

# Annual Report of Safety and Security

REPORTING YEAR 2022



EMMANUEL  
COLLEGE

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# Annual Report of Security and Fire Safety

## Welcome from the Director of Campus Safety

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

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

Since our focus is to continuously improve safety services to the community, beginning in the fall semester of 2023 Campus Safety will institute a community crime prevention program called *Saints Watch*. The program will be fully explained below. I encourage all students to take part in this new program which is designed to empower our Emmanuel Community to take part in creating and maintaining a safe and secure learning environment.

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

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

Edward Amodeo  
Director, Campus Safety

## Overview

The information in this publication follows requirements set forth under the Student Right-to Know and Campus Security Act of 1990 (Title II - Public Law 101-542) and the 2008 Campus Safety Disclosure Responsibilities required by the Higher Education Opportunity Act (Public Law 110-315). This report is updated on an annual basis and is available to all Emmanuel College students, faculty, staff, and visitors. This report will also be provided to any applicant for enrollment or employment upon request. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## What is the Clery Act?

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The law is named after Jeanne Clery, a 19-year-old Lehigh University student who was raped and murdered in her campus residence hall in 1986. Her murder triggered a backlash against unreported crime on campuses across the country. As a direct result, in 1990, Congress enacted the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

## Preparing the Annual Security Report

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, requires colleges and universities to:

1. Publish an annual report by October 1 that contains three years of campus crime and fire safety statistics along with certain campus security policy statements. The report must also be distributed to all enrolled students and all employees by October 1 of each year. Emmanuel College Campus Safety fulfills this distribution requirement by posting the report on the Emmanuel College website. This posting ensures that the report is publicly available to anyone with an interest in Emmanuel College. An additional posting is made on the college internal portal, advising all students and employees of the report availability and location.
  2. Provide a copy of the report to all prospective students or prospective employees upon request.
  3. Disclose crime statistics for the campus, public properties/areas (immediately adjacent to or running through the campus), and certain non-campus facilities and remote classrooms. The statistics must be gathered from Emmanuel College Campus Safety, Local Law Enforcement, State Law Enforcement and other College officials who have “significant responsibility for student and campus activities”. These College Officials are referred to as Campus Security Authorities or CSA’s. A written request for crime statistics is made each year, for that reportable year, to all Campus Security Authorities, Local and State Law Enforcement.
- All statistical data is subsequently reviewed by the Clery Compliance Committee prior to inclusion into the annual report.

4. Provide “timely warning” notifications of those crimes that have occurred and pose an ongoing “threat to students and employees”.

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

6. Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of Emmanuel College Campus Safety and is reported to the Campus Safety. Additionally, a public fire log is maintained that records any fire that occurred in an on-campus student housing facility.

The mission of Emmanuel College Campus Safety is to provide a safe and secure environment for all students, faculty, staff, and visitors to the Emmanuel Community. We

highly encourage all members of the Emmanuel Community to read this Annual Report of Safety and Security. Emmanuel College Campus Safety welcomes the exchange of information and ideas with the Emmanuel Community concerning safety and security. Additionally, Campus Safety partners with the entire Emmanuel Community along with external entities, such as the Boston Police, the Massachusetts State Police, and Colleges of the Fenway Campus Police, to develop a cooperative and collaborative approach to providing safety services. The goal of creating and maintain a safe environment is through the sharing of information and education. This report will assist students and the entire Emmanuel Community in attaining the knowledge necessary to remain safe both on and off campus. Safety is our top priority, and everyone’s participation in this endeavor is paramount.

## Campus Safety and Security

Emmanuel College Campus Safety is located on the first floor of the Eisner Administration Building Room 139, 400 The Fenway, Boston, Massachusetts 02115. Campus Safety operates 24 hours a day, seven days a week, 365 days a year. To report a crime or other emergency please call 5-9888 (Campus Internal Extension), (617) 735-9888 or 911. Also, the non-emergency telephone number is (617) 735-9710.

## Mission of Emmanuel College

### Campus Safety

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

maintaining a continuous and open dialog with the entire Emmanuel Community. Emmanuel College Campus Safety’s core values of service, professionalism, and the maintenance of the highest standards of integrity and ethics provide the foundation and guidance to accomplish this stated mission. Campus Safety’s primary goal is to relentlessly provide personal and organizational safety and security to the Emmanuel Community. In order to accomplish this goal, Campus Safety relies on critical partnerships within the Emmanuel Community to include students, faculty, and

staff. External partnerships to include, the City of Boston, the Commonwealth of Massachusetts, and the Colleges of the Fenway are also crucial in order to provide effective safety services to our community. Additionally, Campus Safety is focused on internal and external assessment for improvement, problem solving, as well as continuous planning for the future including emergency planning. Since modern campus safety is information driven, continuous communication and dialog are critical in order

to provide safety services to the Emmanuel Community. Therefore, Campus Safety encourages any member of the Emmanuel Community with a safety concern to contact the Campus Safety Office.

Personal safety is fundamental in order for the college to accomplish its mission, and safety is a collective task and responsibility. Campus Safety asks the entire community to assist in ensuring that Emmanuel College is a safe and secure environment for all.

## Campus Safety Personnel and Authority

The Director/Chief of Campus Safety is the administrative and operational commander of the Emmanuel College Campus Safety Department. The department is also comprised of a Captain/Deputy Director and 12 officers holding the rank of Lieutenant. The Lieutenants function in a supervisory capacity. The Director/Chief and Lieutenants are all Sworn Special State Police Officers pursuant to Massachusetts General Law Chapter 22C Section 63 and have received Massachusetts POST Certifications (Peace Officer Standards and Training Certification). These officers are also former supervisory and senior command level Massachusetts State Police Officers who have retired honorably from the Massachusetts State Police. All Lieutenants, as well as the Director/Chief, have full police authority on all Emmanuel College property.

These officers must complete annual in-service training provided through the Commonwealth of Massachusetts Municipal Police Training Committee (MPTC). The MPTC requires extensive annual training in order to maintain POST Certification. Training programs range from first-responder training, to legal updates, to de-escalation training. The MPTC requires approximately 9 courses per year. All officers also receive other relevant training necessary for the performance of their duties such as domestic violence, sexual assault investigation, implicit bias, and suicide prevention. These officers also carry firearms and are required to be qualified on an annual basis.

Emmanuel College Campus Safety is also comprised of 38 civilian unarmed Campus Safety Officers/Security Professionals. They also assist with maintaining a safe and secure environment for all members of the Emmanuel Community. These officers also receive training in CPR/First Responder, suicide prevention, Title IX, and implicit bias. Both Sworn Campus Police Officers, as well as the security professionals receive training in active threat and violence prevention and response.

## Campus Safety Officers Duties and Functions

The core functions of Emmanuel College Campus Safety are maintaining high visibility patrol, responding to incidents and calls for service, checking on the well-being of

students, faculty, and staff, responding to disturbances, providing escorts, documenting incidents and activities along with providing general assistance to all students, faculty, staff



and visitors. Campus Safety Officers also provide first responder medical services, investigate suspicious activity, respond to alarms, investigate trespassers or unwanted guests, and register bicycles.

Staffing the Campus Security Entrance Booth is also a core Campus Safety Officer function. This assignment provides critical vehicular access control to the campus 24/7. In addition to these activities Campus Safety Officers also staff the residence halls from Midnight to 8AM providing security and access control to the resident halls during that critical time period.

Campus Safety Officers also present safety and security information at student orientations as well as "Safety in City" information for students and parents. RAD (Rape Aggression Defense) classes are also offered through Campus Safety's Crime Prevention Program, "*Saints Watch*". All Campus Safety Officers are encouraged to initiate contact with students, faculty and staff while on patrols in order to strengthen Campus Safety's relationship with the Emmanuel Community.

All Campus Safety Officers are committed to being approachable and mindful of our mission to maintain a safe and secure environment for the entire Emmanuel Community.

## Relationship with Local Law Enforcement

Modern Campus Safety is information driven, as such, it is critical that Emmanuel College Campus Safety has robust partnerships with the police who function in the area of the college. This is an imperative so that information can be shared to enhance the safety of our students, faculty, staff, and visitors. Campus Safety receives daily reports of area incidents, crimes, and major events from our Law Enforcement partners to enhance the safety of our community through

situational awareness and timely notification provided to the community, if appropriate. These daily reports are typically received from the Boston Regional Intelligence Center (BRIC) and also the Commonwealth Fusions Center.

As noted above, supervisory Emmanuel College Campus Safety Officers are Special State Police Officers and possess the power to arrest. However, some criminal incidents are referred to the Boston Police Department and the Massachusetts State Police who also have jurisdiction on the campus. Emmanuel College Campus Safety maintains a professional working relationship with these police departments. Operationally, all Campus Safety Supervisors have direct radio contact with the Boston Police Department via campus safety radios. This ensures seamless and rapid communication with the Boston Police during an emergency or critical incident.

Emmanuel College Campus Safety is fortunate to have the support of the leadership of the Boston Police District that covers Emmanuel College. This past year Boston Police Leadership has visited campus on several occasions including a meeting with the College President. The Boston Police Department routinely provides assistance to the college along with support for investigations.

Additionally, as outlined below, Emmanuel College has entered into a Memorandum of Understanding with the Boston Police Department regarding reporting and investigatory responsibilities regarding prohibited incidents of, including but not limited to, sexual assault, sexual harassment, dating and domestic violence and stalking. Finally, this year a senior member of the Massachusetts State Police participated in Campus Safety's full-scale shelter in place exercise as an exercise evaluator. Active engagement with the Massachusetts State Police is critical for campus safety and security

at Emmanuel College. The street that Emmanuel College is located, 400 The Fenway, is patrolled, and is in the primary jurisdiction of the Massachusetts State Police. As such, in the case of a threat or incident on campus they would be among the first to

respond in addition to the Boston Police Department. The Director of Campus Safety meets regularly with senior members of both police departments along with monthly meetings of all the Colleges of the Fenway Public Safety Departments.

## Reporting a Crime or Other Emergency Reporting

All members of the Emmanuel Community including victims and witnesses are strongly encouraged to immediately report crimes to Campus Safety or the Boston Police Department. Contact telephone numbers are distributed throughout the campus and at all orientation and Campus Safety Trainings. Campus Safety is located on the first floor of the Eisner Administration Building Room 139. Campus Safety operates 24 hours a day, seven days a week, 365 days a year. To report a crime or other emergency please call 5-9888 (Campus Internal Extension), (617) 735-9888 or 911. Crime victims may also report a crime to the Boston Police Department 2400 Washington St, Roxbury, MA 02119 or by calling (617) 343-4270. Off Campus crimes and emergencies should be reported to the police department in the city or town where the incident occurred or call 911 in an emergency. Campus Safety will assist students with off-campus reporting if requested.

Prompt crime reporting is strongly emphasized at all student orientations and safety presentations. All students are advised at orientation to have a low threshold for reporting crimes, potential crimes, or any safety related matter. Early identification of potential crimes is critical so that a community safety assessment can be done. This will ensure that appropriate timely warning notifications are issued to the Emmanuel Community consistent with our obligations under the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*.

## Campus Security Authorities

If a student is not comfortable contacting Campus Safety the student may also choose to contact a Campus Security Authority (CSA). CSA's are campus staff and faculty whose job functions make them significantly responsible for students and student activities. Sometimes victims and witnesses of a crime are hesitant to talk to a Campus Safety Officer or Police Officer. CSA's are not investigators of crime, they help collect crime report information for the college. CSA's have an important function to immediately forward reports of crimes to Campus Safety. A CSA's report may be the basis for determining if there is a serious or continuing threat to the safety of the

Emmanuel Community.

Some examples of CSA's include:

- All Campus Safety Officers
- Dean of Students
- Director of Athletics, all athletic coaches including part-time and graduate assistants.
- Faculty advisors to student groups
- Academic Advisors
- Director of Campus Health Services
- Members of the Sexual Assault Response Team or other sexual assault advocates.
- Director of Human Resources, Affirmative Action and Title IX Coordinator;

- Director of Student Activities and Involvement
- Vice President of Academic Affairs
- Director of Residence Life and Professional Staff Athletics Department
- Student Group Advisors

All CSAs should encourage any person who reports a crime or other incident to notify Emmanuel College Campus Safety immediately. Any CSA who receives a report of an incident involving a crime or a security matter that could pose a threat to the community **must** contact Campus Safety to report the matter. Crimes reported will be evaluated for potential threats to the community where timely notification and warning to the community would be considered. The crime will also be categorized and disclosed consistent with the Department of Education, *The Handbook for Campus Safety and Security Reporting Clery Act*.

## Response

Upon reporting a crime, the incident is immediately investigated by Emmanuel College Campus Safety, the Boston Police Department and/or appropriate Law Enforcement Agency with jurisdiction. As the investigation progresses the victim is periodically updated along with the Office of Student Affairs/Dean of Students. Depending on the type and/or severity of the offense the Suffolk County District Attorney's Office will be notified and/or consulted.

Additionally, consistent with Massachusetts General Laws, Chapter 337 of the Acts of 2020, "**An Act Relative to Sexual Violence on Higher Education Campuses**" effective February 23, 2023, Emmanuel College has entered into Memorandum of Understanding with the Boston Police Department regarding reporting and investigatory responsibilities regarding the prohibited incidents of, including but not limited to, sexual assault, sexual

harassment, dating and domestic violence and stalking pursuant to Title IX of the Education Amendments of 1972 ("Title IX") and *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("*Clery Act*"). The MOU also establishes each party's roles and responsibilities regarding preventing and responding to incidents of on- and off-campus sexual misconduct, as set forth in Massachusetts General Law Chapter 6, § 168E(c).

## Community Guidance-Crime Reporting

Students are encouraged to report any incidents of abuse, assault, or harassment to Campus Safety, the Title IX Coordinator, the Office of Residence Life, the Dean of Students' Office, and/or local law enforcement. Professional Staff from Campus Safety and the Office of Residence Life are available 24 hours a day to provide immediate support and make arrangements for emergencies and/or counseling services. Students are advised during orientation by the Dean of Students and Director of Campus Safety that it is important to remember that prompt reporting is vital to a favorable resolution of the incident for all involved parties. Also, swift reporting is crucial for the preservation of evidence that may substantiate or support any allegation or charges.

Students are provided guidance of, "What is suspicious?" and "Am I witnessing a crime?" Some students may tend to ignore what they have seen and continue about their business. All community members should trust their instincts. If something does not feel right, it probably isn't.

Students are instructed to be aware of the following behaviors that might be suspicious:

- A person trying to enter a residence without the proper access card.

- A person running and behaving as if he or she were being watched or chased.
- A stranger carrying property at an unusual hour or location, especially if the item is a computer or other equipment, office machinery, or a locked bicycle.
- A person going door-to-door in an office building or residential area.
- Any person forcibly entering a locked vehicle or building.
- One or more persons sitting in a parked car closely scanning the area.
- A person being forced into a vehicle.
- A person exhibiting unusual mental or physical symptoms.
- Unusual noises, including gunshots, screaming, sounds of fighting, barking dogs, or anything suggesting foul play, danger, or illegal activity.

It is important for everyone to remember that people aren't suspicious; behaviors are. Students are instructed if they witness any suspicious activity, to immediately call Emmanuel College Campus Safety.

Emmanuel College Campus Safety encourages anyone who is the victim or witness to any crime to accurately and promptly report the incident to Campus Safety and/or the appropriate Law Enforcement Agency even when the victim of a crime elects not to report or is unable to make a report. Once again Emmanuel College Campus Safety emphasizes that reporting a crime provides accurate and complete statistical reports and aids in providing timely warning notifications to the community.

