

Annual Security and Fire Safety Report for Calendar Year 2014

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Table of Contents

ABOUT THE COLLEGE & DEPARTMENT 4

Statement of Non-Discrimination 4

Department Bias Based Profiling Policy 4

Campus Police at a Glance 4

Campus Police Administrative Office & Parking Office Hours: 4

The Department’s Enforcement Authority 4

Back-Up Aid & External Support 4

Crimes in or on Non-Campus Buildings/Property 4

Central Dispatch 4

Mission Statement 4

Vision Statement 5

Police Accreditation 5

HOW TO REPORT A CRIME 5

CAMPUS SECURITY AUTHORITIES 6

Responsibilities of Campus Security Authorities 6

Confidential Reporting Policy 6

CAMPUS CRIME STATISTICS REPORTING POLICIES 6

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING 7

Rape and Other Sexual Assault 7

What is Sexual Assault? 7

What Services does Campus Police Provide to Survivors? 7

Domestic & Dating Violence 7

What are Domestic Violence and Dating Violence? 8

Stalking & Cyber Stalking 8

What is Stalking? 8

Reporting Incidences of Domestic Violence, Dating Violence, Sexual Assault & Stalking 8

College Support for Survivors & Victims 9

Safety Measures 9

Campus & Court Orders 10

Housing, Academic, and Other Campus Changes 10

Confidentiality of Victim/Survivor 10

Assistance in Connecting with External Resources 10

Maintaining Evidence in Cases of Sexual Assault, Domestic Violence, Dating Violence, and Stalking 10

Programs on Crime Awareness & Safety Tools 10

College Judicial and Disciplinary Procedures for Criminal Acts 11

Rights of Accuser & Accused 11

Title IX Investigations and Police Investigations 11

Standard of Evidence 11

Crimes Allegedly Committed by Students 12

Potential Sanctions - Students 12

Crimes Allegedly Committed by College Employees 12

Potential Sanctions – Employees 12

Programs on Domestic Violence, Dating Violence, Sexual Assault, and Stalking 13

Resources for Victims & Survivors 13

Sexual Offender Registry and Access to Related Information 13

Massachusetts Sex Offender Registry Board 13

National Sex Offender Registry 13

Being an Active Bystander 14

What can I do if I Believe Someone is in an Unsafe Situation? 14

FIVE COLLEGE EMERGENCY RESOURCES 15

CLERY ACT CRIMES 2012 – 2014 16

Referrals 17

Federal Law Bias Incidents 18

CAMPUS EMERGENCIES 18

Emergency Response	18
Building Evacuation	18
Persons with Disabilities	19
Campus-Wide Evacuation	19
Safety Alerts (“Timely Warnings”) and the Campus Emergency Notification System.....	19
Emergency Alert Levels	20
About the Emergency Mass Notification System.....	20
Testing of the Emergency Mass Notification System.....	20
Emergency Contact Information	21
DAILY CRIME & FIRE INCIDENT LOGS	
(HTTP://WWW.SMITH.EDU/CAMPUSPOLICE/CRIME_DAILYLOG.PHP).....	21
ANNUAL CLERY ACT REPORT	21
ACCESS TO CAMPUS BUILDINGS AND GROUNDS	21
Access to Campus Programs	21
Access to Campus Houses	22
Security Considerations in the Maintenance of Facilities	22
Off-Campus Student Organizations	22
Crime Prevention Programs.....	22
STUDENTS’ RESPONSIBILITIES UNDER THE LAW.....	23
Drugs and Alcohol on Campus	23
Campus, Local, and State Sanctions Concerning Alcohol and Drugs	23
Possession of Marijuana.....	24
Drug & Alcohol Treatment Programs	24
Drug and Alcohol Resources	24
FIREARMS AND OTHER WEAPONS ON CAMPUS	24
PERSONAL SAFETY.....	25
Safety on Campus.....	25
Active Shooter Procedures	26
MISSING PERSON POLICIES AND PROCEDURES	28
FIRES AND FIRE PREVENTION	29
Fire Evacuation Policy	29
Fire Safety Policies	29
Prohibited Items in Campus Houses:	29
Community Responsibilities.....	29
What should I do if I discover a fire?.....	Error! Bookmark not defined.
CAMPUS FIRE STATISTICS	30
Fire and Evacuation Drill Statistics	31
Residential Fires by Location 2012 - 2014.....	31
Campus Fire Logs	31
Student Residence Hall Fire Safety and Sprinkler Systems.....	32
EMERGENCY BLUE LIGHT PHONES.....	33
IMPORTANT PHONE NUMBERS	35
Helpful Websites	35
APPENDIX A.....	36
Definitions of Clery Act Crimes	36
Definition of Weapon Law, Drug Abuse, & Liquor Law Violations (Only Arrests & Referrals are Reportable).....	38
Fire Safety Definitions	38

