. This act of responsibility will mitigate the conduct consequences against the organization resulting from any policy violations that may have occurred at the time of the incident. Likewise, failure to call for medical assistance in an alcohol drug-related emergency will be considered an “aggravating circumstance” if conduct board action is taken in response to other Conduct Code violations.

REPEATED INCIDENTS

Consistent with putting the student’s health first, the College will approach repeated incidents as a serious health and wellness risk. While amnesty from the conduct process may be applied, a meeting with the dean of students and possible notification of parents or guardians may also result. Repeated failure to seek assistance by an organization will result in conduct board action, and possibly organization probation or suspension.
ALCOHOL AND SOCIAL EVENTS

ALCOHOL SERVICE
The following policies are those that deal specifically with Smith College Social Events. This section is to be used in conjunction with federal, state and Smith College alcohol regulations. Event sponsors bear the obligation to see that the alcohol is consumed responsibly and is dispensed in accordance with the law.

- No person is allowed to be in possession of an open container or consume alcohol in public areas, with the exception of parties registered with the coordinator of house events. Public areas include but are not limited to living rooms, lounges, basements, hallways and stairwells.
- At all social events where alcohol is served, food and nonalcoholic beverages must be provided by the sponsor of the event in adequate proportion to the alcoholic beverages on hand. If the supply of food and nonalcoholic beverages runs out, alcohol service must stop.
- No one should be coerced, even subtly, to drink or to drink in excess. Those who provide alcoholic beverages to guests bear the obligation to see that the alcohol is consumed responsibly and is dispensed in accordance with the law.
- The college prohibits the possession of open containers of alcohol outside of residence facilities, including patios, porches and walkways. Smith students and guests should not carry drinks or alcohol from one event to another.
- No one may bring alcoholic beverages for personal or group consumption to a Smith party. If a person is carrying any alcohol into a party, it must be taken away for disposal. Guests cannot enter a party with a backpack or bag that might be transporting alcohol.
- In addition to the policy on substance abuse and substance use, the following guidelines govern serving alcohol. (See the Smith College Policy on Substance Abuse and Substance Use.)
- Only persons who are 21 years of age or older are allowed to serve alcoholic beverages. The Alcohol Service Awareness Workshop is required for all persons tending bar at any registered house event. Before tending bar for a personal party, it is strongly recommended that students participate in the Alcohol Service Awareness Seminar. Several workshops are held during the year, at the beginning of each semester and before Winter/Spring Weekends and are required of social chairs, bartenders and I.D. checkers. Call the coordinator of course events to request information regarding times and dates for the workshop.
- I.D. checkers must verify the age of individuals before placing bracelets on the wrist of those 21 years of age or older.
- Persons serving alcohol must ensure that only persons 21 years of age or older are served alcohol, and are wearing an unaltered bracelet. They cannot serve alcohol to individuals who are underage or appear to have had enough to drink. Only individuals who are 21 years of age or older may drink legally in Massachusetts.
- Alcoholic beverages should be kept behind the bar. Only bartenders should have access to this area.
- All parties must end alcohol service by 12:30 a.m. If the party is scheduled to end earlier than 1 a.m., alcohol service must end half an hour before the end of the party.
- After a closed house or open house party has ended, alcohol that is left over must be locked up by a head resident and is not to be used for further consumption or distribution that evening.
- The college holds a Massachusetts State license to sell and dispense alcoholic beverages at the Campus Center. This is the only venue where admission may be charged for student sponsored events that include the serving of alcohol. The serving of alcohol must be supervised by Dining Services. Contact them at extension 2326 to make arrangements.

ALCOHOL SERVICE AWARENESS SEMINAR
Only persons who are 21 years or older are allowed to consume or serve alcoholic beverages. The Alcohol Service Awareness Seminar is required for all persons tending bar for open house and closed house parties. The seminar includes a review of all the state laws governing serving alcohol, proper identification procedures, the effects of alcohol on the body and intervention techniques.
Before tending bar for a personal party, it is required that all students participate in the Alcohol Service Awareness Seminar. The workshop will be held at the beginning of each semester, and is required of House Social Events Coordinators, bartenders and I.D. checkers.

**KEGS**

Open and closed house parties are the only venues where kegs are allowed. No kegs of any type may be below or above the first floor of Smith houses or in student rooms. Individual students cannot possess or store a keg in an apartment or personal room. Kegs are prohibited for individual student use for personal parties. The term keg is all-inclusive with kegs, half kegs, beer balls and the like, being examples. Massachusetts Law requires that all kegs must be registered to one individual who is over 21, with proper I.D. This individual must be a member of the host house. They must be aware that they are responsible for the proper distribution of alcohol and may be held personally responsible for any inappropriate distribution or consumption.