### Statement on Voluntary, Confidential and Anonymous Reporting

There are occasions when victims of crime wish to report the crime, but do not want to give their name and/or do not want to pursue action through the criminal justice or the student conduct system. If community members are not comfortable reporting a crime or security related matter they may choose to file a report anonymously with a Campus Security Authority or Campus Safety. Students may report sexual misconduct using the web-based reporting form which is utilized to report sexual misconduct to the Title IX Coordinator. This report can be completed anonymously. The report form states that depending on the information included in the report, anonymous submissions may limit the College's ability to take action and that anonymous reports will also be included in the Annual Report of Safety and Security. Also, threats to the Emmanuel Community are taken seriously and each report will be reviewed by the Title IX Coordinator, and that submitting the form does not constitute filing of a formal complaint.

When completing the form students should be mindful that they may not recall all of the facts associated with a particular incident. They should provide the information as they recall it when completing the form. A person who has been a victim of sexual assault may submit this form without identifying themselves.

### Confidentiality Considerations

A CSA (Campus Security Authorities) is *not* required to disclose to Emmanuel College Campus Safety confidential information concerning an incident, such as information that would identify a victim of a crime who wishes their identity to remain confidential.

However, CSA's are required to inform Campus Safety of the existence of all known incidents, including confidential incidents, so that such incidents can be recorded as statistics by Campus Safety where appropriate, to be included in the College's



Annual Report of Safety and Security. If a reporting party does not consent to the disclosure of their identity to Emmanuel College Campus Safety, CSA's are expected to inform Campus Safety of the reporting individual's wish for confidentiality and to report the incident to Campus Safety for statistical purposes only. CSA's must report an incident to Campus Safety without disclosing identifying information concerning the reporting party unless the reporting party consents to disclosure their identity.

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

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

## Counselors and Confidential Crime Reporting

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

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

## Pastoral Counselor

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

## Professional Counselor

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

## Campus Safety Services

### High Visibility Security Patrol

Emmanuel College Campus Safety Officers patrol the campus 24 hours a day, seven days a week. Campus Safety Officers patrol all buildings during hours of operation, as well as during non-operational periods. All Campus Safety Officers' primary function is to ensure the safety and wellbeing of all persons on campus. As such officers observe and report security breaches, safety hazards, suspicious activity and persons, water leaks, defective exterior lighting and other hazards. Additionally, Campus Safety Officers monitor all activities, respond to alarms and other emergency situations, conduct safety and security audits, maintain control of vehicle traffic onto the campus and enforce college parking regulations. All Campus Safety Officers are equipped with two-way radio communications and stay in constant contact with the Campus Safety Dispatch Center located in EAB 139.

### Security/Traffic Booth

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

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

## Residence Hall Security

Emmanuel College Campus Safety has written policies in place concerning Residence Hall Security. The purpose of these directives are to ensure that students residing on campus have a living and learning environment that is safe. Campus Safety Officers staff and provide critical security and access control in all Residences Halls from Midnight to 8:00AM. A desk worker from the Department of Residence Life provides access control from 8:00AM to Midnight. Emmanuel College recognizes that during those critical overnight hours a Campus Safety Officer should be assigned to the Residence Halls for enhanced student safety and security.

Additionally, all Residence Halls are locked 24 hours a day, 7 days a week. Access to Residence Halls is restricted to assigned residents and approved guests. Each Residence Hall is monitored by an exterior entry camera and an interior entry camera. Access to the hall is through an authorized student's swipe card identification. Swipe card identification and data is recorded noting the time that each community member swiped into a Residence Hall.

Campus Safety Officers and Residence Hall Desk Workers ensure that only Emmanuel College students and/or authorized guests gain access to the Residence Halls. A robust guest application procedure is administered by the Department of Residence Life. This process requires advance documentation and approval for all overnight guests at the Residences Halls. Additionally, all approved visitors and overnight guests to the Residence Halls are required to leave a valid identification card at the desk prior to entry into the residential area. An Emmanuel College

student that is an overnight guest of another Emmanuel student must also leave their Emmanuel ID with the Desk Worker/Campus Safety Officer. Non-Emmanuel College guests must have an Emmanuel College student accompany them at all times. Non-Emmanuel College guests of students must leave a valid ID at the desk upon checking in and must retrieve that ID upon checking out (Driver's License, State Identification or College Identification). By ensuring that these regulations are enforced, Emmanuel College students are provided with a safe and secure living environment.

### Emergency Preparedness

Emmanuel College Campus Safety's focus on preparedness begins with assessment. These efforts are ongoing and continuous. The Emmanuel College Emergency Preparedness Committee has created an Emergency Operations Plan to ensure the most efficient

and effective response to a diverse set of threats, hazards, and events that could affect the Emmanuel College community. The plan also provides a comprehensive approach, along with the necessary organizational structure, to manage and respond to emergency incidents and planned events. Emmanuel College Campus Safety's preparedness efforts emphasize policy development and revision, community trainings, Campus Safety Trainings, and Community Drills and Exercises.

Emmanuel College recognizes that emergency preparedness is a shared responsibility. As such we encourage all Emmanuel faculty, staff, and students to continue their ongoing efforts in emergency preparedness in order to enhance the College's capability to respond to, manage, and recover from emergency incidents.

### Coordination with Other Entities in the Longwood Medical Collective

Emmanuel College Campus Safety is a member of the Longwood Medical and Academic Collective and share a common radio system for emergency purposes along with situational awareness. This radio is tested twice daily. This radio system enables Emmanuel College Campus Safety to be immediately advised of any safety and security concerns in the Longwood Medical Area.

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

### Safety Escorts

Campus Safety Officers will escort any member of the Emmanuel Community 24/7 from any building or parking lot to any location on Emmanuel College property. Students at orientation, as well as upper-class students, are encouraged to call Campus Safety to request an escort whenever they have the

slightest feeling that they don't feel safe. Also, if they are walking alone at night from a building to a campus parking lot students are advised that Safety Escorts are available. Students are sensitized and instructed to trust their instincts. Campus Safety emphasizes a low threshold for requesting an escort or any other service from Campus Safety.

## College Shuttle

Campus Safety Officers operate the college shuttle vehicle to transport students, staff and faculty to and from main campus and the Notre Dame Campus Residence Hall located at 17 Highland Park Street, Boston MA, 02119. The shuttle, or campus safety vehicle, will also be utilized for minor medical transportation to the Beth Israel Hospital Emergency Room or a Fenway area urgent care at the request of Health Services, student, or college administration.

## Medical Emergency Response Services

In a medical emergency, members of the Emmanuel community should dial 911 and then call the Campus Safety emergency line 617-735-9888. All Emmanuel College Campus Safety Officers are trained as first responders and have certification in first aid, CPR, automated external defibrillator (AED), NARCAN, and stop the bleed. Campus Safety Officers routinely respond throughout the campus including Residence Halls to provide medical assistance and transportation.

For routine care, students should contact the Emmanuel College Health Services Office at 617-734-7678, located on the 2<sup>nd</sup> floor of Marian hall. The Health Services Office is open Monday-Friday during business hours. The Beth Israel Deaconess Medical Center (BIDMC) is located adjacent to the campus. Students requiring specialized treatment or hospitalization are referred to BIDMC by Health Services.

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

## Campus Safety Dispatch Center

The Campus Safety Dispatch Center is located in Room 139 on the first floor of the Eisner Administration Building and is staffed 24 hours a day by a Campus Safety Dispatcher. Dispatchers take calls for service on the non-emergency line 617-735-9710 as well as emergency calls for service on the emergency line 617- 735-9888. Dispatchers also monitor safety systems, including access control, CCTV, alarms, fire detection and suppression systems, two-way radio system and the Longwood Collective emergency radio network.

## Security Monitoring

Emmanuel College Campus Safety monitors campus intrusion and fire alarms, as well as Residence Hall card access through a computerized monitoring system. Campus Safety has the ability to view and screen video surveillance footage from more than 200 strategically placed surveillance cameras on campus. This system is a valuable tool to deter and detect unsafe acts and suspicious activities on campus, and it is critical in maintaining a safe and secure environment on campus.

## Emergency Communication Equipment

Wall-Mounted Blue Light Call Stations are affixed in the Wilkins Science Center Parking Garages (two on each level). Emergency call boxes are located in the JYC Garage (one on each level). Red Emergency Telephones are located in the Wilkens Science Center outside the laboratories on each floor and the fifth-floor art laboratories of the Eisner Administration Building. These systems automatically connect to Campus Safety Dispatch.



## Student I.D. Cards

All students receive an Emmanuel College Identification Card obtained from Campus Safety. The card must be presented at College functions and at security desks within the Residence Halls. Additionally, all student residents are required to go through a check-in process for any residence hall guests. All guests must surrender an identification card to front desk personnel in order to access the residential areas of the hall. Students are also required to surrender their ID cards at college functions when requested.

## Rape Aggression Defense (RAD) Program

The Rape Aggression Defense (RAD) Program empowers students, faculty, and staff to combat various types of assaults by providing them with realistic self-defense tactics and techniques. This empowerment is taught through four basic principles: education, dependency on self, making one's decisions and the realization of one's power. The objective of RAD is to develop and enhance self-defense options. The course begins with awareness, prevention, risk reduction and risk avoidance while progressing to the basics of

hands-on defense training. The classes provide students with the knowledge to make educated decisions about resistance. At least one RAD session is scheduled for each semester. Students are encouraged to contact Campus Safety for more information.

## Lost and Found

Emmanuel College is not responsible for lost or stolen articles, and students are urged to carefully keep watch over their personal belongings. Community members who find lost articles should bring them to Campus Safety. Persons claiming lost articles must describe the item and present adequate identification to retrieve such articles.

## Bicycle Registration Program

Campus Safety administers a Bicycle Registration Program. All community members may register their bicycle with Campus Safety. A specific numbered tag is affixed to each bicycle. Identifying information along with a photograph is maintained at Campus Safety. All community members with registered bicycles are allowed access to the secured storage facility located in Saint Julie Hall. Maintenance equipment is also available at the storage location.

## Campus Safety Publications

### Emergency Response Guide

The Emmanuel College Emergency Response Guide is designed to serve as a quick reference guide for response in emergency situations. It is available on the college website as well as in all classrooms, conference spaces, residence halls, and other areas across campus. Campus Safety encourages all students, faculty and staff members to become familiar with the guide. Incoming new students are directed to the emergency response guide as part of their new student safety in the city orientation program. The emergency response guide covers the following topics: Reporting Emergencies, Medical Emergencies, Mental Health Emergencies/Suicide Threat, Suspicious Persons, Severe Weather/Natural Disasters, Fire and Fire Alarms, Suspicious Packages/Bomb Threat, Shelter in Place, and Active Threat. See website link: [2021-2022emergencyresponseguide-1.pdf](https://www.emmanuel.edu/2021-2022emergencyresponseguide-1.pdf) (emmanuel.edu).

## Emergency Operations Plan

The Emmanuel College Emergency Operations Plan was revised and approved in November of 2022. The plan was created to ensure the most efficient and effective response to a diverse set of threats, hazards, and events affecting the Emmanuel College community. The plan also provides a comprehensive approach, along with the necessary organizational structure, to manage and respond to emergency incidents and planned events. The incident management principles, priorities, and organizational assignments outlined in the plan are consistent with the guidelines provided by the National Incident Management System (NIMS) and Incident Command System (ICS). NIMS provides a common framework to integrate

diverse capabilities and achieve common goals to enhance unity of effort by providing a common approach for managing incidents. This organizational structure provides the necessary framework to manage incidents internally and also to effectively receive external support, when necessary, due to the common structures and management principles outlined in this plan. Given the unpredictability and dynamic nature of emergencies, no plan can address all potential incidents, but the Emergency Operations Plan incorporates and coordinates all the resources, facilities and personnel of Emmanuel College into an organization capable of responding to a wide variety of potential emergencies and planned events.

## Campus Safety General Directives/Policies and Procedures

The Director of Campus Safety has promulgated standard operating procedures and policies for the administration and operation of Emmanuel College Campus Safety. These directives constitute protocols and requirements for the efficient and effective operation of Campus Safety consistent with professionally accepted standards. Some safety/Clery related policies include:

Inspection of Emergency Equipment  
Clery Compliance Committee  
Missing Students  
Campus Patrol  
Residence Hall Security  
Motor Vehicle Use  
Incident Response and ICS/NIMS

Response to Emergencies & Mutual Aid  
Emergency Notification-Timely Warnings  
Active Shooter-Lockdown/Shelter-In-Place  
Post Incident Family Unification  
Bomb Threats/Explosive Incidents  
Campus Security Authority Training

## Maintenance of Facilities and Security

### Exterior Lighting

Exterior lighting is essential to creating a safe campus environment. Parking lots, pedestrian walkways and campus building exteriors are well lit during hours of darkness. Emmanuel College Campus Safety and the Emmanuel College Facilities Department work together to identify any lighting deficiencies. Also, Campus Safety conducts an annual light

survey of all exterior campus lighting. Any suggestions for improvements are reported to the Facilities Department for consideration. Additionally, all Campus Safety Officers while on patrol regularly identify inoperable lights and report them to the Facilities Department for repair and/or replacement. All community members are encouraged to report any exterior lighting problems by contacting Campus Safety and/or the Facilities

Department. All community members have the ability to send the Facilities Department a work order/repair order to report a deficiency for appropriate action.

### Grounds Keeping

The Facilities Department manages all campus trees and grounds keeping activities in order to maintain campus safety and security. Obstructing vegetation is trimmed away from pedestrian walkways, building entrances, windows, and lighting fixtures.

### Timely Warnings and Campus Safety Notifications

Emmanuel College Campus Safety has written policies concerning Timely Warnings and Emergency Notifications to the community. The purpose of these policies is to ensure that in the event of an emergency every effort is made to communicate with the Emmanuel College Community in an accurate and timely manner. These alerts and notifications provide the campus community with information necessary to make safe and informed decisions concerning their health and safety. These notifications also aid in the prevention of criminality.

Timely Warnings can be triggered by crimes that have already occurred but represent an ongoing threat or potential threat to the Emmanuel Community. Warnings are specifically issued for any *Clergy Act* crime committed on campus and also on *Clergy Act* geography that is reported to Campus Safety, the Boston Police, and the Massachusetts State Police and that is considered to represent a serious or continuing threat to the community.

### Campus Safety Notifications

Campus Safety Notifications are the manner in which some timely warnings are communicated to the Emmanuel Community. They are in the form of an email to each community member containing pertinent information of certain crimes and/or potentially dangerous situations. Campus Safety Notifications may be posted on the student portal and posted publicly on bulletin boards in the Campus Safety Office accessible to the community. These notifications may also be posted in the residence halls depending on the nature of the notification.

Campus Safety Notifications may include specific, timely and relative information concerning safety in the City of Boston, traffic

### Doors and Locks

Emmanuel College Campus Safety Officers conduct regular high visibility patrols of the exterior and interior of campus buildings throughout the day and night, on weekends and during scheduled academic breaks. All Campus Safety Officers routinely report door lock and security hardware deficiencies to the Facilities Department for assessment, repair, and/or replacement as warranted.

related incidents that may affect the campus, along with notification of large public events in the Fenway Area that may affect the community. All Campus Safety Notifications are issued by the Director of Campus Safety after consultation and coordination with the Office of the Vice President for Student Affairs/Dean of Students.

### Emergency Notifications

Emmanuel College Campus Safety Initiates Emergency Notifications that are triggered by an event that is currently occurring on campus or imminently threatening the campus or the immediate area of the campus. These classifications also involve any significant emergency or dangerous situation that

constitutes, or may reasonable constitute, an immediate threat to the health and safety of students, faculty, staff and visitors. Notifications such as these are made to the community in the form of a RAVE Emergency Notification. The RAVE system is the campus wide emergency response network that rapidly informs the community of emergencies and potential threats to the campus community via Text, Telephone, Email, and Social Media.

Additionally, depending on the nature of the Emergency Notification, certain warnings may be the subject of a consultative process with the Vice President of Student Affairs or the Emergency Preparedness Committee prior to issuance. However, when there is an emergency or imminent threat to the community Campus Safety Supervisors will immediately issue a notification/alert via the RAVE Emergency Notification System in the form of an e-mail, Telephone Call, and text message to the entire college community.