A Note to Our Readers:

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This document is available online at <https://www.mtholyoke.edu/sites/default/files/campuspolice/docs/ClerySmith2012.pdf>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and non-campus property sites, the offices of the Dean of the College, Dean of Students, Residence Life, Student Programs, Health and Counseling Services and Department of Athletics. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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

If you have any questions about anything contained in this report, please contact the Campus Police Department at x2490 (dial 413-585-2490 from off campus or from a cell phone.)

About the College & Department

Statement of Non-Discrimination

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

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

Smith's admission policies and practices are guided by the same principle, concerning women applying to the undergraduate program and all applicants to the graduate programs.

Department Bias Based Profiling Policy

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

Campus Police at a Glance

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

Campus Police Administrative Office & Parking Office Hours:

Mon – Fri 8:30am – 4:00pm

Officers & Dispatchers are on duty 24 hours/day, 365 days/year

The Department's Enforcement Authority

Officers are authorized under Massachusetts General Law 22C, Section 63, to enforce federal and state laws and have the power to arrest, just like any other police force in Massachusetts.

The Department enforces the Massachusetts General Laws and protects life and property on campus by providing law enforcement and security and by responding to emergencies.

Back-Up Aid & External Support

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

Under Massachusetts law, the State Police are notified of any death on campus and can have jurisdiction over any criminal incident that occurs on campus. The Northampton Fire Department responds to fire and medical emergencies to supplement to department services.

Crimes in or on Non-Campus Buildings/Property

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

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

Central Dispatch

The three college Campus Police Department utilizes a central dispatch center which provides dispatch services to all three campuses 24 hours a day, 365 days per year. The Center is staffed by 9 full- and part-time dispatchers as well as some on-call dispatchers.

Mission Statement

The mission of the Campus Police Department is to work in partnership with all the members of our communities to foster a relationship of trust and cooperation in order to provide a safe and welcoming environment that is consistent with the values and goals of our college communities. The Department will accomplish this mission through its commitment to community policing, an organizational culture that respects and protects the civil rights of all individuals, adherence to the principles of accountability and transparency and the retention and professional development of our personnel.

Vision Statement

The Department is committed to being an outstanding organization and a leader among campus police departments by hiring and promoting talented officers and professional staff, employing the highest standards of accountability, performance, progressive policing strategies, and reflecting the institutional values of the three colleges we serve.

The Department strives to adhere to the highest standards and reflect the diversity of its community members. The members of our communities and the officers and professional staff of the campus police must be united in their commitment to addressing crime, social justice, and quality of life issues by engaging one another in problem-solving partnerships.

Campus policing strategies and programs will be driven by accurate, timely and reliable information supplied by state-of-the-art technologies and sustained through the Department's engagement of all of our colleges' diverse populations and organizations.

The Department strives to maintain the trust and confidence of community members by actively engaging with the students, staff, faculty and guests of the colleges we serve. The Department seeks to make its policies and operations as transparent as possible. When there are complaints involving the campus police, both the community members and the officers are best served by a system of accountability that is expeditious and fair to all involved.

To implement this vision, the Department must reward the hard work, initiative, and dedication demonstrated by its employees, and must offer professional development and career opportunities for advancement and retention. This will ensure that employees see the department as a career and strive to become our next generation of leaders.

Police Accreditation

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

How to Report a Crime or Emergency

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

Call Campus Police if you see...

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

Call Campus Police if you hear...

- Someone screaming.
- Breaking glass.
- A stranger trying to enter your building.
- A call for police.
- A call for help.
- Loud or obscene shouting indicating a disturbance.
- An explosion or gunshots.

If you notify Campus Police, the dispatcher will send officers (and ambulances, if necessary) to any section of the campus. Please try to have the following information for the dispatcher:

- What you see or hear.
- The address or location of the incident.
- The number of people involved.

- A description of the people involved.
- License numbers and descriptions of cars involved.
- The direction of fleeing suspects.
- Your name and address (if you wish to give it).