When the bar closes at an open or closed house party, all alcohol, including kegs, must be secured by a head resident or house coordinator until the following morning when it can be returned to the purchaser.

**COLLECTION OF ALCOHOL FUNDS**

Neither Social System money nor house budget money may be used to purchase alcohol. Money must be collected by the social chair or designated collector from students over the age of 21; under no circumstances is money to be collected from underage students. Money collected for a specific event must only be used for that specific event. Organizations and houses cannot use any of their SGA funds, social dues or house dues to purchase alcohol.

**SERVING MINORS AND EXCESSIVE DRINKING**

When alcohol is served at parties, students take individual and collective responsibility for the service. It is important that students hosting parties understand and are particularly mindful of college policies, federal and state laws that explain the responsibilities and liabilities that they are undertaking.

A host cannot provide to or allow a person under 21 years of age to consume alcohol in their place of campus residence or at an event that they are hosting. When furnishing or serving alcohol, it is the host's responsibility and liability under Social Host Liability Laws to ensure that guests are able to safely travel home without harm to themselves or others.

**SANCTIONS – ALCOHOL VIOLATIONS**

The buildings and residences of the college are not beyond the reach of the law and are not sanctuaries from state and federal law enforcement. Members of the administration will not obstruct such enforcement. When the conduct of a member of the college community on college property or during a college activity, wherever it may occur, is in violation of this policy, the college will take appropriate action, up to and including expulsion, termination of employment and referral for prosecution. This policy supplements, and does not replace, other regulations, policies, standards and expectations regarding the conduct of college students and employees. Nothing in this policy shall be construed to remove or otherwise affect those protections normally afforded to all employees and students. The information below is a brief summary of Massachusetts law. It is not legal advice and readers should refer to the actual law for complete information.
<table>
<thead>
<tr>
<th>Illegal Offense</th>
<th>Sanction</th>
<th>Statute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using, altering, selling or distributing false ID or driver’s license</td>
<td>Up to $200 fine or up to 3 months’ imprisonment</td>
<td>MA Gen Law 138 §34B</td>
</tr>
<tr>
<td>Transporting alcoholic beverages in a vehicle by driver under 21 years of age</td>
<td>Up to $50 fine for first offense; up to $150 fine for subsequent offenses AND suspension of driver’s license for 90 days</td>
<td>MA General Law 138 §34C</td>
</tr>
<tr>
<td>Furnishing alcoholic beverages to another under 21 years of age</td>
<td>Up to $2,000 fine and/or up to 1 year imprisonment</td>
<td>MA General Law 138 §34</td>
</tr>
<tr>
<td>Making, stealing, altering, forging or counterfeiting a driver’s license or identification card</td>
<td>Fine up to $500 or up to five years in prison; immediate suspension of driver’s license for up to 1 year</td>
<td>MA General Law 90 §24B</td>
</tr>
<tr>
<td>Purchasing or attempting to purchase alcoholic beverages if under 21 years of age, including using a false ID</td>
<td>Fine of $300 and suspension of driver’s license for 180 days</td>
<td>MA General Law 138 §34A</td>
</tr>
<tr>
<td>Having an “open container” of alcohol as a passenger in a vehicle</td>
<td>Fine of $100 up to $500</td>
<td>MA General Law 90 §24I</td>
</tr>
<tr>
<td>Driving under the influence, if under the age of 21, is driving with a blood alcohol level of .02 as a percentage by weight of alcohol in the blood</td>
<td>Fines not less than $500 and up to $5,000; mandatory suspension of license for 180 days and up to 1 year and/or up to 2.5 years’ imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.</td>
<td>MA General Law 90 §24 (1)(a) and §24P</td>
</tr>
<tr>
<td>Driving under the influence, if over the age of 21, is driving with a blood alcohol level of .08 as a percentage by weight of alcohol in the blood</td>
<td>Fines not less than $500 and up to $5,000; suspension of license for 1 year and/or up to 2.5 years’ imprisonment for the first offense. Subsequent offenses carry significantly higher penalties.</td>
<td>MA General Law 90 §24 (1)(a)</td>
</tr>
<tr>
<td>Refusal to submit to a breathalyzer test</td>
<td>Immediate suspension of a driver’s license for minimum of 180 days. If under 21 years of age OR previously convicted of driving under the influence, immediate suspension of driver’s license for 3 years or longer.</td>
<td>MA General Law 90 §24(1)(f)(1)</td>
</tr>
<tr>
<td>Causing serious bodily harm while driving under the influence of alcohol</td>
<td>2.5 to 10 years’ imprisonment and a fine up to $5,000; revocation of driver’s license for 2 years</td>
<td>MA General Law 90 §24L</td>
</tr>
</tbody>
</table>

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances include imprisonment for several years up to a maximum of life imprisonment, with fines up to $4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 18 years of age, distribution within 1,000 feet of a school, including the College Campus School, or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. Many of the state and federal statutes that prohibit the illegal distribution of controlled substances provide for minimum mandatory prison sentences. Conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit, including grants and loans. Thus a student can make herself ineligible for student loans through drug conviction.