## Factors of Consideration

Factors of consideration for issuance of all Timely Warnings/Notifications include, when:

1. The circumstances of the commission of the crime create a reasonable belief that there is a serious or continuous threat to the members of the Emmanuel College community, and
2. The crime is one of the following types; is determined to pose a serious or continuous threat to the community; and was committed on property owned or controlled by the College, or on public property contiguous to or immediately adjacent to campus:

**Homicide**  
**Murder/Non-Negligent Manslaughter**  
**Manslaughter by Negligence**  
**Sex Offenses**  
 -Rape  
 -Statutory Rape  
 -Incest  
 -Fondling  
**Robbery involving force or violence;**  
**Aggravated Assault;**

**Burglary;**  
**Motor Vehicle Theft;**  
**Arson;**  
**Liquor Violations;**  
**Drug Violations;**  
**Weapons Possession;**  
**Domestic Violence**  
**Dating Violence**  
**Stalking**  
**Hate Crimes**

For Clery Act purposes, include any of the above crimes listed and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Timely Warnings/Notifications may not be issued for the above listed crimes if the perpetrator(s) is apprehended and the ongoing threat to members of the community has been mitigated. All of the above-listed crimes and any other crimes will be assessed on a case by case basis to determine if there is an ongoing or serious threat to the Emmanuel Community.

## Campus Safety Crime Prevention Programs and Efforts

The Emmanuel College Campus Safety takes a proactive approach in dealing with issues of security and crime. We are guided by our support to the college's primary mission by maintaining a secure



and open environment so that students may be educated in a dynamic learning community. Campus Safety's primary goal is to relentlessly provide personal and organizational safety and security to the Emmanuel Community. Emmanuel College Campus Safety strives to accomplish this mission by maintaining a continuous and open dialog with the entire Emmanuel Community. In order to facilitate this dialog, effective the Fall Semester of 2023 a Community Crime Prevention Program was instituted. The program is called *Saints Watch*. Through *Saints Watch* all members of the Emmanuel community are encouraged to participate in the effort to keep our community free from crime and disruption.

## “Saints Watch” Crime Prevention Program



The Emmanuel Clery Compliance Committee which is established to assist Emmanuel College with its responsibilities pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* has approved the **Saints Watch** Crime Prevention Program beginning for the Fall Semester of 2023. The program is designed to strengthen campus safety's relationship with students, faculty, and staff. The goal is to empower our Emmanuel College Community to take part in creating and maintaining a safe and secure learning environment. Saints Watch information and programs were included in orientation items for all new students. All incoming freshman and their parents were briefed on the program by the Director of Campus Safety at orientation. The Saints Watch Program Elements are:

### Shadow Program

Spend a shift with a Campus Safety Lieutenant. Experience the life of a Campus Safety Officer at Emmanuel College.

### Improve Internal and External Communication

Take part in learning and enhancing our Campus Safety Communication procedures as we look to improve timely safety notifications to the community.

### Be Prepared in Case of Emergencies – Trainings

RAD-Rape Aggression Defense Classes/Sexual Assault, Stalking, Relationship Violence Prevention, RUN-HIDE-FIGHT/Active Threat, and Emergency Preparedness.  
Participate in CPR, AED, and NARCAN Certification Training.

## New Student Orientation Program

All students are advised at orientation by the Director that Campus Safety has the mission of providing a safe and secure environment to everyone in the Emmanuel community, and that it's important to remember that EVERYONE needs to be safe so the college can go about its primary mission of providing education. Since personal safety is foundational, because without it nothing can occur, all students are asked, for the next four years, to assist Campus Safety in continuing to make Emmanuel a safe and secure campus.

The Director of Campus Safety speaks to every new student at Emmanuel College concerning Campus Safety and Security. All students are explained that the two most important things to remember concerning personal safety are to observe and communicate. Students are advised to TRUST THEIR INSTINCTS and that if something doesn't look right or safe to TELL SOMEONE (Campus Safety, Residence Life, Advisors, Boston Police, etc). Emmanuel College Campus Safety prefers that students have a low threshold for reporting. Most incidents are favorably resolved through early intervention. All students are also instructed to save Campus Safety's 24/7 telephone number into their cell phone. Additionally, all parents are provided a separate program concerning campus safety from a parental or guardian perspective. Incoming transfer students are also provided the same information. All students are provided a presentation concerning the *Saints Watch Crime Prevention Program* along with a description of the program elements. Additional New Student Orientation Programs and Efforts are noted below:

### Personal and Community Safety

At orientation all students are advised of the below Campus Safety Services as outlined in *Campus Safety Services Section* of this report.

Safety Escorts	Telephone Emergency
College Shuttle	Communication Equipment
First Responders	Student I.D. Cards
Emergency Medical Services	Rape Aggression Defense (RAD) Program
Campus Safety Dispatch Services	Lost and Found
Security Monitoring	Bicycle Registration Program

At Orientation the Dean of Students instructs all incoming first year students on sexual assault and consent, tolerance for others' opinions and openness to their perspectives, respect for personal and public property, and violations of state and federal laws and prohibited conduct outlined below.

Sexual Harassment	Dating Violence
Sexual Assault	Stalking
Domestic Violence	College Weapon and Drug Prohibitions

### Emergency Preparedness

The Director of Campus Safety outlines recent emergency preparedness activities to all new students (Policy Revisions, Community Trainings, Campus Safety Trainings, and Community Drills and Exercises). The critical importance of receiving timely notification, communication, and situational awareness during an emergency is also outlined to all students. The RAVE Emergency Notification System is explained to the students as the primary method that all community members will receive information and timely notification during an emergency via Telephone, Text, and Email. All students during the orientation program are directed to sign up for the RAVE Emergency Notifications. A QR Code is provided as part of the orientation PowerPoint.

Students are also advised that they may receive Campus Safety Notifications via email from Campus Safety. These notifications may include specific, timely and relative information concerning safety in the City of Boston, traffic related incidents that may affect the campus, along with notification of large public events in the Fenway Area that may affect the community.

All students are advised of Emmanuel College's Guidance and Procedures concerning active threat, Shelter in Place, and Lockdown. Students are directed to comprehensive guidance provided on the Emmanuel Website including the RUN-HIDE-FIGHT Training offered through the Saints Watch Crime Prevention Program. Students are also directed to review the Colleges of the Fenway produced RUN-HIDE-FIGHT Video posted on the college's website. Finally, students are advised of the next scheduled community wide emergency preparedness activity.

## Safety in the City Program

At the start of the Fall Semester all new incoming students attend a *Safety in the City* Program instructed by the Director of Campus Safety and the Dean of Students. Students are advised that the City of Boston is safe, but students must take control and have a plan when they travel throughout the City. Students are asked to take control of their personal safety. The following program elements are outlined and discussed:

- Communicate to friends or Residence Life Staff where they plan to go, for how long and with who.
- Travel in groups, not alone and do not separate! 3 students go out to an activity and 3 students come back. Especially, during late-night and overnight. Victimization of a lone person rather than a group is discussed.
- Students advised that if they think they are being followed enter business or populated area, and to use their cellphone to call for assistance (Campus Safety/911).
- Students are instructed to keep their cellphones charged at all times.
- Students are asked to travel on the main streets and avoid alleys or parks.
- Students should not engage with strangers or let strangers use their phone.
- Students should use the on-campus ATM prior to going out. If off campus students are instructed to use an ATM in a crowded and secure location.
- Generally, Students are advised to HAVE A PLAN when they go out.

### Drinking

The dangers associated with excessive alcohol consumption are discussed along with the high victimization rates for intoxicated people. The policy that Emmanuel College prohibits alcohol and alcohol consumption on campus with few exceptions is outlined to all students.

For students that live off campus in the City of Boston, students are advised that the Boston Police Department has zero tolerance for underage and excessive drinking in their neighborhoods. Students are sensitized that the City of Boston's citizens and families live in those neighborhoods and to treat others how they would want to be treated.

### Fraudulent ID's

Students are advised that it is a felonious offense in the Commonwealth of Massachusetts to possess a fake or fraudulent Massachusetts Driver's License or State

Identification. Also, for personal safety it's in the student's best interest to avoid the individuals as well as the places to go to procure fraudulent identifications.

### Drink Spiking

Students are advised that Drink Spiking is a cause for concern in the Emmanuel Community. Students are educated that drink spiking is when a person adds a scentless, colorless, and tasteless drug in the drink of an unsuspecting individual. Reports of drink spiking typically occur between the hours of 6:00 PM and 3:00 AM at bars and restaurants. But drink spiking can also occur at private gatherings. Other than a server at a reputable establishment, don't let a stranger mix or give you a drink

- Do not accept drinks from strangers.
- Avoid sharing drinks.
- Always hold on to your drink and do not leave it unattended.
- Don't drink unidentifiable drinks.
- When going out try to be with trusted friends and watch out for each other.

If a student thinks that they or someone else may be a victim of drink they are instructed to tell someone and seek medical attention through the following resources:

- 911
- Emmanuel Campus Safety (617) 735-9710

### Traffic Awareness

Students are instructed to recognize the danger of vehicular traffic in Boston and be aware of traffic. Boston is a very old city, and its streets are not laid out in grids. This can make traveling throughout the city difficult for drivers and pedestrians.

### Judicial Orders

Director of Campus Safety outlines to all students the Massachusetts State Laws pertaining to Abuse Prevention Orders CH 209A, Harassment Protection Orders CH 258E, and Stalking CH 265 Sec 43. Individual student on-campus safety plans are discussed, if required.

### Residence Hall Safety/Workplace and Office Safety

Residence Hall Safety and Security is outlined to all students. The following guidance is provided:

- Don't give anyone your ID or code to your room. Close any windows that are accessible from the outside.
- Don't put your name or address on your key ring.
- If an individual should lose their ID notify Residential Life and Campus Safety.
- Don't study in poorly lit or secluded areas.
- Don't let strangers use cell phones.
- If an individual starts receiving harassing phone calls notify Campus Safety.
- If an individual finds their room has been entered don't go inside and call Campus Safety. Don't touch anything in the room; as doing so may disturb evidence that is important to an investigation.
- If an intruder awakens a sleeping individual do not try to apprehend the person. An intruder may be armed or may be able to arm themselves with something in the room. Try to leave the room and call for help.
- Do not leave your keys unattended.
- Post conspicuously, emergency numbers for Campus Safety, Police, Fire Department.



- Don't peg open exterior doors. Doors are locked for everyone's safety. Report any broken doors, locks or windows.
- Try not to bring large amounts of cash or valuables to campus.
- Keep items of value out of sight if possible. Don't leave valuables in plain sight.
- Keep all offices and labs locked when not in use.
- Always lock desks and file cabinets.
- Don't leave expensive personal property unsecured in offices.
- When leaving make sure doors are locked.
- If an individual sees a suspicious person or vehicle on campus they should immediately contact Campus Safety. Do not attempt to stop or restrain a suspicious or unauthorized person. Call Campus Safety at 617-735-9710/9888.

## Safety and Security Campus Crime Report – Clery Act Requirements

Institutions of higher education are required to publish an annual report disclosing their campus security policies and crime statistics for the last three years.

### Clery Act Compliance at Emmanuel College

To ensure compliance with the Clery Act, Emmanuel College is required to provide the following to all members of the Emmanuel College Community:

#### Policy Disclosure

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* Emmanuel College is required to provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus. Additionally, Emmanuel College is required to provide information concerning campus safety and security.

#### Records Collection and Retention

Emmanuel College Campus Safety is required to keep records of crimes reported on campus to campus security authorities and also to obtain certain crime statistics from appropriate geographic law enforcement agencies for inclusion in Emmanuel College's Annual Security Report.

#### Information Dissemination

Emmanuel College Campus Safety is required to provide members of the campus community with information needed to make informed personal safety decisions via Timely Warnings. As outlined previously notifications to the community are made via the Rave Emergency Alert System and also through Campus Safety Notifications via the College Email System. Emmanuel College Campus Safety maintains a Crime Log which reflects all crimes reported to the Campus Safety.

Additionally, consistent with Massachusetts General Laws, Chapter 337 of the Acts of 2020, "*An Act Relative to Sexual Violence on Higher Education Campuses*", Emmanuel College must also comply with state-mandated reporting of on-campus crime statistics to the Massachusetts Department of Education. This information is submitted at the end of the calendar year. Emmanuel College

also informs the community where to obtain information regarding registered sex offenders.

### Annual Security Report Crime Statistics

The required annual security report data is submitted to the Department of Education each year. The Annual Security and Fire Safety Report is also made available on the Emmanuel College Website. This annual report is accessible to all current students and employees, as well as prospective students and employees. All community members receive an email notification that the new report is posted prior to October 1<sup>st</sup>.

### Daily Crime Log

Emmanuel College Campus Safety produces a daily crime log that is available to the public, as required by The Jeanne Clery Disclosure Act of Campus Security Policy and Campus Crime Statistics and Massachusetts General Law. The purpose of the daily crime log is to provide information to the Emmanuel Community concerning complaints of criminal or other significant incidents occurring on campus which might be relevant to their safety and security. The Daily Crime Log is kept at Emmanuel College Campus Safety located in the Eisner Administration Building Room 139 and is available for inspection during business hours.

### Fire Reporting Statistics

Emmanuel College Campus Safety produces a Daily Fire Log that is available to the public, as required. The fire log is also maintained at Campus Safety and is available for public and community inspection during normal business hours. The log records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt

of information. An institution must report statistics for each on-campus housing facility, for the three most recent calendar years.

### Sex Offender Registry Information

The Federal Campus Sex Crimes Prevention Act, and section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), requires institutions of higher education to issue a statement to members of the campus community advising them about how they may obtain law enforcement agency information regarding sex offenders.

Emmanuel College students, faculty and staff can obtain information on registered sex offenders living and working in the immediate area by contacting the Boston Police Department 2400 Washington Street, Roxbury, Massachusetts 02119 (617)343-4270. General information about the Commonwealth of Massachusetts Sex Offender Registry Board can be found at [Sex Offender Registry Board | Mass.gov](#) or by calling 978-740-6400. Campus Safety will assist any community member in obtaining such information.

The Sex Offender Registry Board promotes public safety by educating and informing the public to prevent further victimization. The board registers and classifies convicted sex offenders according to their risk of re-offense and the degree of danger they pose. The Sex Offender Registry Board serves the public by maintaining a website of Level 3 sex offenders, and those Level 2 sex offenders classified after July 12, 2013. The website allows members of the public to identify sex offenders living, working, or attending an institution of higher learning in the Commonwealth. The public can also obtain information on Level 2 and 3 offenders at their local police department, or by contacting the board directly.

## Campus Emergency Response and Evacuation Procedures

Upon confirmation that a significant emergency or dangerous situation involving an immediate threat to the safety of students or employees is occurring on campus or on nearby adjacent city streets, Emmanuel College Campus Safety will provide immediate notification to the campus community.

The Emmanuel College Emergency Operations Plan represents an all-hazards approach to emergency response and planning. Included in the plan are the Incident Command System (ICS) structures and resources to effectively manage an emergency incident. Additionally, Emmanuel College Campus Safety has specific Emergency Response Policies in place.

## Campus Safety Policy on Responses to Emergencies

Emmanuel College Campus Safety General Directive SOC-02 *Response to Emergencies and Mutual Aid* outlines the policy for responses to emergencies on campus.

Emmanuel College Campus Safety recognizes the necessity to effectively respond to emergency incidents on campus. An emergency response could be necessitated by a criminal act(s), medical call or fire/hazmat related incident, severe weather, natural and/or man-made disasters.

### First On Scene Campus Safety Officer

The initial arriving Campus Safety Officer is critical for assessing the nature and extent of the emergency, recognizing that the protection and preservation of life is the paramount concern. Upon arrival at the incident, all Campus Safety Officers are responsible for the scene until the arrival of a Campus Safety Supervisor. Pursuant to the directive the initial arriving Campus Safety Officer is assigned several specific critical tasks and responsibilities based on the nature of the emergency.