Campus Security Authorities

The Campus Police Department is the campus agency required to compile Clery Act crime statistics for incidents reported on campus. While the Department encourages victims to report crimes occurring on the campus directly to Campus Police, we also collect crime data from other administrators on campus who are required to report crime statistics to the Campus Police Department for inclusion in the Annual Clery document as well as for the issuance of Safety Alerts (see below). Such designated “Campus Security Authorities” are defined in the Clery Act as “any individual who has responsibility for campus security but who does not constitute a campus police or security department..., or who has significant responsibility for student and campus activities.” This includes:

- The Dean of the College
- Dean of Students
- Director of Residence Life and Resident Advisors
- Title IX Coordinators and Deputy Coordinators
- Director of Athletics and Coaches
- Study Abroad & Field Study coordinators
- A number of other program directors
- Faculty and staff advisors to student groups and organizations
- Monitors at campus buildings and events

Responsibilities of Campus Security Authorities

Campus Security Authorities are required to inform the Campus Police Department of any criminal incidents reported to them so that these incidents can be recorded as statistics by the department and, where appropriate, be included in the College’s annual security report.

Incidents that pose a threat to the community must be reported to Campus Police immediately so a determination can be made as to whether or not an emergency notification must be made to the community.

Professional and pastoral counselors are exempt from the requirement to report crimes to Campus Police when that information is received by them while they are acting in that pastoral or counseling role. However, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Confidential Reporting Policy

A Campus Security Authority is not required to disclose to the Campus Police confidential information concerning an incident, such as information that would identify a victim of a crime who wishes for their identity to remain confidential. However, the crime must be reported to Campus Police immediately as a statistic only.

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

Campus Crime Statistics Reporting Policies

The Campus Police Department documents reports of crimes that occur on campus according to the Federal Bureau of Investigation Uniform Crime Reporting (NIBRS edition) Hate Crime Data collection guidelines and standards in accordance with state and federal law. Additionally, the Department annually reports statistics in accordance with Clery Act provisions.

These statistics are gathered from Campus Police reports, from Campus Security Authorities, and from police departments with jurisdiction over public property immediately surrounding the campus and from those having jurisdiction for non-campus property. The statistics are collated by Campus Police and reviewed for inclusion in this annual report. Statistics must be shared with Campus Police immediately when a crime reported to a Campus Security authority represents a threat to the community or portion thereof (See Campus Security Authorities above.)

The Clery statistics are contained in the annual security report which is made available to every prospective Smith student and prospective employee by request from the Campus Police Department during normal business hours and anytime on the department’s website at

www.smith.edu/campuspolice/. These statistics are also reported to the U.S. Department of Education website. Data from our institutions and all others throughout the U.S. is available online at <http://ope.ed.gov/security/>.

The Campus Police Department is the campus agency required to compile Clery Act crime statistics for incidents reported on campus.

- These crime reports are forwarded monthly to the Massachusetts State Police Crime Reporting unit that then forwards them to the FBI.

Sexual Assault, Domestic Violence, Dating Violence, & Stalking

Sexual assault, domestic violence, dating violence, and stalking are prohibited by college policy and state law.

Rape and Other Sexual Assault

The Smith College Campus Police Department complies with the Federal Higher Education Amendments of 1992 (Public Law 102-325) and subsequent amendments as well as the 2013 amendments to the Violence Against Women Act (VAWA), which contain provisions requiring colleges to develop and disseminate domestic violence, dating violence, sexual assault, and stalking policies. It is crucial that individuals report incidences of rape and sexual assault so that offenders can be apprehended and kept from repeating their actions.

What is Sexual Assault?

The Clery Act, as amended by the reauthorization of the VAWA Act, breaks sexual assault into four categories: rape, forcible fondling (called indecent assault & battery in Massachusetts), incest, and statutory rape.

Rape: 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 (MGL ch. 265 s. 22(b))

Indecent Assault & Battery: Unlawfully committing assault & battery (touching someone) that is “indecent” – an act that is “fundamentally offensive” based on Massachusetts court rulings. For example, touching a person on their buttocks or genitals, or, based on case law to date, female breasts (MGL ch. 265 s. 13H)

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (MGL ch. 275 s. 17)

Statutory Rape: Unlawfully engaging in natural or unnatural sexual intercourse with a victim who was under 16 years of age at the time of the offense (MGL ch. 265 s. 23)

What is Consent?

Consent is the affirmative agreement to engage in sexual conduct actions that indicate a willingness to engage in agreed upon sexual activity. Consent cannot be inferred when a person is under the influence of alcohol or drugs, or is otherwise impaired or unconscious. (See full definition in [Appendix A](#).)

What Services does Campus Police Provide to Survivors?