All students should be aware that current federal statutes permit notification of parent(s) regarding a student’s violation of the college’s controlled substance policy. Both designated college administrators and conduct boards may recommend to the dean of students that parental/legal guardian notification occur. The dean of students will make a final determination of the appropriateness of notification, carrying it out if deemed appropriate. (The dean of students may notify parent[s]/legal guardian[s] without a designated college administrator’s or conduct board’s recommendation if she possesses information that would support this step.) Each student should be forewarned that
parental/legal guardian notification may occur if a student is found responsible for a violation of the college’s controlled substance policy.

Massachusetts makes it illegal to be in a place where heroin and fentanyl are kept and to be “in the company” of a person known to possess such substances. Any person in the presence of heroin and fentanyl, such as at a private party or a dormitory suite, risks conviction of a serious drug offense.

More complete tables of federal sanctions for illegal drug activity are available in the charts in Appendix A.

The director of human resources must be notified by an affected employee of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. The college will then notify the federal funding agency involved, if any, within 10 days after receipt of such notice.

SMITH COLLEGE POLICIES RELATING TO DRUGS

MEDICAL MARIJUANA AND RECREATIONAL MARIJUANA/CANNABIS

Massachusetts legislation under Massachusetts Act (Chapter 369) “An Act for the Humanitarian Medical Use of Marijuana” allows for the controlled use of medical marijuana in the Commonwealth. Thus, Massachusetts citizens may legally obtain a medical marijuana “registration card” from the Massachusetts Department of Public Health. However, Smith College students, staff and faculty who possess a medical marijuana “registration card” are not permitted to possess and or use any form of marijuana on Smith college property or at college-sponsored events.

In addition, the Commonwealth of Massachusetts through 935 CMR 500.00 has legalized the sale of marijuana for recreational purposes to individuals at least 21 years old. Although Massachusetts law permits the use of medical marijuana and recreational cannabis, Federal laws outlined by the Controlled Substances Act (CSA) has classified marijuana as a schedule 1 drug which prohibits the use, possession and/or cultivation of cannabis. Therefore the use, possession, cultivation or sale of marijuana/cannabis in any form violates federal law. Smith College must comply with the Drug-Free Communities and Schools Act (DFSCA) (20 U.S.C.1011i; 34 C.F.R part 86) as well as the Drug Free Workplace Act which requires a drug free campus environment. Institutions of higher education such as Smith College must comply with the Drug-Free Communities and Schools Act regulations or risk losing federal funding such as financial aid. Any student, staff or faculty member who violates Smith college policy prohibiting the use and/or possession of illicit drugs (including medical marijuana) on campus may be subject to disciplinary action.

SUBSTANCE USE EDUCATION AND COUNSELING

In order 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 through the Counseling Service (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 1 (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 can provide information and referral:
• Information on Local 12-Step Programs (24 hour)
  o Alcoholics Anonymous: (413) 532-2111*
    * local call from Northampton
  o Al-Anon and Ala-teen: (413) 782-3406
    (Al-Anon is open to anyone whose life has been affected by another person’s drinking)
• Narcotics Anonymous: 1 (800) 481-6871
• National Alcohol Abuse and Drug 24-Hour Helpline: 1 (800) 252-6465

This policy will be reviewed at least biennially to assess its effectiveness, to implement appropriate changes and to ensure that the disciplinary sanctions discussed are consistently enforced.

SANCTIONS – DRUG VIOLATIONS

Federal, state and local sanctions for unlawful possession or distribution of illicit drugs range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances include imprisonment for several years up to a maximum of life imprisonment, with fines up to $4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm, and can be doubled for each of the following occurrences: distribution to persons under 18 years of age, distribution within 1,000 feet of a school, including the College Campus School, or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. Many of the state and federal statutes that prohibit the illegal distribution of controlled substances provide for minimum mandatory prison sentences. Conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit, including grants and loans. Thus a student can make herself ineligible for student loans through drug conviction.

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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.

REPORTING A PERSON MISSING

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

It is the policy of the Smith College that the Campus Police Department will investigate any report of a missing person that is filed by someone with knowledge of that student being missing or otherwise not where the person 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 Affairs or Residence Life staff member (including student staff), Schacht Center for Health and Wellness staff, faculty member, employment supervisor, or anyone else with information that indicates the person is missing. Campus Police 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.

Campus Police 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 the person is safe.

DESIGNATION OF A MISSING PERSON CONTACT

Smith College students can identify, through BannerWeb's Emergency Information Review and Update, 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 Campus Police.