### Supervisory Campus Safety Officer

Emmanuel College Campus Safety Supervisors have received training in Incident Command and responding to critical incidents on campus. Campus Safety Supervisors arriving at an emergency shall take charge of the management of the incident. Pursuant to the directive the Campus Safety Supervisors are assigned several critical tasks and responsibilities based on the nature of the emergency.

### Mutual Aid

Consistent with The Commonwealth of Massachusetts, "*Recommended Protocol For Managing Initial Response To Critical Incidents, April 2014*", all personnel responding to a critical incident, request for assistance, mutual aid request or responding to any critical incident requiring interagency assistance are subject to the direction and control of the Incident Commander, regardless of the Incident Commander's rank, department or agency.

Note: Consistent with Massachusetts General Laws, during a Fire/Hazmat response the officer-in-charge for the Boston Fire Department shall be the Incident Commander. Additionally, and consistent with Massachusetts General Laws, all incidents/investigations involving a death or loss of life are under the control of the Suffolk District Attorney/Boston Police Department.

## Evacuation Procedures

Typically, an evacuation is used when a campus building can no longer be safely occupied, for example, in case of fire, gas leak,

or other hazardous material incidents occurring in the building, structural failures, suspicious packages, or a bomb threat, if appropriate.

Mutual aid is critical in order for a safe and effective evacuation whether the incident is large or small in scale. The above referenced mutual aid protocol provides the structure and external assistance to support a large-scale evacuation of campus. For small scale evacuation, such as a single residence hall, Campus Safety utilizes several safe on-campus buildings pre-designated as potential evacuation locations. Also, other Colleges of the Fenway institutions are available to locate community members in the event of an evacuation.

### Evacuation Community Guidance

Community guidance concerning evacuation is referenced in the Emergency Response Guide that is posted throughout the campus and available on the college website. All incoming new students are directed to the emergency response guide as part of their new student orientation. Community Guidance for evacuation includes:

All students, staff, and visitors to quickly leave the identified location or building through the nearest and safest route to designated gathering areas such as the Jean Yawkey Center. Evacuation could require everyone to exit a building, area, or campus.

#### Community Considerations and Actions:

- An order to evacuate a building or area of campus may be given by Campus Safety, College Administration, or emergency personnel.
- Occupants should use the nearest and safest exit.
- Evacuate in a CALM MANNER and avoid blocking entrances.

- Based upon the type of emergency, occupants may be asked to move farther away from impacted area(s).
- Community members should remain calm at all times and follow the instructions of their supervisor, professor, Campus Safety, and emergency personnel.
- Notify first responders of any persons with disabilities who may still be in the affected area or building.

### Emergency Communication

Emmanuel College Campus Safety Initiates Emergency Notifications that are triggered by an event that is currently occurring on or imminently threatening the campus or the immediate area of the campus. These classifications also involve any significant emergency or dangerous situation that constitute, or may reasonably constitute, an immediate threat to the health and safety of students, faculty, staff and visitors. As noted above notifications such as these are made to the community in the form of a RAVE Emergency Notification. During an evacuation the Rave Emergency Notification System would be utilized to communicate with the community.

In addition to the Emergency Notification System, Emmanuel College Campus Safety may rely upon other methods of communication to provide relevant information regarding an emergency situation to the community. These may include;

- Emmanuel College Portal
- Social Media
- Public address systems
- Emmanuel email system
- Bullhorns
- Media outlets including local television and radio stations.
- TV monitors in most campus buildings

- Notices posted in central locations in all campus buildings.

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

Parents and/or family members not on the RAVE Emergency Notification System, along with neighbors to the college and other members of the larger community can access information during an emergency via the college website or through local media. Additionally, other Colleges of the Fenway Public Safety/Campus Safety Directors all receive each other's Emergency Notifications so that they are able to advise their communities of a potential emergencies, if appropriate.

### Emergency Notification Content

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- Specific location of the emergency
- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)

Pursuant to *Emmanuel College Campus Safety General Directive Emergency Notifications & Timely Warnings SOC-03* RAVE Emergency Alert Prescribed Communication Templates will be utilized, if appropriate.

An "all clear" notification should be sent at the conclusion of a significant emergency dangerous situation.

### Emergency Alert Testing

Monthly, all Campus Safety Supervisors and Campus Safety Officers with user access to the RAVE Emergency Notification System are required to conduct a monthly test in order to demonstrate proficiency and system functionality. This test is not a community-wide test.

Additionally, each semester a community wide RAVE Notification Test occurs. A RAVE Notification announcing a Drill or Exercise, such as a Shelter in Place Exercise, or actual emergency incident during the semester satisfies the testing requirement

### Sexual Assault Response Team (SART)

To provide an appropriate and coordinated response to victims of sexual assault, Emmanuel College has established a Sexual Assault Response Team (SART). The SART consists of a network of individuals throughout the college community which students can access in the event of sexual assault. The SART provides assistance to survivors of sexual assault, sexual harassment, dating violence, and stalking. Assistance may include counseling, advocacy, medical care, academic interventions, and referrals. SART members will explain what options and resources are available and will assist the victim through whatever steps he/she decides to take. SART members will preserve the victim's confidentiality to the greatest extent possible. SART team members will encourage a victim to formally report an incident using names, so the incident can be properly investigated to prevent further crimes but are mindful that the decision to do so is always up to the victim.



**Sexual Assault Response Team (SART):**

Dr. Kristen Pierce	Dean of Students	617-735-9917
Dr. Amanda Snow	Director of Counseling	617 735-9920
Susan Benzie	VP of Mission and Ministry,	617 264-7601
Shelia Silva	Nurse Practitioner, Health Services	617 264-7678
Edward Amodeo	Director of Campus Safety	617 735-9710
Lisa Buckley	Lieutenant Campus Safety/Investigator	617 735-9710

**Missing Students Policy**

Pursuant to The Handbook for Campus Safety and Security Reporting / Clery Act by the Department of Education, Emmanuel College Campus Safety is required to have a policy on missing students. Emmanuel College Campus Safety General Directive INV-02 Missing Students outlines the following policy:

Emmanuel College will treat every incident involving a missing student as a potential emergency event that may require a rapid and coordinated response from Campus Safety personnel. Every missing student incident has the potential of being or becoming a criminal investigation, and shall treat the scene of each incident as a potential crime scene.

For purposes of the policy, a student will be considered missing, if a roommate, classmate, faculty member, family member or other appropriate person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. Every report made to Campus Safety will be followed up with an immediate investigation. If the missing student is identified as seventeen (17) or younger and there is evidence of abduction, the Boston Police shall be notified for an Amber Alert Notification.

**Missing Students Characteristics**

If the student's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to:

- A report or suspicion that the missing person may be the victim of foul play.
- The missing student has expressed suicidal thoughts.
- The missing student is drug dependent.
- The missing student is in a life-threatening situation.
- The missing student has been with persons who may endanger the student's welfare.

**Twenty-Four Hour Rule**

If a student who lives in on-campus student housing is determined to have been missing for 24 hours, Emmanuel College Campus Safety must initiate specific notification procedures within 24 hours of receiving the information.

**Reporting**

Reports of missing students can be made to the following individuals and departments:

- Emmanuel College Campus Safety/All Campus Safety Officers
- The Dean of Students Office
- The Residence Life Office and Professional Staff

- The Counseling Center
- Health Services
- The President's Office

All reports of on-campus missing students must be immediately referred to Campus Safety for appropriate investigation.

The Federal Department of Education/Higher Education Act of 1965 (HEA) missing student regulations only relate to students who reside in on-campus housing. However, Emmanuel College Campus Safety has also established policy for students reported missing who reside in off-campus student housing.

### Missing Student On-Campus Student Housing

When an on-campus resident student is reported to be missing, Emmanuel College Campus Safety will:

- Gather all essential information about the person (description, clothes last worn, where the subject might be, who they might be with, vehicle description, etc.). An up-to-date photograph may be obtained to aid in the search.
- If there is information that the student may be in danger or a victim of foul play the campus safety officer will immediately report the incident to the Boston Police Department.
- Notify the Residence Life Professional on Duty to aid in the search of the individual.
- Conduct a quick but thorough search of the campus.
- Notify the Director of Campus Safety/Designee who will notify the

Dean of Students and appropriate College Leadership Staff.

- Coordinate with the Residence Life Professional on Duty and conduct a wellbeing check of the student's room, if appropriate.
- Obtain the student's class schedule and conduct a search of the classrooms, if appropriate.
- Utilized the student's ID Card Access record to assist in location.
- Attempt to contact the student, using any confidential contact information that the student may have provided to the college.

If the above actions are unsuccessful in locating the student, or if in the judgment of the Campus Safety Supervisor or local law enforcement, it is likely the person is actually missing, the student will be determined to be a missing student. Once the determination is made that the student is missing, the investigation will be initiated to determine the student's whereabouts.

In any event, no later than 24 hours after determining a student is missing, Campus Safety will notify the Boston Police Department and ensure that the student's missing person contact is notified.

For any student under 18 years of age and not emancipated who is reported missing from on-campus student housing, Campus Safety, in coordination with the Dean of Students Office/Residence Life Professional on Duty, will immediately cause the custodial parent or guardian to be notified once it is determined that the student is in-fact, missing.

## Crime Statistics and Their Definitions

### Statement Addressing Preparation of Disclosure of Annual Crime Statistics

Preparation of the Annual Report and Disclosure of Crime Statistics is the responsibility of Emmanuel College Campus Safety and the Director of Campus Safety. However, in addition to Emmanuel

College Campus Safety, several other individuals and departments within Emmanuel College participate in the data collection effort. These entities are as follows: The Dean of Students Office, The Title IX Coordinator/Vice President of Human Resources, the Director of Residence Life and Professional Staff, the Department of Health Services, and the Department of Counseling Services. Crime Statistical Data is also collected from the Boston Police Department and the Massachusetts State Police. Both police departments have patrol and jurisdictional authority on the Clery Geography of Emmanuel College.

Additionally, Emmanuel College Campus Safety collects information from Campus Security Authorities (CSAs) concerning reported crimes and crime statistical data throughout the year as well as on an annual basis in preparation for the report. All CSAs are required to provide Campus Safety information on any crime reported directly to them during the previous calendar year. This data is appropriately reported for that specific calendar year. All statistics are gathered, compiled, and reported to Emmanuel College Campus Safety. The complete data is then presented to the Emmanuel College Clery Compliance Committee pursuant to *Emmanuel College Campus Safety General Directive Clery Compliance Committee ADM-09*. The statistical data is then added to the final annual report and submitted to the Department of Education.

The Emmanuel Community, to include all enrolled students and current faculty and staff, receive an e-mail notification concerning completion of the annual report. This email notification is made in the form of a Campus Safety Notification which provides pertinent information concerning the report. This notification includes a brief summary of the contents of this report, the website address for accessing this report, and information regarding how interested people can request a printed copy of the report.

### Statement Addressing Criminal Activity Off Campus

Emmanuel College Campus Safety has regular contact with both the Boston Police Department through the Boston Police Community Services Officer assigned to the Colleges of the Fenway as well as the Leadership of the Boston-Roxbury Police District. Additionally, Campus Safety has contact with the Massachusetts State Police responsible for patrol of the Fenway. Both agencies are encouraged to notify Emmanuel College of any off campus Criminal activities involving Emmanuel College Students.

As noted above Emmanuel College has entered into Memorandum of Understanding with the Boston Police Department regarding mutual reporting and investigatory responsibilities regarding sexual assault, sexual harassment, dating and domestic

violence and stalking. Emmanuel College Campus Safety also participates in a local community meeting attended by the Boston Police Department. This meeting often concerns off campus activity of students.

Cases involving Emmanuel Students criminal or inappropriate activities off campus are referred to the Office of Student Affairs for student conduct purposes, if appropriate.

### Crimes and Definitions

- Aggravated Assault
- Arson
- Burglary
- Dating Violence
- Domestic Violence
- Hate Crimes (larceny-theft, simple assault, vandalism & intimidations)
- Motor Vehicle Theft

- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence
- Robbery
- Sexual Assault
- Stalking
- Weapons Violations (arrest & judicial referrals)
- Drug Abuse Violations (arrest & judicial referral)
- Liquor Law Violations (arrest & judicial referrals)

The definitions listed below are taken from the “Handbook for Campus Safety and Security Reporting, 2016 Edition”

### Aggravated Assault

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

### 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, 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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### Dating Violence (VAWA Definition)

Dating Violence means 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.

For the purposes of this definition:

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating Violence does not include acts covered under the definition of domestic violence.

### Domestic Violence

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

### Hate Crimes

A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim and the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. See categories of bias below:

**Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion**

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Gender**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Sexual Orientation**

A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/ or emotional attraction to members of the same and/ or opposite sex,

including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**Ethnicity**

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National Origin**

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

**Disability**

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

NOTE: In addition to the Clery offenses of Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Rape, Statutory Rape, Incest, Fondling, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson the following four crimes qualify as Hate Crimes when motivated by bias:

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of



another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Simple Assault is 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.

Intimidation is 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.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### Motor Vehicle Larceny-Theft

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

### Murder and Non-negligent Manslaughter

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

### Manslaughter by Negligence

The killing of another person through gross negligence.

### 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, violence, and/or causing the victim fear.

### Sexual Assault

Sexual Assault includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape:

**Rape** is the carnal knowledge of a person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. The Commonwealth of Massachusetts defines Rape as: Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise, or is committed during the commission or attempted commission of an offense defined in section fifteen A, fifteen B, seventeen, nineteen, or twenty-six of this chapter, section fourteen, fifteen, sixteen, seventeen, or eighteen of chapter two hundred and sixty-six or section ten of chapter two hundred and sixty-nine shall be punished by imprisonment in the state prison for life or for any term of years. Whoever has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his will or compels such person to submit by threat of bodily injury, shall be punished by imprisonment in the state prison for not more than twenty years; and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term or years.

**Sodomy** is oral or anal sexual intercourse with another person, without the consent of that

person, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

**Sexual Assault with An Object** is the use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of that person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

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

**Statutory Rape** is nonforcible sexual intercourse with a person who is under the statutory age of consent.

## Geographic Definitions

The below definitions as pursuant to the Department of Education, *The Handbook for Campus Safety and Security Reporting Clery Act*.

### On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area that is owned by the institution but controlled by another person, is

### Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

### Weapons Law Violations

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

### Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### Non-Campus

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation

to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### Public Property

Public Property is defined as the area such as sidewalks or city streets that is within the same reasonable contiguous geographical area of the school; or is adjacent to a facility owned or controlled by the school, and the facility is used by the school in a manner related to the institution's educational purposes.

### Residence Halls

Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. Those reportable statistics that occur within a university owned or controlled residence hall or apartment are reported in both "On Campus" and Residence Hall" categories. The purpose of this category is to specifically list those reportable crimes occurring on campus that take place within a residence hall or apartment.

## Emmanuel College Bias-Related Incident and Hate Crime Policy

As a Catholic college, Emmanuel College upholds the human dignity of all members of our community. As such, Emmanuel seeks to create and maintain an academic, work and social environment free of harassment due to race, gender, sexual orientation, ability, religion, veteran status, nationality, ethnicity or any other protected status.

As stated in the Emmanuel College Statement of Supporting a Diverse and Inclusive Community, *"Members of our community are expected to demonstrate respect and show sensitivity to differences in others. All members of the community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, discrimination, harassment and violence of any kinds. ...We expect that every member of the Emmanuel community will accept diversity, value inclusivity, and be civil in dealing with each other. The College does not tolerate racism, sexism, classism or discrimination based on sexual orientation. We hope that all members of our community will model and teach respect for the differences between us and celebrate the similarities that unite us as a people worthy of dignity."* December 2, 2010

To achieve our goal of providing a working and learning environment free from harassment or discrimination, Emmanuel College provides a procedure by which inappropriate conduct will be addressed if encountered by members of the Emmanuel Community under the Bias-Related Incident and Hate Crime Policy.