The Campus Police Department provides professionally trained officers including state-certified sexual assault investigators trained in the investigation of such offenses and the impact they have on the survivor.

- Officers will assist victims and survivors to ensure preservation of evidence and contact with appropriate medical and counseling services provided by both Smith College Health and Counseling Services and the Cooley Dickinson Hospital.
- Officers will assist survivors in notifying appropriate law enforcement authorities upon request.
- College staff will also advise survivors of their rights to counseling and other services offered by the College and the community.

Survivors are involved in all decisions about proceeding with criminal charges. If the survivor of a rape or sexual assault or a victim of domestic violence, dating violence, or stalking chooses to proceed in this manner, the Campus Police Department will provide assistance and guidance and will serve as a liaison with the District Attorney’s Office.

The Campus Police Department has been designated to receive all reports of sexual assault and to report those centralized statistics to the community. Complaints regarding violations of rules of conduct by Smith College students may also be directed to the Dean of Students and processed in accordance with the College Conduct Board procedures.

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

Domestic & Dating Violence

Domestic and dating violence can happen to anyone at any time in any type of relationship. Campus Police is available to assist victims of on- and off-campus domestic or dating violence. Officers are trained to respond to victims’ needs, including by helping them obtain restraining orders from the courts to prevent further violence. If someone is harming you, call Campus Police for help.

- Deans, Health and Counseling Services, the Center for Women and Families at UMASS, and Victim Advocates at the Hampshire District Court are also resources.

What are Domestic Violence and Dating Violence?

Domestic Violence is personal violence directed at someone who is, or was:

- In a substantive dating relationship with the offender
- Is or was a family or household member of the offender
- Shares a child in common with the offender

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

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

Note: "Dating violence" is not a specifically-defined crime in Massachusetts, but is being used for the purposes of this report to meet federal Clery Act requirements. Statistics in this category are gathered from records for crimes which meet this Clery Act definition.

Stalking & Cyber Stalking

Stalking and cyber stalking are behaviors prohibited by college policy and Massachusetts law. In Massachusetts such actions are felonies. M.G.L. c. 265 § 43.

What is Stalking?

Stalking is defined as (1) willfully and maliciously engaging 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) making a threat with the intent to place the person in imminent fear of death or bodily injury.

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

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

Warning Signs of Abusive Behavior

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

- Is checking your cell phone or email without permission
- Is constantly putting you down
- Is extreme jealousy or insecurity
- Has an explosive temper
- Is isolating you from family or friends
- Is making false accusations
- Has mood swings
- Is physically hurting you in any way
- Possessiveness
- Is telling you what to do

From <http://www.loveisrespect.org/>; visit their site for more information and resources.

Risk Reduction for Sexual Assaults

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

1. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
2. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
3. Make sure your cell phone is with you and charged and that you have cash money.
4. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
5. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
6. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
7. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
8. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
9. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
10. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
11. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
12. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Also refer to Personal Safety below for other risk reduction tips.

Reporting Incidences of Domestic Violence, Dating Violence, Sexual Assault & Stalking

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

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

- The Title IX Coordinator
- Dean of Students
- Director of Residence Life
- Health Services
- Counseling Services (confidential)

Any of these offices will offer survivors and victims the option to report the crime to the appropriate law enforcement agency (on campus and/or local) if the survivor/victim chooses to file a report. Filing a report does not mean the survivor or victim has to press charges.

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

Other offices can provide support and assist the victim/survivor with campus assistance when needed.

College Support for Survivors & Victims

Safety Measures

- The College will provide written notification to and will work with the victim/survivor to put in place safety measures appropriate to the situation, regardless of whether the crime was reported to campus or local police. These may include, and will be provided when appropriate and reasonably available:
- Assist the victim/survivor with notifying campus or local police
- Campus housing or academic changes
- Changes in transportation
- Changes in workplace
- Campus No-Contact Orders
- Trespass Notices
- Harassment prevention or domestic violence prevention order through the local court.

Campus & Court Orders

Campus Police and the other administrators can assist victims/survivors in obtaining protections:

- **Campus No-Contact Order:** Issued by the Dean of Students to limit contact between students (or Director of Human Resources if offender is an employee).
- **Restraining Order:** Issued by the courts ordering the respondent to refrain from abusing or contacting a complainant. Issued when the court determines a domestic relationship occurred (see definition of Domestic Violence at the end of this brochure). The courts have Victim Advocates that can assist victims/survivors with the court process and to establish appropriate protections.
- **Harassment Prevention Order:** Issued by the courts ordering the respondent to refrain from contacting or harassing the complainant. Can be an option in dating violence and stalking situations as well as sexual assault situations where no long-term relationship exists between the respondent and complainant.