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 affairs staff, Campus Police staff, etc.).

NOTIFICATIONS

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

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted. (See below for students under the age of 18.)

- 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.

Campus Police 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.
STUDENTS UNDER THE 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, in addition to notifying any missing person contact provided by that student.

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.

STUDENTS UNDER THE 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.

NOTIFICATIONS

Should a student be determined to be missing, within 24 hours of that determination, Campus Police will:

- Notify the Dean of Students
- 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.)
- Notify Northampton Police as well as any the police in any other jurisdiction where the missing person may have gone.
- When circumstances indicate it would be useful, the State Police can activate and AMBER Alert.

FIRES AND FIRE PREVENTION

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

College officials provide fire safety education to students and employees at the beginning of the year and through new employee orientation.

FIRE EVACUATION POLICY

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 Campus Police personnel. No occupant will re-enter a building until clearance is given by fire and/or Campus Police personnel.

College Policy on Reporting of Fires: Fire alarms for college-owned buildings ring directly to Campus Police dispatch at (413) 585-2490. However, any member of the community who becomes aware of any active or past fire must notify Campus Police immediately.
FIRE SAFETY POLICIES

There will be one fire drill conducted by the college per semester in each house. Failure of individuals to evacuate a house may result in conduct action. A fire captain who does not fulfill their responsibility as required may be removed from their position and membership in house council.

Residence life staff will meet with students to develop a procedure with any special needs students (mobility-impaired, vision-impaired, hearing-impaired) during a fire emergency. False reporting, damage or misuse of fire safety equipment is strictly prohibited and will result in a referral to the College Conduct Board.

Student rooms will be inspected. A room will be re-inspected in the case of a violation. Violations include illegal appliances; objects obstructing corridors, stairways or sprinkler systems; cords of any type across doorways or under rugs; frayed cords; open flames and potentially hazardous decorations; smoke alarms that have been tampered with; and objects draped or hung from the sprinkler pipes, curtain rods, doorways, or tacked up on the walls. Students are required to clear hallways and public areas of personal items and be in compliance with the college’s Health, Fire and Safety policy. Failure to comply will result in those items being discarded, and fees will be assessed to the student(s), residents of the corridor, or the entire house and possible disciplinary action.

DECORATIONS

Material used in the decoration of any college building or student room must be either flame proofed or inherently nonflammable. Trees and wreaths are examples of flammable materials and are not allowed.

Items that cannot be used for decorations include: branches, live or dry wreaths, or any item made from highly combustible material.

A bulletin board and nametags are the only items allowed on the outside of the doors of student rooms. Other decorations in corridors, on walls or on student doors are forbidden. Students will be required to remove items from doors and/or walls adjacent to student rooms. Failure to comply with these policies may result in disciplinary actions or fees.

FLAMMABLE MATERIALS

Candles, incense, scented lamps and open flames of any kind except for cigarette lighters and matches are prohibited in houses and student rooms. Kerosene, gasoline, other flammable liquids or flammable covers, paper shades and decorations on light fixtures are strictly forbidden. In addition, halogen floor lamps are prohibited in student rooms and public spaces in the houses. Such items will be confiscated whether or not they are in use. Open-flame devices, such as candles, are extremely dangerous in a high-density, residential setting and are forbidden.

The college reserves the right to remove items in student rooms that violate safety regulations.

An exception may be granted to this policy for the purpose of allowing smudging, the private, religious or spiritual use of sage, sweet grass, or cedar smoke in accordance with their well-established manner of use within the Native American ceremonial traditions for the purpose of purification and prayer. Students must complete an Exception
Request available from the Dean of Religious Life or designee. Upon approval, a student may privately generate a minimal amount of smoke using sage, sweet grass or cedar. Failure to observe the strict safety standards of this Exception Request Policy will result in revocation of the exception and sanctions already specified for violation of the Residential Life: Security & Safety Policies.

APPLIANCES

Radios/music players, clocks, speakers and/or speaker systems, amps and music accessories, television sets, lamps, hair dryers, humidifiers, electric blankets, computers, printers, DVD/BluRay players, and coffee pots that have UL approval, and lightweight refrigerators no larger than 3.5 cubic feet in capacity may be used in student rooms.

To ensure a safe and healthy environment, the following items are prohibited from all houses: air conditioners (unless approved by the Office of Disability Services), charcoal grills, crockpots, doughnut makers, electric fry pans, gas appliances, grills, halogen lamps, hamburger makers, hot plates, immersion heaters, refrigerators in excess of 3.5 cubic feet capacity, space heaters, toaster ovens, toasters, waffle irons and woks.

The college reserves the right to remove items in student rooms that violate safety regulations.

Irons may be used only at the ironing boards. Ironing boards are provided in the houses. Curling irons and flat irons are permitted, but must be unplugged and turned off after each use.