A bias-related incident or hate crime is contradictory to the community standards mentioned above. It may also contribute to creating an unsafe, negative or unwelcome environment for the victim and/or other members of the College community. Students who engage in behavior that can be classified as a bias-related incident or hate crime are subject to disciplinary action through the judicial system.

Learn more about bias-incident/hate crime reporting please utilize the below Link. [Emmanuel College Bias Incident & Hate Crime Policy](#)

## Sexual Harassment and Anti-Discrimination Policy and Grievance Procedures

### Sexual Harassment

Emmanuel College is committed to providing its students, faculty and staff with a working and learning environment in which all people are treated with respect and dignity. Each person has the right to work and be educated in an atmosphere that is free of sexual harassment. This policy prohibits sexual harassment in the workplace, the classroom, or in any other settings in which students, faculty and staff may find themselves in connection with their education or employment at Emmanuel College. To achieve our goal of providing a working and learning environment free from sexual harassment, which is unlawful, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students, faculty, and staff. Because Emmanuel College takes allegations of sexual harassment seriously, we will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

#### Retaliation

Any retaliation against an individual who has filed a complaint or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated.

#### Definition of Sexual Harassment and Discriminatory Harassment

In the Commonwealth of Massachusetts, the legal definition for sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
2. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or, sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in

exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that may violate the College’s policy against sexual harassment, whether or not it constitutes sexual harassment under the law:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- Comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, touching, brushing against the body, sexual gestures, suggestive or insulting comments; Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the College.

### Procedures

If any member of the Emmanuel College community believes that she or he has been subjected to sexual harassment, she or he has the right to file a complaint with our organization. This may be done in writing or orally. If you would like to file a complaint you may do so by contacting the Vice President of Human Resources/Title IX Coordinator, the Director of Human Resources, the Vice President of Student Affairs or the Vice President for Academic Affairs at Emmanuel College, 400 The Fenway, Boston, MA 02115. All of these persons may be reached by contacting (617)735-9991. These persons are also available to discuss any concerns you may have and to provide information to you about the Colleges' policy on harassment and discrimination and our complaint process.

### Investigations

When a complaint is received, the allegation will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual

harassment will also be interviewed. When the investigation has been completed, the College will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

### Disciplinary Action

If it is determined that inappropriate conduct has been committed by a College employee, such action as is appropriate under the circumstances will be taken. Such action may range from counseling to termination from employment and may include such other forms of disciplinary action as deemed appropriate under the circumstances.

### State and Federal Remedies

In addition to the above, if an employee believes that he/she has been subjected to sexual harassment, the employee may file a formal complaint with either or both of the government agencies set forth below. Using Emmanuel College's complaint process does not prohibit an employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD – 300 days).

1. The United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center Boston, MA 02203  
Phone: 1-800-669-4000 Fax: 617-565-3196  
TTY: 1-800-669-6820 <http://www.eeoc.gov/>

2. The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office One Ashburton Place – Rm 601  
Boston, MA 02108 (617) 727-3990  
Springfield Office 424 Dwight Street, Rm 220  
Springfield, MA 01103 (413) 739-2145  
<http://www.mass.gov/mcad/>



## Title IX Sexual Harassment

As provided for in Title IX of the Higher Education Amendments of 1972, the College prohibits discrimination and discriminatory harassment in all of its educational and employment programs and activities on the basis of any individual's sex, including admission and employment. Additionally, this policy complies with the regulations provided for in the Violence Against Women Reauthorization Act of 2013 ("VAWA") and *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act").

This policy prohibits discrimination and discriminatory harassment that occurs within the educational programs and activities that is based on sex, including sexual harassment (including quid pro quo and hostile environment), as well as sexual assault, dating violence, domestic violence, and stalking. While there is a presumption that a Respondent is not responsible for the alleged conduct until a determination regarding responsibility has been made at the conclusion of the grievance process, an employee or student who is determined to have engaged in these behaviors is subject to disciplinary action, including but not limited to separation or suspension from the College.

Upon notification of a potential Title IX violation, the Title IX Coordinator will promptly contact the Complainant (who may be someone other than the person who experienced sexual harassment) to discuss supportive measures; to consider the Complainant's wishes with respect to supportive measures; to inform the Complainant of availability of these measures with or without the filing of a Formal Complaint; and to explain the grievance process and the procedure for filing a Formal Complaint.

The College strongly encourages all who have experienced sexual harassment to report the incident so that the College can provide support and pursue an appropriate resolution. The College prohibits and will not tolerate retaliation against anyone who makes a report.

## Grievance Procedures and Referrals for Formal Complaints

To initiate a Formal Complaint, the Complainant or Title IX Coordinator must file a document alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. A Complainant may only file a Formal Complaint under this policy if the Complainant is participating in or attempting to participate in an education program or activity of the College.

The College will treat the Complainant and Respondent equitably throughout the grievance process. All College officials involved in the grievance process must be free

of conflicts of interest or bias for or specifically against either Party or generally against Complainants or Respondents. The Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The Parties are advised as to the range of possible disciplinary sanctions and remedies that the College may implement following any determination of responsibility. Both Parties have equal opportunity to appeal the final decision. The College will also offer an informal resolution process such as mediation after the filing of a Formal Complaint. Informal resolution does not involve a full investigation and adjudication. The informal resolution process may begin at any time prior to a determination

regarding responsibility. The College must provide the Parties with the written notice as to the allegations and the requirements of the informal resolution process. The Parties must voluntarily agree and provide written consent to the informal resolution process. The Parties have the right to withdraw from the informal process and participate in the formal grievance process any time prior to a determination regarding responsibility. Note that informal resolution is not permitted in cases of sexual harassment of a student by an employee.

### Title IX Investigation

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to the Parties of the allegations of sexual harassment, including sufficient details known at the time of filing and allowing sufficient time to prepare a response before the initial interview. The details, if known, include the identity of the Parties, the alleged conduct constituting sexual harassment, the date and location of the alleged conduct. The written notice must contain a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The notice must inform the Parties that they may have an Advisor of their choice, who may be, but is not required to be, an attorney. If one party's Advisor is an attorney, the College will provide limited scope representation typically through a vendor at no charge to the student. The notice must inform the Parties of the section of the Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. Where applicable, the notice will inform the parties that issues arising under the Student Code of Conduct will be processed together with the Title IX matter as a consolidated case.

**Time frame:** The College will endeavor to complete its administrative investigation within sixty (60 days) of the College's receipt of the Formal Complaint. However, there may be reasonable delays or extensions as circumstances arise.

**Standard of Proof:** The "preponderance of the evidence" standard shall be applied to sexual harassment complaints.

**Gathering information:** The College will conduct prompt and thorough interviews of the Complainant, the Respondent, and any Witnesses. Both Parties will have an opportunity to suggest Witnesses. The College is prohibited from disclosing the identity of any individual involved in the reporting or investigation of sexual harassment except the College may disclose individuals' identities to carry out the purpose of this policy or as required by law.

**Advisors:** Both Parties are allowed to have their Advisor of choice present during any grievance proceeding. The College may restrict the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties, but may not restrict an Advisor from (1) conducting cross-examinations or (2) submitting a response to the Investigative Report discussed below. If a Party does not have an Advisor present at a hearing, and wishes to have an Advisor, the College will provide an Advisor of the Party's choosing, without fee.

**Investigative Report and Responses:** An investigative report will be generated at the end of the investigation. Prior to completion of the investigative report, the Title IX Coordinator will send each Party and their Advisors all evidence gathered that is directly related to the allegations for their inspection and review with ten (10) days-

notice to submit a written response, prior to completion of the final investigative report. The final investigative report is then sent to the Parties and their Advisors ten (10) days prior to the live hearing.

**Mandatory Dismissal:** If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined above if proved, or did not occur in a College education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator must dismiss the Formal Complaint. Such dismissal does not preclude action under another policy or provision of the College's code of conduct. Upon dismissal, the Title IX Coordinator must promptly send written notice of the dismissal and reason for the dismissal simultaneously to the Parties. Both Parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

**Discretionary Dismissal:** The Title IX Coordinator may dismiss the Formal Complaint, if at any time during the investigation or hearing: The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint; the Respondent is no longer enrolled or employed by the College; or circumstances prevent the gathering of evidence sufficient to reach a determination regarding responsibility. Both Parties will have a right to appeal the dismissal pursuant to the appeal procedures described below.

### Live Hearing

The hearing officer will notify both parties that the purpose of the hearing is to review and receive relevant information concerning alleged violations of the Emmanuel College Title IX Policy where applicable and the Student Code of Conduct. The Parties

(through their Advisors) may make opening statements and the Decision makers may question the Parties and their Witnesses prior to and after any cross-examination. Either party may request to make their own opening statement.

**Questioning Witnesses:** The Decision maker(s) presides over the live hearing, and must permit each Party or the Party's Advisor to ask the other Party, and Witnesses all relevant questions. Witnesses may be accompanied by legal counsel, who will have no speaking role except as determined by the Decisionmaker(s). The cross-examination must be conducted directly, orally, and in real time by the Advisor and not the Party. Either Party can request that the live hearing occur virtually with the Parties in separate rooms. If the hearing proceeds with the Parties in separate rooms, audiovisual technology will be used to allow the Decision makers and Parties to simultaneously see and hear the cross-examination of the Party or Witness.

**Refusal to Testify:** Parties or Witnesses who do not submit to cross-examination will preclude the decision-makers from relying on their statements in determining responsibility. However, a decision-maker cannot rely solely on a Party or Witness's absence or refusal to answer questions in determining responsibility.

**Determination Regarding Responsibility:** The Decision makers will issue a written determination regarding responsibility simultaneously to the Parties using the preponderance of the evidence standard.

### Appeal

Following all hearings under this Policy (including, where applicable, hearings in which issues under the Student Code of Conduct have been consolidated), the Respondent and

Complainant may appeal a determination regarding responsibility and from a dismissal of a Formal Complaint based on: (1) procedural irregularity that affected the outcome; (2) new evidence not previously available that could affect the outcome; and (3) bias or conflict of interest on the part of a Title IX official that affected the outcome. In the event of an appeal(s), the Title IX Coordinator may allow a submission(s) by the counterparty(ies), and a reply by the appellant(s), on such terms and timelines as the Title IX Coordinator shall determine. The Title IX Coordinator may also grant extensions of time as the Title IX Coordinator determines to be appropriate.

### Statement of Retaliation

Any retaliation against an individual who has filed a complaint or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated.

### Amnesty

Sometimes students are reluctant to report an incident of sexual misconduct as alcohol or other drugs may be involved. In cases of sexual assault, the College will grant amnesty from violations of alcohol or drug policies to students who file a report and/or who were victimized by an act of sexual misconduct. While amnesty is typically limited to violations involving the use of alcohol and drugs, determinations regarding amnesty are made on a case-by-case basis.

### Title IX Coordinator

The College's Title IX Coordinator oversees compliance with all aspects of this policy. The Coordinator reports directly to the President of the College. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX

Coordinator:

Erin Farmer Noonan Vice President of Human Resource and Title IX Coordinator  
Emmanuel College  
400 The Fenway  
Boston, MA 02115  
[farmer@emmanuel.edu](mailto:farmer@emmanuel.edu)  
617-735-9991

### Employee Responsibilities

Title IX uses the concept of actual notice and requires that the College must "respond promptly" when the Title IX Coordinator and other employees are notified of a report of sexual harassment. This response includes contacting a Complainant and notifying them of the policy and procedures, availability of supportive measures, and ability to file a Formal Complaint. Reports do not automatically trigger the initiation of a formal grievance procedure.

**Mandated Reporter:** The "mandated reporters" (formally referred to as Responsible Employees) must report all relevant details of the incident including the name of the Complainant and Respondent, if known, dates, times, locations, and the names of Witnesses. All employees including faculty and staff are considered mandated reporters.

**Reports Involving Children and Vulnerable Populations:** The College is committed to safeguarding all children, young people, and vulnerable adults involved in our programs, or on our campus.

**Confidential Employees:** The College has designated employees on campus where individuals may make confidential reports. Confidential Employees cannot reveal information to any third party unless one or more of the following conditions are present: the individual has provided written consent to disclose information; there is a

concern about imminent harm to self or others; the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled; or an employee has been charged with providing non-identifiable aggregate information for purposes of the Clery Act.

### **Campus Security Authorities (CSA)**

**Campus Security Authorities:** (CSAs) are individuals who by virtue of their College responsibilities and under the Clery Act, are designated to receive complaints of and report criminal incidents to the Emmanuel College Department of Campus Safety so that they may be included and published in the College's Annual Security and Fire Safety Report.

**Employees' Duty to Cooperate:** Every Emmanuel College employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to this Policy. The failure and/or refusal of any employee to cooperate in an investigation may result in separate disciplinary action, up to and including termination.

## Sexual Misconduct

**Sexual Harassment:** In accordance with the Department of Education, to initiate a grievance procedure outlined in Section IV, the definition of sexual harassment listed below must be met. In appropriate cases, sexual misconduct complaints are consolidated with a related Title IX complaint proceeding, as authorized in the College's Title IX Policy. If the alleged prohibited conduct does not meet this standard, a referral will be made to the appropriate office by the Title IX Coordinator.

a) **Sexual Harassment** is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education
- Sexual assault, dating violence, domestic violence, or stalking

**1. Quid Pro Quo** - An employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct. Allegations arising from quid pro quo harassment under this Policy must involve employees. A single instance of abuse of authority may constitute quid pro quo harassment. Additionally, it still constitutes quid pro quo sexual harassment when a Complainant acquiesces to the unwelcome conduct.

**2. Hostile Environment** - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education.

**3. Sex discrimination** means discriminatory conduct based on sex, including pay or hiring discrimination

**4. Gender-based Harassment** includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, non-verbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.

**5. Unwanted sexual attention**, which includes verbal or physical sexual advances. This may also include unwanted sexual behaviors such as pressuring a person for dates, unwanted



touching including hugging and kissing; dissemination of “revenge porn;” conspiring to sexually harass people; unwelcome conduct that harms and humiliates a person on the basis of sex; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; distributing, viewing or forcing others to view illegal pornography; forcing others to view legal pornography; engaging in voyeurism; and exposing one’s genitals or inducing one to expose their own genitals in nonconsensual circumstances.

**6. Sexual Assault – Rape** (FBI definition) is the penetration, no matter how slight, of the vagina, anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim (or attempts to commit the same). This includes any gender of victim or Respondent.

**7. Sexual Assault – Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of their age or temporary incapacitation (or attempts to commit the same).

**8. Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent, which is 16 in Massachusetts. Attempts to commit statutory rape are also prohibited.

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

**10. Dating Violence** includes any act of violence or threatened violence against a person who is, or has been in, a social

relationship of a romantic or intimate nature with that person. This includes but is not limited to sexual or physical abuse, or the threat of such abuse.

**11. Domestic Violence** includes any felony or misdemeanor crime of violence committed by one person on another where the individuals:

- are or were married to one another;
- are or were residing together in the same household;
- are or were related by blood or marriage;
- have a child in common regardless of whether they have ever married or lived together; or
- are or have been in a substantive dating or engagement relationship.

According to Section 16 of title 18 of the United States Code, the term “crime of violence” means:

- an offense under Massachusetts State law that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony in Massachusetts and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence, as defined by Title IX is considered relationship violence and must be “on the basis of sex.” For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Massachusetts laws that are based solely on cohabitation (e.g. roommates) or family relationship (e.g. parent/child). While non-intimate-relationship violence would not be addressed using this Policy, it would still be counted for purposes of Clery Act reporting

and may be addressed under other College policies.