Housing, Academic, and Other Campus Changes

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

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

Confidentiality of Victim/Survivor

As stated on page 6 under **Confidential Reporting**, the Department will not share the names of victims/survivors except as required by federal law, and only to those having a statutory requirement to receive identifying information in order to meet federal mandates to take specific actions to stop sexual harassment, sexual assault, and certain other crimes.

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

Assistance in Connecting with External Resources

Campus Police as well as the Title IX Coordinator, Dean of Students, and Director of Residence Life will assist survivors/victims (students & employees) connecting with external resources, including the local police department, state police department, or personnel from the District Attorney's Office, include SafePlan and victim/witness staff only if the victim wishes to utilize those services. The survivor/victim has the right to decline notifying law enforcement.

Confidential, sensitive care, examination, and treatment are available for students at Health and Counseling Services; students and employees can receive 24 hour care at local hospitals or other medical facilities. The Campus Police dispatcher can assist a survivor/victim or friend in determining current hours and other options by dialing x2490 (x 800 for emergencies.)

Maintaining Evidence in Cases of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

An important part of the criminal investigation is the collection of physical evidence.

- Survivors of sexual assault should go to the Cooley Dickinson hospital as soon as possible after the incident (without showering, douching, or changing first, although they should bring a change of clothes if possible). Specially-trained Sexual Assault Nurse Educators will provide treatment and collect evidence that can be used later. If you choose to go forward with charges in the future, the hospital can then, with your permission, share your name with law enforcement.
- Victims of domestic violence, dating violence, or stalking should seek treatment through Health and Counseling Services or local hospital.
- Campus Police officers can assist with triage and can request transportation to on- or off-campus health resources.
- The evidence will be used *only if the survivor chooses to prosecute*.
- Similarly, Campus Police investigators can collect evidence for victims of other domestic violence, dating violence, and stalking – along with other crimes - which will only be utilized if the victim chooses to pursue criminal charges.
- Preserve any text messages or other electronic or voice evidence. Provide investigators with any photos, items sent by the perpetrator, etc.

Programs on Crime Awareness & Safety Tools

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

- Workshops on self-defense,
- Rape Aggression Defense (RAD),
- crime awareness, and
- Sexual assault, domestic violence, dating violence, and stalking awareness information is included as part of first-year orientation and throughout the year.

- Training for incoming students and employees as well as on an ongoing basis.

College Judicial and Disciplinary Procedures for Criminal Acts

All criminal acts, including domestic violence, dating violence, sexual assaults, and stalking, as well as other crimes of violence, that occur on the Smith campus will be investigated by Campus Police; such crimes can also be reported to the Title IX Deputy Coordinator if a survivor/victim does not feel comfortable reporting to campus police.

The campus conduct process is used to review student criminal and policy violations. All referrals should be made in writing and sent to the chair in care of the conduct board adviser. Employee violations are referred to the college grievance procedure. Both systems include the investigation and resolution phases, is conducted promptly, fairly, and impartially. Both processes are aimed at determining the truth and determining the course of action that is most appropriate not only for the alleged victim and perpetrator, but also for the safety of the campus.

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

Rights of Accuser & Accused

- During a College on-campus disciplinary case, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing.
- Both the accuser and accused will be notified in writing simultaneously about the outcomes of the hearings and any sanctions imposed, including for any change to the results and the final outcome.
- Notification will be made to both parties simultaneously about procedures for appealing the decision to the Dean of the College within seven days of the notice of the outcome of the disciplinary action when the accuser or accused believe that the action taken is unjust or inadequate,
- The college will take interim measures to protect the safety of the survivor and the college community once the college is made aware of sexual harassment, including a sexual assault, occurring on campus.

Title IX Investigations and Police Investigations

The college will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its Title IX investigation and, if needed, will take immediate steps to protect the student in the educational setting. For example, the college will not delay conducting its own investigation or taking steps to protect the complainant because it wants to see whether the alleged perpetrator will be found guilty of a crime. If the survivor or the district attorney chooses to pursue criminal charges based on the complaint of harassment or assault, the college may need to delay temporarily the fact-finding portion of a Title IX investigation while police are gathering evidence; once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any charges), the college will promptly resume and complete its fact-finding for the Title IX investigation. However, temporary safety measures, if needed, will be put into place.