Permission to use ultraviolet and other sunlamps must be obtained from the Office of Disability Services.

Extension cords, no longer than six feet, must have the UL approval and must be in good condition. Cords that are not UL approved will be removed. Cords must not be run under rugs.

SMOKING

Smoking, vaping, and juuling any substance is not allowed in college-owned buildings (see Smith College Smoking Policy).

GUIDELINES FOR ACTION IN THE EVENT OF A FIRE

The following guidelines are issued to provide you with procedures that should be followed by everyone who either detects a fire or is responding to a fire alarm in a Smith College building.

Section A - Upon Discovering a Fire

- Go directly to the closest fire alarm pull station and activate the alarm. Activation of the alarm will alert other building residents to the imminence of fire and give them adequate time to evacuate safely. All houses have automatic fire alarm systems that go directly to Campus Police. From there the alarm is relayed to the Northampton Fire Department.
- As a backup to Step 1, immediately go to the nearest safe telephone and dial 800 or exit the building and call campus police at (413) 585-2490 from a cell phone or mobile device. Should the building alarm fail to activate, or the alarm not be relayed by the system, calling 800 alerts Campus Police, who will dispatch the fire department.
When calling to report a fire, stay calm, give the location of the fire, the type of problem and your name and phone extension. Always call in a fire; never assume that it has been done by the automatic system.

- Firefighting is not recommended - evacuation is always the recommended course of action.
- All fires must be reported to and inspected by Campus Police who will notify the Northampton Fire Department even if extinguished by occupants.

Section B - Evacuation from Fire in a Residential House

- Assume every alarm means a fire; always evacuate the building when the alarm goes off.
- Evacuate the building by the most direct, clear path.
- As you evacuate the building, attempt to alert other occupants to the fire hazard. Yelling, banging on doors, etc. as you exit should alert other residents.
- If the season demands, and if feasible, take a warm coat and shoes.
- If feasible, take a towel or cloth to cover mouth and nose in case of smoke.
- Close all windows and doors as you evacuate. Make sure all fire doors are closed.
- Do not use elevators. Use only stairwells and fire escapes.
- Before opening any door, feel closed door for excessive heat, or look through safety window (if available) to passage beyond. If door is warm, or passage is unsafe, use an alternative exit.
- Do not attempt to pass through smoke. If you encounter smoke, retreat and seek an alternative exit.
- If you are trapped in smoke, stay low and crawl toward exit. Breathable air should be near the floor.
- Once outside, clear the building, by at least 100 feet, and move to an assembly point where the fire captain should take roll.
- If you believe someone is trapped in the building, notify the fire department or Campus Police immediately.
- Never attempt to reenter the building after evacuation.

Section C - Defense in Place

- Should you be unable to evacuate the building or should your exit paths be blocked, remain calm and do the following:
- Do not attempt to go through fire or smoke.
- Go back to your room or another safe environment with a window, and, if possible, a telephone.
- Close the door and pack the frame with towels, clothes, etc. (preferably wet) to retard smoke travel. Your major safety concern will probably be preventing smoke infiltration.
- If you have a phone, call Campus Police and give them your name and location. If a phone is unavailable, open the window and yell. If you have a brightly colored cloth, wave it.
- Do not hide in the closet or under the bed.
- If the room gets smoky, stay close to the floor; fresh air should be there. Keep window open to allow fresh air in. If necessary, hang your head out of the window to get fresh air.
- Above all, stay calm and rational; panic will only increase your danger.

Section D - In Case You Catch Fire

- Should you catch fire, stop, drop to the floor and roll. Rolling smothers the flames.
- Never run if you are on fire. Running fans the flames to a greater intensity.
- If you see someone on fire, help them to stop, drop and roll. Wrap them in a blanket to smother the flames.
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 Campus Police 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 Campus Police.
- 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.
- If you see someone on fire, help them to stop, drop and roll. Wrap them in a blanket to smother the flames.
CAMPUS FIRE STATISTICS

FIRE AND EVACUATION DRILL STATISTICS
Evacuations drills are conducted once a semester in residential buildings and periodically in other buildings. The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire-safety issues specific to their building.

<table>
<thead>
<tr>
<th>Residence Hall Evacuation Drills Conducted</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>51</td>
<td>95</td>
<td>48</td>
</tr>
</tbody>
</table>

RESIDENTIAL FIRES BY LOCATION 2016 - 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cause</th>
<th># Deaths Reported</th>
<th># Injuries Reported</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16/2018</td>
<td>5:56 pm</td>
<td>Scales House</td>
<td>Electrical</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>12/12/2017</td>
<td>4:01 pm</td>
<td>Lamont House</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>09/30/2017</td>
<td>5:35 pm</td>
<td>Hopkins House</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>09/15/2017</td>
<td>9:52 pm</td>
<td>Comstock House</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>07/13/2016</td>
<td>4:27 am</td>
<td>Park House</td>
<td>Candle</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>05/09/2016</td>
<td>6:10 pm</td>
<td>Friedman</td>
<td>Accidental</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
</tbody>
</table>

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 Campus Police online Daily Crime & Fire Logs within two business days of occurrence. Visit the Campus Police website for more information and to view the log. When changes in the cause, or information about a campus fire become known to Campus Police, any updates will be made to the log within two business days of the status change.
Below is a listing of residence hall fire safety systems. There are no immediate plans for system upgrades, however systems are constantly being reviewed.