**12. Stalking** means any course of conduct (more than one act) directed at a specific person (directly, indirectly, through a third party, or other means) that places that person in reasonable fear for his or her safety or the safety of others. For the purposes of this Policy, the behaviors must be directly related to that person's sex.

### Consent

Consent for purposes of this Policy is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity at a mutually agreed upon time. Consent must be informed, freely and actively given. It is the responsibility of the initiator to

obtain clear and affirmative responses at each stage of sexual involvement. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. For example, a position of influence could include supervisory or disciplinary authority. Silence, previous sexual relationships or experiences, and/or a current relationship may not, by themselves, be taken to imply consent. While nonverbal consent is possible it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. An individual who is incapacitated cannot give consent. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Consent cannot be given if any of the following factors are present: Force, Coercion, Incapacitation.

### Reporting Options

The College strongly encourages all who have experienced sexual harassment to report the incident so that the College can provide support and pursue an appropriate resolution. The College prohibits and will not tolerate retaliation against anyone who makes a report.

**Immediate Needs: Safety and Preserving Evidence:** If an incident occurs, the College encourages victims to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate a Complainant to make a complaint or take any further action, but the decision to seek medical help and gather evidence allows Complainants to preserve the full range of available options. The College will assist any community member to get to a safe place, provide transportation for medical help and, if requested, contact law enforcement. For 24/7 help, contact the Department of Campus Safety.

Any person who has experienced sexual harassment is encouraged to take steps to preserve evidence of the incident, as doing so may be necessary to the proof of a crime or to

obtain a protection order from the court. After an incident of sexual assault occurs, one should try to refrain from bathing, showering, brushing teeth, drinking, eating, or changing clothes until the evidence can be collected. If one changes clothes, one should place each garment in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), take care to preserve copies and not delete the originals.

Complainants may choose to file a report with both law enforcement and the College when the incident constitutes both a crime and a violation of College policy.

**Reporting to Law Enforcement:** Conduct that violates this Policy may also violate state and local laws. The College encourages all

individuals to immediately contact law enforcement in situations which may present imminent or ongoing danger by contacting:

- 911 for emergencies
- Emmanuel College Department of Campus Safety 617.735.9710
- Boston Police Department (District B-2), 617.343.4270
- Boston Police Sexual Assault Unit, 617.343.0044

While the College encourages Complainants to contact law enforcement, it is not required. Additionally, the Complainant is still entitled to supportive measures regardless if a report is filed. College officials will provide assistance in contacting law enforcement as needed.

#### **Confidential Reporting Options:**

- Students may call the Counseling Center, Health Services, or Mission and Ministry and ask to speak to a designated confidential counselor.

**Delayed Reporting:** Complainants have the right not to file a report, yet they are highly encouraged to seek medical attention and counseling. Complainants who wish to file a

report at a later date, may do so by utilizing any of the options above. However, please note that a delay in reporting could create obstacles to the College's process for stopping harassment/discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether sexual misconduct occurred.

**Supportive Measures:** Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available without fee or charge to the Complainant or the Respondent, before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed..

**Disability Accommodations and Interpretive Services:** Students with a disability who desire an accommodation regarding this Policy must request an accommodation by following the procedure for requesting an accommodation through Disability Services. Those in need of interpretive services are encouraged to contact Disabilities Services 617.735.9923 or Human Resources at 617.735.9991.

## **College Response to Domestic Violence, Dating Violence, Sexual Assault, or Stalking**

In addition to the actions outlined in the above section, *Title IX Sexual Harassment*, concerning cases involving Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Emmanuel College Policy shall be further stated as noted below.

In the event of sexual assault, dating violence, stalking or domestic violence, Emmanuel College Campus Safety, the Title IX Coordinator and the Office of Students Affairs/Dean of Students will coordinate the most appropriate response as well as available services.

Additionally, Campus Safety will immediately assess the reported conduct to determine whether the circumstances pose an immediate threat to the health or safety of the Emmanuel Community that could warrant any campus-wide safety measures, such as recommendation of the issuance of a timely warning, emergency notification, or no trespass order, or implementation of an emergency removal of the Offender/Respondent. The following actions will be taken, if required:

- The College will assess the immediate safety needs of the victim.
- The victim shall be promptly informed of their right to notify law enforcement officials, including Campus Safety and local police. If requested, College personnel from Campus Safety, the Health Center, the Counseling Center or the Office of Student Affairs will assist the victim in this process.
- Regardless of whether or not a report is filed, the victim will be provided with assistance and resources.
- The College will provide written instructions on how to apply for an order of protection and Campus Safety will assist with the process, if requested.
- The College will provide written information on how to preserve evidence.
- The College will assess the need to implement interim or long-term protective measures to protect complainant, if appropriate.
- The College will provide the complainant and respondent with a written explanation of complainant's rights and options.
- The College will provide a "No Trespass" directive to the accused party if deemed appropriate.
- The College will provide the victim/complainant with access to medical care if requested/warranted.
- The College will provide the victim/complainant with referrals to on and off-campus mental health providers.
- The College will provide a copy of the policy applicable to sexual assault to the victim/complainant and containing information regarding timeframes for inquiry, investigation, and resolution if applicable to the situation.
- The College will provide a prompt, fair and impartial process from the initial investigation to the final resolution.
- The College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
- In cases of sexual assault, where both the accused and accuser are Emmanuel College students, the Dean of Students or designee will review the case and make appropriate administrative decisions, which may include a Student Conduct Hearing. The College reserves the right to remove a student whom it considers to pose a threat to the safety of its community members.

Emmanuel College will, upon written request, disclose to the victim of a crime of violence, or sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense.

**Massachusetts General Laws**  
**Massachusetts General Law Chapter 209A**  
**specifically defines Domestic Violence as:**

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

(a) attempting to cause or causing physical harm;

- (b) placing another in fear of imminent serious physical harm;
- (c) causing another to engage involuntarily in sexual relations by force, threat, or duress.

“Family or Household Members,” persons who:

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

**Massachusetts General Law Section 265  
Section 43 defines Stalking as:**

Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and

(2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of Stalking.

## Restraining Orders and No Contact Orders

Emmanuel College shall assist students and all community members in obtaining orders of protection, no contact orders, restraining orders, harassment prevention orders, and no trespass orders when appropriate. Community members may also seek the assistance of the Boston Police Department.

A community member who is a plaintiff in the aforementioned judicial orders is encouraged to meet with Campus Safety to develop a safety action plan, to reduce risk of harm while on campus or coming and going from campus, if appropriate. This plan may include, but is not limited to escorts, special parking arrangements, provision for temporary housing, changing classroom locations, or allowing a student to complete assignments from home, etc.

The Office of the Dean of Students/Student Affairs may issue an institutional no contact order if deemed appropriate. Emmanuel College Safety may also issue a no contact order if approved by the Dean of Students/Student Affairs.

## Victim Bill of Rights Victim Bill of Rights

The Massachusetts Victim Bill of Rights (M.G.L. c.258B) provides rights and services to crime victims and survivors in Massachusetts in order to ensure a meaningful role for them in the criminal justice system. The links below provide a complete guidebook to your rights as a crime victim in the Commonwealth of Massachusetts:

### The Massachusetts Victim Bill of Rights

[mass.gov/service-details/victim-bill-of-rights-protection-from-abuse](https://www.mass.gov/service-details/victim-bill-of-rights-protection-from-abuse)



[mass.gov/lists/restraining-orderabuse-prevention-order-court-forms](https://www.mass.gov/lists/restraining-orderabuse-prevention-order-court-forms)

### Victims' Rights Resources

<https://www.mass.gov/resources-for-victims>

### The Aftermath of Crime Guidebook

<https://www.mass.gov/doc/the-aftermath-of-crime-guidebook/download>

## Education, Prevention, and Awareness Programs & Training of College Officials

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome;
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels; and
- include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students.

**Risk Reduction** means practices designed to decrease the potential for Sexual Misconduct, and to increase empowerment for victims and bystander intervention in order to promote safety and to help individuals and communities address conditions that facilitate violence. Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for the abuse they perpetrate. However, the following are some strategies to reduce risk of victimization. For example, The Rape, Abuse, & Incest National Network (RAINN) has created a list which can be found here: <https://www.rainn.org/safety-prevention>.

**Bystander Intervention:** Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are "individuals who observe violence or witness the conditions that perpetuate violence. These individuals are not directly involved but have the choice to intervene. The College promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further

harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or need help, ask if he or she is ok.
- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on or off campus resources listed in this policy for support in health, counseling, or with legal assistance.

**Training of College Officials:** Title IX Coordinators, investigators, decision-makers and any person who facilitates an informal resolution process will receive annual training on the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance

process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudgment about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

## Education and Prevention Programs

Emmanuel College recognizes the importance of providing education and training to prevent dating violence, domestic violence, sexual assault and stalking. These topics are addressed through a variety of programs including the First Year Orientation that occurs in June of each year, as well as, a second orientation program which occurs in September upon arrival on campus. Mandatory in-service training also takes place as outlined above in the *Campus Safety Personnel and Authority* section of this report.

Emmanuel College's educational and prevention programs for students, faculty and staff, include:

- Dating Violence
- Stalking
- College Weapons and Drug Prohibitions

**New Student Orientation (June):** The Dean of Students and Director of Campus Safety instructs all students on the following topics:

- Emmanuel College Community Standards
- Sexual Assault and Consent
- Reporting Domestic Violence, Dating Violence, Sexual Assault, and Stalking
- Timely Warnings and Emergency Notifications
- Emergency Preparedness
- Active Threat/Active Shooter
- The Saints Watch Crime Prevention program
- Tolerance for others' opinions and openness to their perspectives.
- Respect for personal and public property
- Violations of state and federal laws and prohibited conduct as outlined below:
  - Sexual Harassment
  - Sexual Assault
  - Domestic Violence

The topic of consent is extensively outlined by the Dean of Students focusing on behaviors and actions that constitute consent to sexual activity. The training video "Consent and Tea" is viewed and discussed. Additionally, risk reduction information and strategies are provided to reduce the occurrence of sexual assault, domestic violence, dating violence, and stalking, to empower victims and to address conditions that facilitate violence. Reporting protocols are outlined and emphasized.

Safe bystander options are discussed, to enable all students, staff, and employees to have positive options available to intervene during situations of domestic violence, dating violence, sexual assault, and stalking.

These topics are also discussed above in the *Campus Safety Crime Prevention Programs and Efforts* section of this report.

**Safety In The City Program (September):** At the start of the Fall Semester all new incoming students attend a Safety in the City Program instructed by the Director of Campus Safety and the Dean of Students. Students are advised that the City of Boston is safe but students must take control and have a plan when they travel throughout the City. Students are asked to take control of their personal safety. The following program elements are outlined and discussed:

- Communicate where you plan to go, for how long and with who and travel in groups.
- How to be safe in the City of Boston
- ATM Safety
- Drink Spiking
- Alcohol Awareness and Civility
- Victimization of an Intoxicated Person
- Public Transportation
- Traffic Awareness
- Fraudulent ID's
- Residence Hall Safety and Security

Director of Campus Safety outlines to all students the Massachusetts State Laws pertaining to Abuse Prevention Orders CH 209A, Harassment Protection Orders CH 258E, and Stalking CH 265 Sec 43. Individual student on-campus safety plans are discussed, if required.

These topics are fully discussed above in the *Campus Safety Crime Prevention Programs and Efforts* section of this report along with the outlined safety tips.

**Athletics Training:** The Dean of Students meets with members of the College athletic team coaching staffs to discuss issues of sexual misconduct, the concept of consent and bystander intervention strategies. The Dean also meets with student-athletes in season to discuss the relevant issues of dating violence, domestic violence, stalking, the concept of consent, and all matters of sexual

misconduct and bystander intervention strategies.

**Title IX Training:** All incoming first year students and transfer students receive mandatory on-line Title IX training during orientation. Also, all new and current employees are required to complete online training regarding matters of sexual harassment, discrimination and Title IX. Domestic violence, dating violence, sexual assault, and stalking are clearly defined as prohibited conduct based on definitions provided by the Department of Education as well as Commonwealth of Massachusetts General Laws.

**“Get Inclusive” On-Line Student Courses:** Title IX/Sexual Assault Prevention- “Voices for change” program. Voices for Change is an online learning experience that exceeds Title IX compliance to help build academic communities of engaged bystanders who can identify harmful situations, and have the motivation and skills needed to intervene. This program is a mandatory program for all incoming first year students and transfer students. Get Inclusive- Voices for Change also focuses on consent and identifying hazing.

**No Zebras Program-Sexual Assault & Stalking** Bystander awareness and action are critical to create an environment that aggressively addresses sexual assault and stalking. In most incidents of sexual assault, stalking, harassment and partner violence there are people, often times people close to the couple, who are aware of these behaviors. These spectators do not understand what is happening, or they don't think it's "any of their business" to get involved. It's critical that they know the steps they can take to get involved and to prevent incidents of violence.

**Alcohol Awareness:** Mandatory online training on alcohol awareness and other drugs for all

incoming first year students and transfer students. All students 21 and older receive refresher alcohol awareness training. Students over 21 who live in Saint Julie Hall and the Notre Dame Residence Hall may bring alcohol to their room only after taking an alcohol training and awareness program by the Department of Residence Life.

**Radical Hope:** This program is offered by the Emmanuel College Counseling Center. This program is a peer-led skill-based wellness program that equips students to cope before a crisis point. The program is committed to improving the lives and futures of young adults by strengthening connections and building resilience.

**Take 48:** This program is offered by the Emmanuel College Counseling Center and is offered to first year students. Take 48 focuses on mental health, leadership, and resiliency.

**DBT Group (Dialectical Behavior Therapy):** This program is also offered by the Emmanuel College Counseling Center. DBT, a form of cognitive behavior therapy, is designed to help people change unhelpful ways of thinking and behaving while also accepting who they are.

**Wellness Fest 2023:** Four-week program focusing on specific dimensions of wellness. Social & Environmental, Academic, Occupational & Financial, Emotional/Mental & Spiritual, Physical & Sexual wellness.

**Emmanuel College Counseling Center:** The Emmanuel College Counseling Center has the mission to support the personal, social, and academic development of students and the wellbeing of the Emmanuel Community. The professional staff provide strengths-based individual and group counseling to undergraduates as well as proactive prevention, education, and consultation across campus. Their multidisciplinary team welcomes and advocates for students of all backgrounds and works to create a safe environment that fosters the unique strengths of each individual. Some of the issues commonly addressed in time-limited counseling include:

- Personal issues: stress and anxiety, depression, loneliness, grief and loss, anger, lack of confidence or self-esteem, pregnancy, medical illnesses, body image or eating concerns.
- Relationship issues: romantic relationship difficulties, sexual concerns, roommate problems, family issues, divorce.
- Developmental issues: identity development, including gender, sexual and racial identity; adjustment to college, graduation and career concerns, life transitions.
- Other issues including sexual harassment or assault, relationship violence, discrimination and racial trauma, immigration concerns, pornography dependence.

## Alcohol and Other Drugs – Statement Addressing Possession, Use and Sale

The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success.

## Alcohol Policy

The Emmanuel College policy on alcohol use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of alcohol. Along with substantial health and safety risks are potentially significant legal consequences. Students, staff and faculty of Emmanuel College are urged to familiarize themselves with the information contained within this policy.

### Guidelines for Alcohol Policy

Emmanuel College is a primarily alcohol-free campus. Except for permitted suites in Saint Julie Hall and Notre Dame Residence Hall, in accordance with the Alcohol Policy for Saint Julie Hall Apartments put forth in the Residence Life Policies and Procedures, the possession, use, or distribution of alcohol by any student or guest on campus or at off-campus Emmanuel sponsored events is prohibited. Students are prohibited from participating in any College activity, on or off college premises, while under the influence of alcohol. No alcohol beverage containers including but not limited to shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled or leased by the College regardless of the owner's age. Students who are over the age of 21 may request a rare exception to this policy for a special event or activity (for example, during senior week) by contacting the Dean of Students/Student Affairs.