Standard of Evidence

Other than where otherwise legally mandated, the College uses the preponderance of the evidence standard (more likely than not) as the threshold for determining responsibility for a campus violation or conduct issue, including for sexual assault, domestic violence, dating violence, and stalking cases.

Crimes Allegedly Committed by Students

Criminal acts including domestic violence, dating violence, sexual assault, and stalking allegedly committed by a Smith student can be reported to and adjudicated by the College's Title IX Coordinator or other trained investigator assigned by the Coordinator (such as a Deputy Coordinator).

- Criminal acts involving sexual harassment, which includes sexual assault, reported to college officials and alleged to have been committed by a Smith student will be referred to the college student conduct system and fully investigated under Title IX.
- Examples of interim actions include temporary housing reassignments, no contact orders, or suspension.

Potential Sanctions - Students

The following are potential outcomes for those found to have engaged in sex offenses, domestic violence, dating violence, and stalking:

- Letter of warning
- Letter of reprimand
- Mandatory Educational Project
- Mandatory Written Apology
- Restitution: In money, or in kind, to the College or individual for a loss caused by the student charged.
- Permanent Loss or suspension of privileges for a specified time. For example:
- Removal from office or position of responsibility
- Removal from residence hall
- Residence probation
- Loss of a right or privilege on campus or to use College facilities.
- Disciplinary probation: A notice that states that further violations during a specified period of time will result in increased sanctions or an immediate mandatory leave from the College. Students on social probation are not in good standing with the College.
- Recommendation of separation: When the board determines that an appropriate sanction mandates a separation from the College; the board will make this recommendation in writing to the President of the college. The President will either approve the recommended sanction or determine appropriate alternative.

Crimes Allegedly Committed by College Employees

Crimes allegedly committed by a Smith employee can be reviewed under the College's Human Resources disciplinary policies. However, in cases of a concurrent criminal prosecution, the College reserves the right to initiate a separate disciplinary investigation. Although the criminal case will lead to a conclusion, the College may take disciplinary action to protect the College community regardless of the outcome. Sanctions arising out of an employee disciplinary proceeding alleging a criminal act include but are not limited to termination of employment.

- Sanctions arising out of an employee disciplinary proceeding alleging a rape (including acquaintance rape) or other sex offense (forcible or non-forcible) include but are not limited to termination of employment.

Potential Sanctions - Employees

The employee disciplinary process is generally progressive, with sanctions ranging from informal coaching to termination. However, when an employee is found responsible for a violent or threatening act such as sexual assault, domestic violence, dating violence, or stalking, the college will, in most cases, terminate the employee or, in rare situations, suspend the employee.

Note: A combination of these sanctions can be applied to a specific instance. A student's failure to fulfill sanctions imposed may result in further proceedings and additional sanction, including suspension or expulsion from the College.

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

Programs on Domestic Violence, Dating Violence, Sexual Assault, and Stalking

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

- Workshops on self-defense,
- Rape Aggression Defense (RAD),
- crime awareness, and
- Sexual assault, domestic violence, dating violence, and stalking awareness information is included as part of first-year orientation.
- Training for incoming students and employees as well as on an ongoing basis
- Consensual Sensual program
- Sexual Violence Prevention and Consent training
- Bystander Intervention training

Resources for Victims & Survivors

On Campus

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

Off Campus

- [Northampton Police Department](#) | 413-587-1100
- Cooley Dickinson Hospital | 413-582-2000
- Holyoke Medical Center | 413-534-2500
- [Northwest District Attorney Victim/Witness Advocates](#) (assistance in obtaining protective orders, assistance in preparing for court, referrals to mental health resources, etc.) | 413-586-5780
- [Safe Passage](#) (Support for victims of domestic violence) | 888-345-5282
- SAFEPan (District Court Advocates)| 413-586-4545
- [Victim Rights Law Center](#) | 617-399-6720 in Massachusetts
- [Center for Women and Community](#) - | 413-545-0800 rape crisis line
Counselor/Advocate Program provides free and confidential crisis services in Hampshire County and the Five College Community. Supports survivors of rape, sexual assault, stalking, domestic violence, emotional, psychological and verbal abuse
- [Massachusetts Office of Victim Assistance](#) - One of MOVA's most important functions is to provide direct assistance to crime victims
- [Jane Doe Inc.](#) - The Massachusetts Coalition Against Sexual Assault and Domestic Violence

Sexual Offender Registry and Access to Related Information

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

Massachusetts Sex Offender Registry Board

<http://www.mass.gov/eopss/agencies/sorb/>

The Sex Offender Registry Board is the state agency responsible for keeping a database of convicted sex offenders and classifying each offender so that the public may receive information about dangerous sex offenders who live or work in each community. The goal of the Sex Offender Registry is to educate the public and to prevent further victimization. Members of our community may also contact the Northampton police department for information on sex offenders in that community.