<table>
<thead>
<tr>
<th>Residential Fire Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building</strong></td>
</tr>
<tr>
<td>Albright</td>
</tr>
<tr>
<td>Baldwin House</td>
</tr>
<tr>
<td>12 Bedford Terrace</td>
</tr>
<tr>
<td>26 Bedford Terrace</td>
</tr>
<tr>
<td>47 Belmont Avenue</td>
</tr>
<tr>
<td>Capen House</td>
</tr>
<tr>
<td>Chapin House</td>
</tr>
<tr>
<td>Chase/Duckett House</td>
</tr>
<tr>
<td>Comstock/Wilder House</td>
</tr>
<tr>
<td>Conway House</td>
</tr>
<tr>
<td>Cromwell House</td>
</tr>
<tr>
<td>Cushing/Emerson/Jordan House</td>
</tr>
<tr>
<td>Cutter/Ziskind House</td>
</tr>
<tr>
<td>Dawes House</td>
</tr>
<tr>
<td>Decora House</td>
</tr>
<tr>
<td>150 Elm Street</td>
</tr>
<tr>
<td>Friedman Complex</td>
</tr>
<tr>
<td>Gardiner/Morrow/Wilson House</td>
</tr>
<tr>
<td>Gillett House</td>
</tr>
<tr>
<td>44 Green Street</td>
</tr>
<tr>
<td>54 Green Street</td>
</tr>
<tr>
<td>Hashimy House</td>
</tr>
<tr>
<td>Haven House</td>
</tr>
<tr>
<td>Hopkins House</td>
</tr>
<tr>
<td>Hubbard House</td>
</tr>
<tr>
<td>King/Scales House</td>
</tr>
<tr>
<td>Lamont House</td>
</tr>
<tr>
<td>Lawrence House</td>
</tr>
<tr>
<td>Machado House</td>
</tr>
<tr>
<td>Morris House</td>
</tr>
<tr>
<td>Ninomiya House</td>
</tr>
<tr>
<td>Northrop House</td>
</tr>
<tr>
<td>Building</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>Park House</td>
</tr>
<tr>
<td>Park Annex</td>
</tr>
<tr>
<td>Parsons House</td>
</tr>
<tr>
<td>Parsons Annex</td>
</tr>
<tr>
<td>Presidents House</td>
</tr>
<tr>
<td>Sessions House</td>
</tr>
<tr>
<td>Sessions Annex</td>
</tr>
<tr>
<td>Talbot House</td>
</tr>
<tr>
<td>Tenney House</td>
</tr>
<tr>
<td>Tyler House</td>
</tr>
<tr>
<td>Washburn House</td>
</tr>
<tr>
<td>Wesley House</td>
</tr>
</tbody>
</table>

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 Campus Police who immediately notifies the fire department.
EMERGENCY BLUE LIGHT PHONES

Blue light phone 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 on any blue light phone. The phone will signal Campus Police automatically and direct someone to you.
IMPORTANT CONTACT INFORMATION

Campus Police 24 hours/day Dial x2490 from a campus phone; Dial 413-585-2490 from a cell phone

Emergencies Dial 800 from a campus phone

BannerWeb update emergency contact info

Office Equity and Inclusion 413-585-2141

Human Resources 413-585-2260

OneCard Office 413-585-3082

Residence Life 413-585-4940 (housing policies & resources)

Shacht Center for Health & Wellness 413-585-2800

Counseling Services 413-585-2840

Student Affairs 413-585-4940

After-Hours emergencies Call Campus Police for access to on-call staff

Title IX Coordinator 413-585-2141
DEFINITIONS OF CLERY ACT CRIMES

To aid in the understanding of the crimes reported in this document, we are providing the following definitions. These are based on Massachusetts law unless otherwise noted.

**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.

**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.

**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.

**Consent**

In Massachusetts, it is illegal to have sex under any circumstances with someone who is incapable of giving consent due to incapacity or impairment; incapacity or impairment may be caused by intoxication or drugs, or because a victim is underage, mentally impaired, unconscious, or asleep. For purposes of this policy, consent is an explicitly communicated, reversible, mutual agreement to which all parties are capable of making a decision.