### Sanctions for Non-Compliance

Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued enrollment at the College. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College. Also, in appropriate circumstances, as determined

by the College, law enforcement officials may be notified. Unlawful possession, use, or distribution of alcohol may subject a student to criminal penalties.

### Enforcement

Persons suspected of bringing alcohol on their person or in their belongings on property owned or leased by the College will be subject to search by residence hall staff, Campus Safety Staff or other authorized personnel. The responding staff member will document the situation and all students involved may be subject to disciplinary action. Residence Hall staff will address any persons suspected of using or keeping alcohol in a residence hall. In such an instance, residence hall staff will conduct a visual inspection of the location and require the person(s) to gather and, in the presence of the responding staff member, discard all alcohol. Residence Hall staff in conjunction with Campus Safety and/or other authorized personnel will assess the condition of any intoxicated persons involved and provide appropriate care. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff member(s) will document the situation and all students involved may be subject to disciplinary action.

### Alcohol and the Laws of the Commonwealth of Massachusetts

The legal age in Massachusetts is defined by M.G.L. 138 12, which makes it unlawful for licensed vendors to sell to anyone under 21 years of age. Minors are not permitted to purchase or even make arrangements to purchase alcoholic beverages (M.G.L. 138 34A). It is also unlawful for minors to transport any alcoholic beverages (M.G.L. 13834B). Anyone who procures any alcoholic beverages for a minor violates M.G.L. 138 34. The sale of



alcoholic beverages by a licensed vendor to a minor is illegal under M.G.L. 138 34, which also makes it unlawful for a patron to procure such beverages for a minor at any licensed establishment. The same law makes it illegal to deface, alter or otherwise falsify an identification card to obtain alcoholic beverages. The penalty for violating this statute is a \$300 fine. Those of legal age are precluded by the same law from making a false statement about a minor's age in order to effectuate a sale to a minor or from inducing a minor to make a false statement in order to obtain alcoholic beverages.

### **Alcohol and the Laws of the City of Boston Open Containers**

It shall be unlawful for a person to drink from or possess an open container of alcoholic beverages, in or upon any public way, in any park, or playground, or on the private property of another without the consent of the owner. Penalty: Any person in violation of this ordinance shall be punished by a fine and may be placed under arrest.

### **Procuring Alcohol for Underage Persons**

No person shall agree to procure for or deliver to an individual under the age of 21, any alcoholic beverage, sealed or open.

### **Procurement by Intimidation**

No person under the age of 21 shall persuade, intimidate or otherwise cause another to purchase or obtain alcoholic beverages intended for consumption.

### **Transportation of Alcohol**

No person under the age of 21 and who is not in the company of a parent or legal guardian shall knowingly possess or transport any alcohol. This section does not apply to a person between the ages of 18 to 21 acting in the scope of his or her employment. A police officer may arrest without a warrant any person who violates this statute. Please note

that the Boston Police Department is notified of the sale of all Keg Beer. If you have a party or purchase a keg for a party, you could be charged for procurement if officers discover underage guests at the party.

### **Alcohol Education**

The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health Services and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

### **Health Risks Associated with the Use and Abuse of Alcohol**

Alcohol affects every organ in the drinker's body. Intoxication can impair brain function and motor skills, and heavy use can increase risk of certain cancers, stroke, and liver disease. Alcohol interferes with the brain's communication pathways and can affect the way the brain looks and works. These disruptions can change mood and behavior and make it harder to think clearly and move with coordination. Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including the following: cardiomyopathy, arrhythmias, stroke, and high blood pressure. Heavy drinking takes a toll on the liver and can lead to a variety of problems and liver inflammations including steatosis, or fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis. Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the mouth, esophagus, throat, liver and breast. Alcohol can also weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more

liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections—even up to 24 hours after becoming intoxicated.

### **Emergency Assistance**

Students are encouraged to contact Campus Safety at 617 735-9710 for assistance when persons who are suspected of being under the influence of alcohol may pose a danger to themselves or the community.

### **Rehabilitation**

A student who has been determined by the College to have used or to have been under the influence of alcohol in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally, only a student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of expulsion. Such a student will successfully complete an approved rehabilitation program as a condition of continued enrollment. The cost of the program is the responsibility of the student, but may be covered, in whole or in part, by the individual's health insurance, depending on the terms of the policy. The College strongly encourages students to seek assistance for problems with alcohol abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Counseling Center, located in the Wellness Center on the second floor of Marian Hall.

### **Drugs and Narcotics Policy**

The Drug-Free Schools and Communities Act Of 1989, requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by the College in compliance with the requirements of that Act. Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success. The College policy on drug use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of drugs. Along with substantial health and safety risks are potentially significant legal consequences and students are urged to familiarize themselves with the information contained within this policy.

### **Prohibitions**

Emmanuel College supports all laws governing the possession, use and sale of illegal drugs and fully cooperates with the enforcement of all such laws. Please note that although legal for recreational use in the state of Massachusetts, marijuana consumption and possession is prohibited under federal law. Colleges and universities who accept federal funds must remain compliant with the Drug Free Schools and Communities Act Of 1989. The College strictly forbids the use, possession or distribution of illegal drugs, or use, possession or distribution of illegal drug paraphernalia. Note, "drug paraphernalia" includes materials, products, instruments or items used to create, manufacture, distribute, use, or otherwise manipulate any drug. Paraphernalia includes, but is not limited to hypodermic needles, syringes, bongs, pipes, grinders, scales. Because they may be used to ingest illegal stimulants, vapes are also considered drug paraphernalia. The College also strictly forbids the use of illegal drugs at

College sponsored events off campus. In addition, all students present at the time of a drug violation may be subject to disciplinary action.

### Sanctions for Non-Compliance

Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued enrollment at the College. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College. Also, in appropriate circumstances, as determined by the College, law enforcement officials may be notified. Any student determined to be manufacturing, dealing, selling, or distributing illegal drugs on or off campus faces dismissal from the College. The College will assume a student is dealing drugs if the student possesses a large quantity of illegal drugs. For example, more than two ounces of marijuana and more than four grams of cocaine would constitute a large quantity of illegal drugs.

### Enforcement

Persons suspected of bringing illicit drugs on their person or in their belongings on property owned or leased by the College will be subject to search by the residence hall staff, Campus Safety staff or other authorized personnel. The responding staff member will document the situation. All students involved may be subject to disciplinary action. Residence hall staff members will address any persons suspected of using or keeping illicit drugs or paraphernalia in a residence hall. In such an instance, residence hall and/or Campus Safety staff will conduct a visual inspection of the location and require the resident(s) to gather and surrender any illicit drugs or paraphernalia. Campus Safety will confiscate all found/surrendered illicit drugs or paraphernalia. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff

member(s) will document the situation and all students involved may be subject to disciplinary action.

### Federal Drug Offenses

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional and unauthorized manufacture, distribution or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute or dispense. Federal law also prohibits the knowing, intentional and unauthorized creation, distribution, dispensing or possession with intent to distribute or dispense a "counterfeit substance." Simple possession without necessarily the intent to distribute is also forbidden by federal law and carries a penalty of imprisonment. Furthermore, attempts and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law. Specific drug crimes carry greater penalties, including:

- The distribution of narcotics to persons under 21.
- The distribution or manufacturing of narcotics near schools and colleges.
- The employment of juveniles under the age of 18 in drug trafficking operations.
- The distribution of controlled substances to pregnant women.
- The penalties for violating federal narcotics statutes vary considerably and may be harsher based on two principal factors: 1. The type of drug involved (heroin, cocaine, marijuana, LSD, etc.) 2. The quantity of the drug involved.

### Education

The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health Services

and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

### **Health Risks Associated with the Use of Illicit Drugs**

For additional information on these and other drugs, please visit the National Institute on Drug Abuse.

#### **Cannabis (marijuana)**

Marijuana use can have a variety of adverse, short- and long-term effects, especially on cardiopulmonary and mental health. Heart rate can increase anywhere from 20-100 percent, and it was estimated that users have an almost five-fold increase in heart attack risk in the first hour after smoking marijuana. Several studies have shown an association between chronic marijuana use and mental illness. High doses of marijuana can produce a temporary psychotic reaction (involving hallucinations and paranoia) in some users and using marijuana can worsen the course of illness in patients with schizophrenia. A series of large prospective studies also showed a link between marijuana use and later development of psychosis. Associations have also been found between marijuana use and other mental health problems, such as depression, anxiety, suicidal thoughts among adolescents, and personality disturbances, including a lack of motivation to engage in typically rewarding activities.

#### **Cocaine/Crack**

Cocaine is a strong central nervous system stimulant that increases levels of the neurotransmitter dopamine and ultimately disrupts normal brain communication. With repeated use, cocaine can cause long-term

changes in the brain's reward system as well as other brain systems, which may lead to addiction. Most seriously, people who use cocaine can suffer heart attacks or strokes, which may cause sudden death. Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure.

#### **Heroin**

Heroin abuse is associated with several serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Chronic use of heroin leads to physical dependence, a state in which the body has adapted to the presence of the drug. If a dependent user reduces or stops use of the drug abruptly, he or she may experience severe symptoms of withdrawal.

#### **Narcotic Analgesics**

Narcotic analgesic drugs may cause constipation, lightheadedness, dizziness, drowsiness, stomach upset, nausea, and flushing. When taken by routes other than as prescribed, there is an increased risk of depressed respiration, which can lead to coma and even death. In combination with alcohol there is a risk of dangerous slowing of heart rate and respiration, coma, and death.

#### **Hallucinogens**

Hallucinogenic drugs can have a wide range on side effects which can be dependent upon the drug taken. These effects can include the following: depression, paranoia/panic, emotional instability, impulsive behavior, and distortions in perception. Other effects include increased body temperature, heart rate, blood pressure; nausea; numbness; dizziness; weakness; tremors; sleeplessness; blurred

vision. High doses of these drugs can cause the following: seizures, coma, hyperthermia, memory problems, feelings of invulnerability and exaggerated strength, and fear of insanity and death.

### **Emergency Assistance**

Students are encouraged to contact Campus Safety at 617 735-9710 for assistance when persons who are suspected to be under the influence of drugs and who may pose a danger to themselves or the community. Please be advised of the College's Amnesty Policy/Safety First policy.

### **Rehabilitation**

A student who has been determined by the College to have used or to have been under

the influence of drugs in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. The College strongly encourages students to seek assistance for problems with drug use and abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Counseling Center, located in the Wellness Center on the second floor of Marian Hall.

## **Annual Crime Statistics 2022-2021-2020**

### **Unfounded Crimes**

Emmanuel College may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where a sworn Emmanuel College Special State Police Officer or appropriate law enforcement agency has fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded." The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not deem a crime report Unfounded. Emmanuel College Campus Safety must report and disclose in its annual security report statistics the total number of crime reports of this section that were "unfounded" and subsequently withheld from its crime statistics pursuant to this section during each of the three most recent calendar years.

### **Annual Crime Statistics**

The following statistics represent those categories which are reportable under the Crime Awareness and Campus Safety Act of 1990. These statistics are for the calendar years indicated. If you should have any questions contact the Director of Campus Safety at (617) 735-9710. The information regarding 'public property' was obtained from the Boston Police Department and the Massachusetts State Police.

### **Criminal and VAWA Statistics**

These statistics include crimes reported directly to Emmanuel College Campus Safety, to local law enforcement agencies, and to "campus security authorities". Campus security authorities are defined as college officials who have 'significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings'. Professional mental health and religious counselors are exempt from reporting requirements.



	On Campus			Non-Campus			Public Property			Residence Halls <sup>1</sup>		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	1	0	0	0	0
<b>Sex Offenses</b>												
Rape	0	3	0	0	0	0	0	0	0	0	3	0
Fondling	0	0	1	0	0	0	0	0	0	0	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence/VAWA	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence/VAWA	1	0	0	0	0	0	0	0	0	1	0	0
Stalking/VAWA	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	36	31	10	0	0	0	0	0	0	36	31	10
Drug Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	3	11	0	0	0	0	0	0	0	3	11
Illegal Weapon Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0

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

Emmanuel College reports no unfounded crimes for 2020-2021-2022.

Non-Campus Property refers to “Any building or property owned or controlled by a student organization that is officially recognized by Emmanuel College” or “Any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.”

Public Property is defined as “All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.” If you have any questions, please contact the Director of Campus Safety.

## Hate Crimes

Hate crimes are noted by category of bias (race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability)

- No Clery reportable bias incidents in 2020
- No Clery reportable bias incidents in 2021
- No Clery reportable bias incidents in 2022

## Safety Tips

- Listen to and act on your intuition. It is better to be safe and risk a little embarrassment than to stay in an uncomfortable situation that may be unsafe.
- If you are in danger or being attacked and want to get help, yell “Call 911!” or give specific directions to onlookers. For example: “You! Get the police!” or “Walk me to the store on the corner. I’m being followed.”
- Have your keys ready when approaching your car or building.
- Vary your routine; drive or walk different routes every day.
- If you suspect that someone is following you by foot or in a car, do not go home (or they will know where you live). Go to a trusted neighbor, to a public place to call police, or directly to a police station.
- Do not label keys with your name or any identification.
- Do not talk about your social life or vacation plans where strangers can overhear you. Do not post your plans on any social networking sites that can be viewed by the public.
- Program the Campus Safety telephone number (617-735-9710) into your cell phone.

## Safety in Your Off-Campus Home

- Have lights in all entrances.
- Have secure locks on all doors and windows.
- Do not use your full name on the mailbox, in the phone directory, or on your answering machine.
- Do not leave a schedule of your times away from home on your answering machine or door.
- If you live alone, do not let strangers know. Make believe you have a roommate or big dog.
- Know which of your neighbors you can trust in an emergency.
- Check who is at the door before opening it, and do not open the door to an unexpected visitor.
- Do not hide extra keys in easily accessible places. Criminals will find them.
- Do not disclose your full address, full date of birth, or telephone number on any social networking sites that can be viewed by the general public.
- Ask for photo identification of all repair persons, etc. If you are still suspicious, call to verify employment.
- Never give personal information to telephone solicitors.

- Consider creating a “safe room” with a separate telephone line or cellular phone and strong locks.
- If someone breaks in, you can retreat there (with children) and call for help.
- Do not let strangers into your home to use the phone. Offer to make the call for them.

### **Safety When Traveling on Foot**

- Do not wear headphones or talk on a cell phone while walking or jogging. Stay alert.
- Do not hitchhike.
- Be very careful using outside ATMs at night or in unfamiliar surroundings.
- When on the street, walk facing oncoming traffic. It will be harder for someone to pull you into a car and abduct you.
- Tell someone where you will be or if you will be with someone you do not know well, and what time you are supposed to return.
- Do not overload yourself with packages. If you must have your hands full, visualize how you would respond if approached, how you would get your hands free, etc.
- Do not read while walking or standing on the street.
- If you wear a purse or bag with a shoulder strap(s), be prepared to let it go if snatched. Otherwise, you may be hurt if the mugger knocks you down and drags you while fleeing with your purse/bag.
- If someone asks you for directions, and if you choose to reply, remain at least two arm lengths away.
- Try never to walk anywhere alone. If you are upset or under the influence of drugs or alcohol, avoid being on the street alone.
- When dropping someone off, make sure they are safely inside before

driving away; have them do the same for you.

### **Safety in the Car**

- Check inside and around your car before entering to ensure that no one is hiding there.
- Check your surroundings before getting out of your car.
- Do not pick up hitchhikers.
- Keep doors locked and windows rolled up so that a hand cannot reach in.
- If a group of suspicious people approaches you when you are stopped at a red light at a deserted intersection, run the light if your intuition tells you that the situation could get dangerous.
- Do not let your gas indicator fall below one-quarter of a tank.
- Plan your route and check a map before you start out.
- Park in well-lit, heavily traveled areas if possible.
- Try not to park next to a van, as you could be pulled in through the sliding door.
- Do not leave valuables in plain sight inside your car.
- Give only your ignition key to a parking attendant or valet.
- If you see an accident or stranded motorist, report it.
- Carry in your car: flashlight, flares, fix-a-flat, maps, comfortable warm clothing, first aid kit, empty gas can, white cloth to tie to antenna to signal distress, and cell phone.
- Learn basic auto maintenance.