National Sex Offender Registry

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

Being an Active Bystander

A term originally used in communities fighting against violence toward women, bystanders are the largest group of people involved in violent, oppressive, and insensitive acts greatly outnumbering both the perpetrators of those acts and the victims.

- Bystanders have a range of involvement in these acts.
- Some know that a specific situation is happening or will happen, some see the act in progress, and some know that situations do happen.

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

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

What can I do if I Believe Someone is in an Unsafe Situation?

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

If Incident Involves ...	Contact...
Another student	Dean of Students Office
A faculty member	The Chair of that Faculty Member’s Department or the office of the Dean of Faculty
A staff member	The director of that employee’s department or the Director of Human Resources

Important Cautions:

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

Five College Emergency Resources

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

Campus Police Departments

Amherst College Campus Police | 413-542-2291
Hampshire College Campus Police | 413-559-5424
Mount Holyoke College Campus Police | 413-538-2304
Smith College Campus Police | 413-585-2490
UMASS Campus Police | 413-545-2121

Municipal Police Departments

Amherst Police | 413-259-3000
Northampton Police | 413-587-1100
South Hadley Police | 413-538-8231

Clery Act Crimes 2012 – 2014

The following statistics on annual incidence rates are provided yearly and comply with the federal Crime Awareness and Campus Security Act of 1990, the Higher Education Amendments of 1992 as amended and Massachusetts General Laws Chapter 6, Section 168C. These statistics, which conform to the FBI Uniform Crime Reporting standards, vary pending outcomes of ongoing investigations. These statistics are compiled from all incidents reported to Campus Police, as well as any third party reports forwarded by other campus officials, as well as any reported to police departments with concurrent jurisdiction over on campus and non-campus College property. They are compiled by the Campus Police Department.

Offense	Location	2014	U (A)	2013	2012
Clery Act Crimes					
Manslaughter & Non-Negligent Manslaughter	On Campus	0	0	0	0
	Campus Houses	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Negligent Manslaughter	On Campus	0	0	0	0
	Campus Houses	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Sex Offenses, Forcible (1)(2)	On Campus	--	--	4	3 ^
	Campus Houses	--	--	3	3
	Non-campus	--	--	3	1
	Public Property	--	--	0	0
Rape	On Campus	3	0	--	--
	Residential Facilities	2	0	--	--
	Non-campus	1	0	--	--
	Public Property	0	0	--	--
Forcible Fondling	On Campus	0	0	--	--
	Residential Facilities	0	0	--	--
	Non-campus	0	0	--	--
	Public Property	0	0	--	--
Sex Offenses, Non-Forcible	On Campus	--	--	0	0
	Campus Houses	--	--	0	0
	Non-campus	--	--	0	0
	Public Property	--	--	0	0
Incest	On Campus	0	0	0	0
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Statutory Rape	On Campus	0	0	0	0
	Residential Facilities	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Robbery	On Campus	0	0	0	0
	Campus Houses	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Aggravated Assault	On Campus	0	0	0	0
	Campus Houses	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	5	0
Burglary	On Campus	23	0	10	8
	Campus Houses	13	0	5	6
	Non-campus	1	0	1	0
	Public Property	0	0	0	0

Motor Vehicle Theft (2)	On Campus	0	0	2	0
	Campus Houses	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	1	0
Arson	On Campus	0	0	0	0
	Campus Houses	0	0	0	0
	Non-campus	0	0	0	0
	Public Property	0	0	0	0
Domestic Violence	On Campus	0	0	1	--
	Residential Facilities	0	0	1	--
	Non-campus	0	0	0	--
	Public Property	0	0	0	--
Dating Violence	On Campus	0	0	0	--
	Residential Facilities	0	0	0	--
	Non-Campus	0	0	0	--
	Public Property	0	0	0	--
Stalking	On Campus	0	0	0	--
	Residential Facilities	0	0	0	--
	Non-Campus	0	0	0	--
	Public Property	0	0	0	--

Referrals

Arrest & Referral Statistics		2014		2013		2012	
		Arrests	Referrals	Arrests	Referrals	Arrests	Referrals
Liquor Law Violations	On Campus	0	36	0	55	0	67
	Campus Houses	0	36	0	54	0	67
	Non-campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Drug Law Violations	On Campus	0	18	0	23	0	15
	Campus Houses	0	18	0	23	0	15
	Non-campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Weapons Law Violations	On Campus	0	0	0	1	0	0
	Campus Houses	0	0	0	1	0	0
	Non-campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