- Consent requires a "Yes" in response to requests for sexual acts.
- Silence is not consent.
- "No" is not consent.
- By law, a person is incapable of consent if he or she is unconscious, asleep or younger than 16 years old.
- A person may also be incapable of consent if he or she is intoxicated (i.e. drunk, high) or mentally incompetent.
- Submission is not necessarily consent. There is a fine line between persuasion and coercion. For example, having sex with someone who reasonably believes that there is a threat of force meets the legal definition of rape in Massachusetts.

**Destruction/Damage/Vandalism of Property**: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
Dating Violence (definition from the federal Violence Against Women Act, amended 2013; there is not a specific crime defined as “dating violence” in Massachusetts)

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purpose of this definition, dating violence –
  o Includes, but is not limited to, sexual or physical abuse or the threat of such abuse
  o Does not include acts covered under the definition of domestic violence

Domestic Violence (from 2013 VAWA Act; the definition under Massachusetts law varies slightly)

A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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.

Hate Crimes

Hate crimes must also be reported by category of prejudice based on the following: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, 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, on non-campus building or property; public property; and dorms/residences. Reportable hate crimes include crimes in the Clery crime categories with a bias component, as well as bias-involved larcenies (thefts), simple assault, intimidation, vandalism, and any other crime involving personal injury.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Intimidation
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Counted only in bias statistics.

Larceny (theft)
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Counted only in bias statistics.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle.

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

Negligent Manslaughter
The killing of another person through gross negligence.

Rape (UCR definition)
The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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.

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. Includes Rape & Forcible Fondling defined in this section.

Sex Offenses-Non-forcible
Unlawful, non-forcible sexual intercourse. Includes Incest & Statutory Rape defined in this section.

Simple Assault
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Stalking
- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
- Fear for the person’s safety or the safety of others, or
- Suffer substantial emotional distress

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

- One incident of stalking is recorded for each year in which a course of conduct involving the same perpetrator and victim, and is recorded at the first location of the incident series

Statutory Rape
Non-forcible sexual intercourse with a person who is under the statutory age of consent (16 in Massachusetts)

FIRE SAFETY DEFINITIONS

These definitions come from the Department of Education Handbook for Campus Safety and Security.

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.

### CAMPUS POLICE PHONE NUMBERS

Phone: (413) 585-2495

Emergencies: Dial x800 from a campus phone; Dial (413) 585-2495 from a cell phone

### Physical Location

126 West Street (Facilities Management Building)

Find us on Social Media:

- [Facebook](http://www.facebook.com/pages/Campus-Police/121551621250949)
- [Flickr](http://www.flickr.com/photos/campuspolice)
- [Twitter](https://twitter.com/Campus_Police)
## Controlled Substances — Uses and Effects

<table>
<thead>
<tr>
<th>Class</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence (Physical/Psycho.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II III V</td>
<td>Dover powders, Panopolo, Morphine, MMS-Control, Roxanol, Roxanol-SR</td>
<td>Analgesic, antidiuretic</td>
<td>High, High</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td>Analgesic, antithetic</td>
<td>High, High</td>
</tr>
<tr>
<td>III V</td>
<td>Tylenol w/Codine, Empirin w/Codine, Robitussin A-C, Percodan w/Codine</td>
<td>Analgesic, antithetic</td>
<td>Mod, Mod</td>
</tr>
<tr>
<td>I</td>
<td>Griswold, Horse, Snook, Smaack</td>
<td>None</td>
<td>High, High</td>
</tr>
<tr>
<td>II</td>
<td>Gliuride</td>
<td>Analgesic</td>
<td>High, High</td>
</tr>
<tr>
<td>II</td>
<td>Deremerol, Mepergan</td>
<td>Analgesic</td>
<td>High, High</td>
</tr>
<tr>
<td>II</td>
<td>Dolephone, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High, High</td>
</tr>
<tr>
<td>IV V</td>
<td>Narcan, Percodan, Perocet, Tylox, Tussionex, Fentanyl, Darvan, Loridine, Talwin</td>
<td>Analgesic, antidiuretic</td>
<td>High, High</td>
</tr>
</tbody>
</table>

| **DEPRESSEURS** | | | |
| IV | Noctec | Hypnotic | Mod, Mod |
| III IV | Arimid: Beetroot, Florental, Lotauna, Norval, Secenal, Tional, Phenobarbital | Anesthetic, sedative, hypnotic, antianxiety | High, High |

| **BENZODIAZEPINES** | | | |
| IV | Alprazolam, Divalpro, Librium, Cuxes, Serax, Valium, Tranxene, Vestraan, Vestrel, Halcion, Pasipram, Restorel | Antianxiety, sedative, hypnotic | Low, Low |