### **Safety on Public Transportation**

- Beware of overheard conversations. Do not tell anyone on the bus or subway where you are going.
- Stay awake and alert.
- Have exact change or your MBTA pass/ticket ready.

- Try to sit near the driver.
- If you sense someone following you when you disembark, walk toward a

populated area. Do not walk directly home.

## Annual Fire Safety Reporting

### Overview

The Higher Education Opportunity Act (Public Law 110-315) requires all United States academic institutions of higher education to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Emmanuel College.

### General Statement of Emmanuel College Resident Housing

All Emmanuel College owned and operated residence halls and apartments are in compliance with City of Boston and Massachusetts State Fire codes and Regulations.

### Reporting a Fire

Anyone reporting an on-campus fire should call 911 immediately and then contact Campus Safety at 617 735-9888 or 617 735-9710.

### Residence Hall Fire Safety Systems

#### On Campus

<i>Residence Hall</i>	Fire Detection System	Fire Suppression System	Minimum Fire Drills Each Year	System Suppression	Evacuation Plans/Placards	Fire Extinguishers Present	Fire Alarm Monitored at Campus Safety
<i>St. Julie Hall</i>	Yes	Full System	2	Yes	Yes	Yes	Yes
<i>Loretto Hall</i>	Yes	Full System	2	Yes	Yes	Yes	Yes
<i>St. Joseph Hall</i>	Yes	Full System	2	Yes	Yes	Yes	Yes
<i>St. Ann Hall</i>	Yes	Full System	2	Yes	Yes	Yes	Yes
<i>Notre Dame</i>	Yes	Full System	2	Yes	Yes	Yes	Yes

#### Non-Campus

<i>Residence Hall</i>	Fire Detection System	Fire Suppression System	Minimum Fire Drills Each Year	System Suppression	Evacuation Plans/Placards	Fire Extinguishers present	Fire Alarm Monitored at Campus Safety
<i>Trilogy Apartments</i>	yes	Full System	N/A	Yes	Yes	Yes	N/A

### Fire Safety Improvements and Upgrades

Emmanuel College Campus Safety and Facilities Department annually review the fire systems in Residence Halls and ensure upgrades, repairs or revisions, as required. Licensed technicians certify that these systems are properly working as prescribed by the City of Boston and Massachusetts State Fire Codes. Emmanuel College receives regular inspections from the Boston Fire Department in advance of certain Facility Improvements and annual Commencement.

### Residence Hall Fire Drills

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. Fire drills are scheduled with Campus Safety and the Facilities Department. Fire drills are typically scheduled within the first three (3) weeks of the beginning of the semester.

Evacuation route maps are posted in each resident's room showing where the closest egress route is and the assembly area outside of the Residence Hall. Incidences of community members failing expeditiously evacuate a Residence Hall during a fire drill are appropriately documented and referred to the Dean of Students for corrective action.

### Fire/Life Safety Education

The Department of Residence Life provides the following to all students:

#### Fire Safety

- If a student or any member of the Emmanuel College community discovers a fire, the student should ring the alarm and immediately leave the building according to evacuation procedures. The student can then call 911 and notify Campus Safety (617 735-9888 or 617 735-9710).
- Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate! Failure to do so will result in disciplinary action and a fine.
- Each student is responsible for knowing the fire exits throughout the building.
- Elevators should never be used when the fire alarm rings.
- Emergency exits may be used in case of emergency only.
- It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to

tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.

- Candles, incense, live Christmas trees, ceiling decorations, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots, coffeemakers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor.
- Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.

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

Residence Life policy on evacuation from residence halls is in the student handbook,



and is discussed with residents when they move into the residence hall, as follows:

### Evacuation procedures

The Department of Residence Life policy on evacuation from residence halls is enumerated in the student handbook, and is discussed with all residents when they move into the Residence Hall. The following guidance is provided:

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

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

### Additional Community Fire Safety Tips

- Campus Safety will assist the fire department and will respond as needed.
- Do not enter a building that is on fire.
- Advise Campus Safety if you know that someone is in the building.
- Always report any fire, even if it has been extinguished.
- Report vandalized or discharged fire extinguishers to Campus Safety.
- Make sure you know what your building's fire alarm sounds like.
- Know your evacuation route (at least two exits).

- Close doors to help prevent the fire from spreading.
- Do not open doors if you suspect fire may be on the other side.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- Never prop open or lock a fire exit.
- College policy dictates that when a fire alarm sounds in any building, the building will be evacuated for everyone's safety.

### Fire/Life Safety Inspections

During the fall semester, a residence life staff member conducts a fire/life inspection of all Residence Hall Rooms. If the student is not present the room is still inspected. Should a violation be found, the student(s) will receive an official written notification indicating what the violation was, as well as, the mandated remedy. If the violation(s) have not been corrected after an unannounced re-inspection, the student will be subject to disciplinary action as prescribed by the Dean of Students.

Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items attached to sprinkler heads
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heater
- Tampered with a smoke detector

- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds — including rooms with no guardrails
- Any other situation deemed unsafe by the staff inspector

### Statistics and Reports of On-campus Student Housing Fire(s)

Residence Hall	Street Address	2020			2021			2022		
		# of Fires	Injuries	Deaths	# of Fires	Injuries	Deaths	# of Fires	Injuries	Deaths
St. Julie Hall	300 Brookline Ave	0	0	0	1	0	0	0	0	0
Loretto Hall	420 The Fenway	0	0	0	0	0	0	0	0	0
St. Joseph Hall	430 The Fenway	0	0	0	0	0	0	0	0	0
St. Ann Hall	410 The Fenway	0	0	0	0	0	0	0	0	0
Notre Dame	17 Highland Park Street	0	0	0	0	0	0	1	0	0

### Policy on Smoking

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

### Definitions

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

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

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

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

**Fire safety system** - Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns or strobe

lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

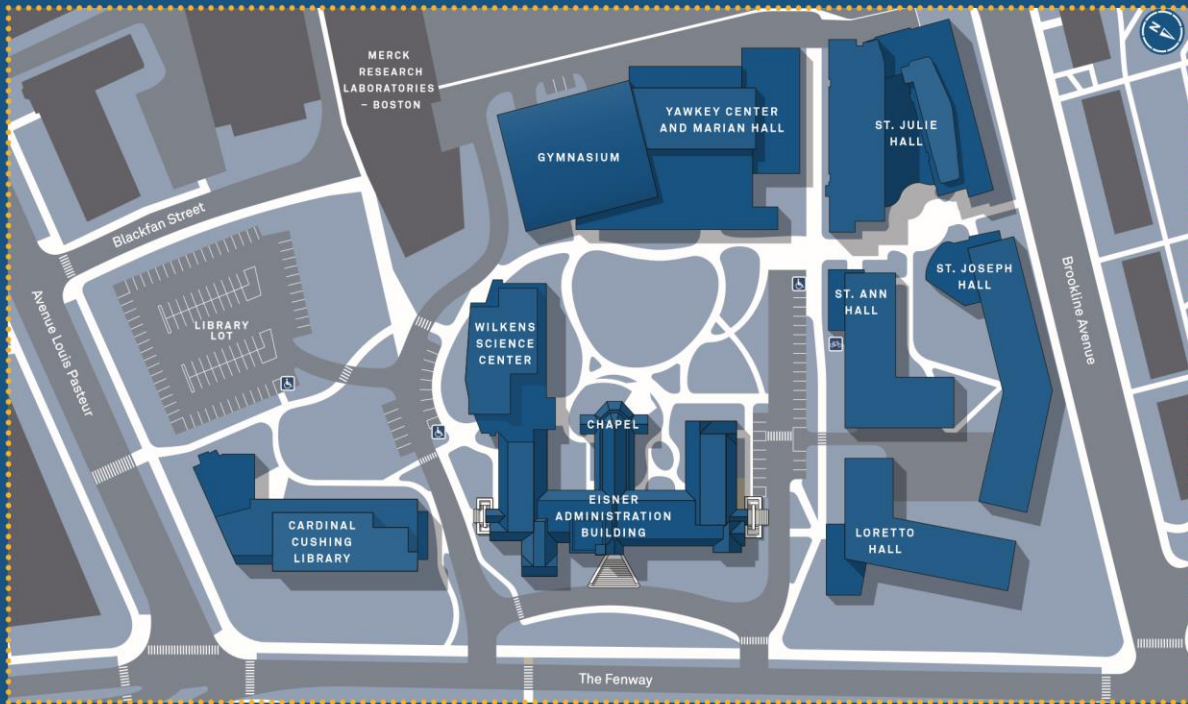
**Value of Property Damage** - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business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

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

## Emergency Telephone Numbers and Critical Resources

STATEWIDE EMERGENCY	911
<b>ON Campus</b>	
Emmanuel College Campus Safety	
<ul style="list-style-type: none"> <li>Emergency</li> </ul>	<b>617-735-9888 (5-9888)</b>
<ul style="list-style-type: none"> <li>Non-Emergency</li> </ul>	617-735-9710 (5-9710)
Department of Health Services	617-264-7678 (4-7678)
Counseling Services	617-735-9920 (5-9920)
Office of the Dean of Students	617-735-9917 (5-9917)
Department of Residence Life	617-735-9746 (5-9746)
Academic Resource Center	617-735-9755 (5-9755)
<b>OFF Campus</b>	
Beth Israel Deaconess Medical Center	617-667-7000
Boston Area Rape Crisis Center (24 HRS)	1-800-841-8371
Boston Police Department B-2	617-343-4270
Boston Police Dept. Sexual Assault DIV.	<b>617-343-4400 or 911</b>
<i>Casa Myrna Vasquez, (for battered woman)</i>	<i>1-877-785-2020</i>
Center for Violence Prevention and Recovery	617-667-8141
Fenway Community Health Center's Victim Recovery Center	617-927-6250
National Domestic Violence Hotline	1-800-799-7233
Rape, Abuse, Incest National Network (RAINN)	1-806-656-HOPE (4673)

## Emmanuel College Main Campus Map



### CARDINAL CUSHING LIBRARY

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

### EISNER ADMINISTRATION BUILDING

Academic Advising  
Academic Affairs  
Auditorium  
Business Office  
Campus Safety  
Center for Diversity, Equity & Inclusion  
Chapel  
Development & Alumni Relations  
Fenway Room  
Finney Reception Room  
Graduate & Professional Programs  
Human Resources  
Information Technology Helpdesk  
International Programs  
Mailroom & Copy Center  
Marketing & College Relations  
Mission & Ministry

Muddy River Café  
President's Office  
Registrar  
Student Affairs Administration  
Student Financial Services  
Treasurer's Office

### JEAN YAWKEY CENTER AND MARIAN HALL

Athletics & Recreation  
Atrium Café  
Commuter Lounge  
Fitness Center  
Gymnasium & Yosinoff Court  
Health & Wellness Center  
Jean Yawkey Center for Community Leadership  
Conference Room  
Marian Hall Dining Room  
Maureen Murphy Wilkens Atrium  
Maureen Murphy Wilkens School of Nursing & Clinical Sciences  
New Student Engagement & Transition  
Parking Garage  
Student Involvement  
Student Government, Student Clubs & Organizations

### MAUREEN MURPHY WILKENS SCIENCE CENTER

Admissions Office  
Connors Atrium  
Leslie Ferrick McCafferty Career Center  
Parking Garage

### SAINT JULIE HALL

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

### SAINT ANN HALL

Facilities Department  
Residence Life & Housing

### SAINT JOSEPH HALL

Bookstore  
Strength & Conditioning Fitness Center

### LORETTO HALL

 Accessible Parking

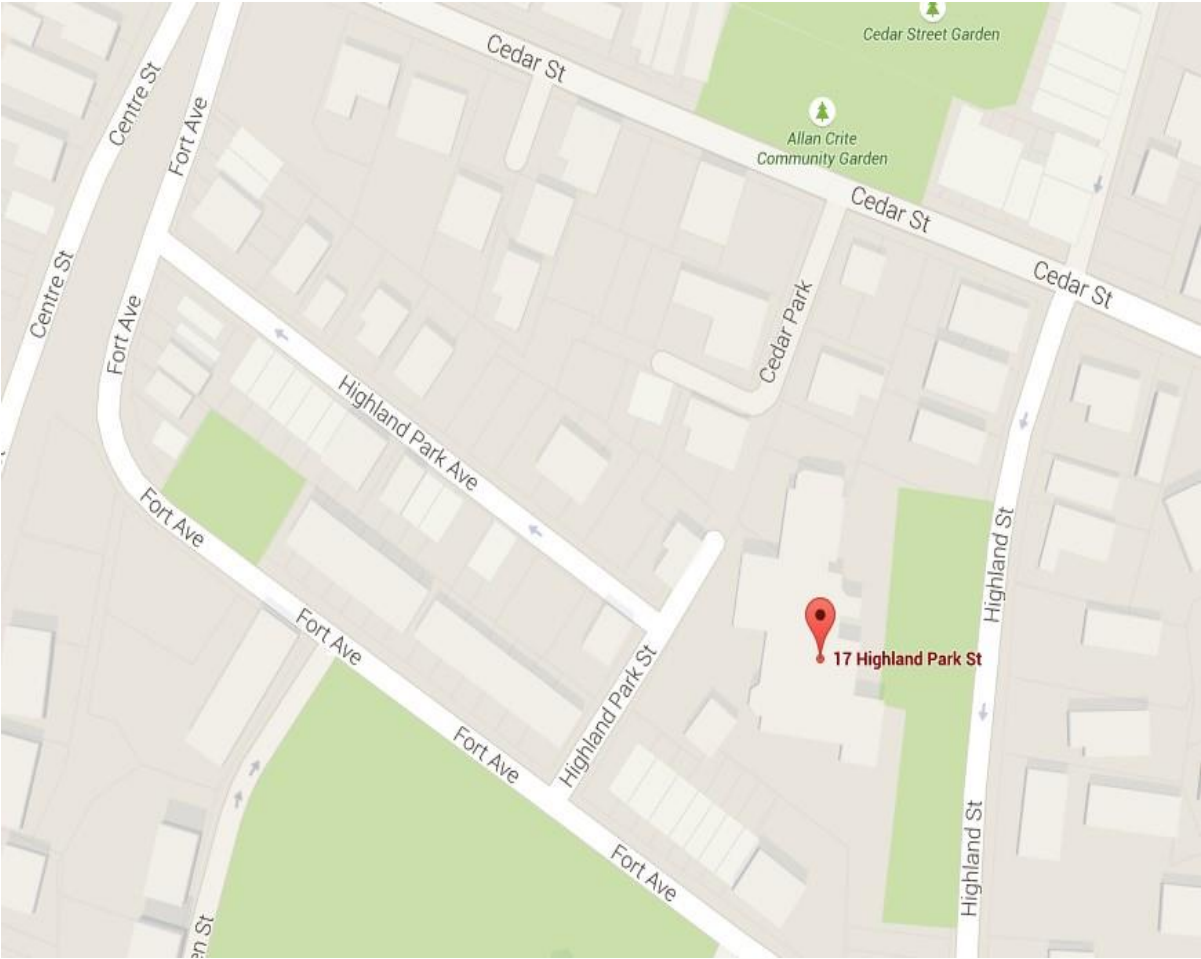
 Bicycle Parking



**EMMANUEL COLLEGE**



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







**EMMANUEL**  
COLLEGE

**Department of Campus Safety**  
400 The Fenway, Boston, MA 02115  
[www.emmanuel.edu](http://www.emmanuel.edu)