| **MENTHAPOLOINS** | | | |
| I | Quaalude | Sedative, hypnotic | High, High |
| III | Grolidol | Sedative, hypnotic | High, High |
| Other depressants | Eserine, Mitren, Noludar, Placidyl, Valmid | Antianxiety, sedative, hypnotic | Mod, Mod |

| **STIMULANTS** | | | |
| II | Coca, flakes, Snow, Crack | Local anesthetic, attention deficit disorders, narcolepsy, weight control | Possible, High |
| II | Pilocarpine, Dolophine, Dimenhydrin, Dextrothe, Orbutol | Attention deficit disorders, narcolepsy, weight control | Possible, High |

| **PHENCYCLOLIDE** | | | |
| II | Freight | Weight control | Possible, High |

| **OTHER STIMULANTS** | | | |
| III IV | Adipex, Cylert, Ditrex, Isarin, Maxiff, Plegnine, Sanoxe, Tasinex, Tebutrol, Prelud2 | Attention deficit disorders, narcolepsy, weight control | Possible, High |

| **HALUCINOGENS** | | | |
| I | Acid, Microdot | None | None, Unknown |
| I | Mass, Buttons, Coactus | None | None, Unknown |
| variants | 2,5-DMA, PHMA, STH, NIDA, MDMMA, TMA, DOM, DOB | None | Unknown, Unknown |

| **PHENCYCLOLIDE** | | | |
| II | PCP, Angel Dust, Hog | None | Unknown, High |
| III | PCP, PCP, TPC | None | Unknown, High |
| Other hallucinogens | Befalazine, logodine, DM, SET, Phencyclid, Phency | None | Unknown, Unknown |

| **CANNABIS** | | | |
| I | Pot, Acapulco Gold, Grass, Reefer, Sinanilla, Thud Sticks | None | Unknown, Mod |
| II | THC, Marinol | Cancer chemotherapy, antinauseant | Unknown, Mod |

| Hashish | | | |
| I | Hash | None | Unknown, Mod |

| Hashish oil | | | |
| I | Hash Oil | None | Unknown, Mod |

U.S. Department of Justice, Drug Enforcement Administration
# Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>Penalty (Second Offense)</th>
<th>Penalty (First Offense)</th>
<th>Quantity</th>
<th>Drug</th>
<th>Penalty (First Offense)</th>
<th>Penalty (Second Offense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>10-99 gm pure or 100-999 gm mixture</td>
<td>Methamphetamine</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
</tr>
<tr>
<td></td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>100-999 gm mixture</td>
<td>Heroin</td>
<td>1 kg or more mixture</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100-999 gm mixture</td>
<td>Cocaine</td>
<td>5 kg or more mixture</td>
<td>Not less than 10 years. Not more than life.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>500-4,999 gm mixture</td>
<td>Cocaine Base</td>
<td>50 gm or more mixture</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5-49 gm mixture</td>
<td>PCP</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Fine of not more than $4 million individual, $10 million other than individual.</td>
<td>Fine of not more than $2 million individual, $5 million other than individual.</td>
<td>1-9 gm mixture</td>
<td>LSD</td>
<td>10 gm or more mixture</td>
<td>Fine of not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td></td>
<td>1-9 gm mixture</td>
<td>Fentanyl</td>
<td>400 gm or more mixture</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>40-399 gm mixture</td>
<td>Fentanyl Analogues</td>
<td>100 gm or more mixture</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10-99 gm mixture</td>
<td>Fentanyl</td>
<td>100 gm or more mixture</td>
<td>If death or serious injury, not less than 20 years. Not more than life.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>Penalty (First Offense)</th>
<th>Penalty (Second Offense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Others *</td>
<td>Any</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 30 years. If death or serious injury, life. Fine $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>III</td>
<td>All *</td>
<td>Any</td>
<td>Not more than 5 years. Fine not more than $250,000 individual, $1 million other than individual.</td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Any</td>
<td>Not more than 3 years. Fine not more than $250,000 individual, $1 million other than individual.</td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Any</td>
<td>Not more than 1 year. Fine not more than $100,000 individual, $250,000 other than individual.</td>
</tr>
</tbody>
</table>

* Law does not include marijuana, hashish or hash oil.

* Includes anabolic steroids as of February 27, 1992.
### Federal Trafficking Penalties—Marijuana

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Penalty (First Offense)</th>
<th>Penalty (Second Offense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture or 1,000 or more plants</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not more than 20 years, not more than life. Fine not more than $4 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>100–999 kg mixture or 100–999 plants</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50–99 kg mixture or 50–99 plants</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 30 years. If death or serious injury, not more than life. Fine $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Less than 50 kg mixture</td>
<td>Not more than 5 years. Fine not more than $250,000 individual, $1 million other than individual.</td>
<td>Not more than 10 years. Fine $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish oil</td>
<td>1 kg or more</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>