Notes:

- Residential statistics are a *subset* of the total incidents reported on campus.
 - Non-campus property includes: any college-owned property not within the direct jurisdiction of the campus proper.
 - Public Property is the area immediately surrounding the campus, including the sidewalk on the campus side, the road, and the sidewalk on the non-campus side of the road.
 - Domestic Violence, Dating Violence, and Stalking were added to required statistics in 2013.
- (1) 1 sexual assault reported in 2014 occurred in 2007; 1 reported in 2013 occurred in 2012 sexual assaults reported in 2012 occurred in 2011.
 - (2) Prior to 2014, sex offenses were classified as forcible or non-forcible. In 2014, sub-classifications were added.
 - (3) One of the vehicles reported stolen in 2013 was a golf cart.
 - (4) Number of crimes determined to be Unfounded for the year, upon investigation by law enforcement.

Federal Law Bias Incidents

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

Year	Number & Location		Category of Bias
2014	On Campus	0	n/a
	In a Residence	0	n/a
	Non-Campus	0	n/a
	Public Property	0	n/a
2013	On Campus	0	n/a
	In a Residence	0	n/a
	Non-Campus	0	n/a
	Public Property	0	n/a
2012 *	On Campus	0	n/a
	In a Residence	0	n/a
	Non-Campus	0	n/a
	Public Property	0	n/a

* While no incidents were reported in 2012 that meet the Clery Act definition of bias incidents. The department did receive a report of a written note that contained bias statements; however it did not fit into one of the Clery-mandated reporting categories and the case was ultimately unfounded.

Campus Emergencies

Emergency Response

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

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

The College's Emergency Response Team assures appropriate response to any campus emergency. This team is made up of members of Campus Police, Facilities Management, Student Services, and other vital departments and meets regularly to plan campus emergency response, to conduct table-top and live drills to prepare for a variety of campus emergencies, assess and evaluate emergency plans and capabilities, and to debrief after any campus emergency. The Emergency Response Team also works with town police, fire and ambulance personnel to coordinate response efforts and to conduct joint drills.

Building Evacuation

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

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

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

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

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

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

Hearing Impaired: To alert people with hearing limitations:

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

Persons with Disabilities

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

Assembly: Once outside the building, all occupants should proceed to the designated assembly areas for a roll call.

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

Campus-Wide Evacuation

1. Evacuation of all or part of the campus will be announced by the Campus Police Department or appropriate agency.
2. All persons (students and staff and their visitors) are to vacate immediately the area of campus in question and relocate to another part of the campus grounds or off campus as directed.
3. The college in collaboration with the other campuses in the Five College, Inc. has agreements and plans of mutual aid for relocation of residents should shelter be needed off campus.

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

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

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

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

As part of this system, the College annually publicizes to its students and employees emergency response and evacuation procedures.

Procedure

1. The Campus Police Department is alerted to any emergency on campus; officers then respond to assess, evaluate and contain the emergency. Officers then confirm nature and severity of the emergency.
2. On-duty officers notify command staff on duty or on call. The command staff member on duty or on call determines the alert level required (see below for alert levels). Should the emergency pose a danger to the community, that command staff member will, without delay, initiate the college's emergency notification system, according to the Emergency Alert Levels defined below.
3. This decision process also includes which level of alert is required, as well as which contingencies require the most urgent notification. For example, a fire in a single house would cause alerts and communications most directly with the residents of that house. The college has templates for content for the most common emergencies; Campus Police supervisors, in consultation with other administrators when there is time and it is appropriate, will determine the most effective content to distribute.
4. Alerts will be issued in such a way as to keep the names of any victims confidential.

Emergency Alert Levels

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

- **Level 1 Notification** – using the mass notification system. Emergencies in this level include credible, immediate threats to the community where there is a need to affect community behavior..
 - Activated immediately upon confirmation of an emergency posing an immediate danger to the community.
 - Notification may only be delayed if, based on the professional judgment of responsible authorities such notification will compromise efforts to assist victims or to contain, respond to, or mitigate the emergency. In such cases, notification would be made as soon as the emergency can be contained.
- **Level 2 Notification** – using campus-wide email. Emergencies in this level include situations that require community notification but no immediate threat exists. May be issued by Campus Police, Dean of Students, Director of Human Resources, or Director of Residence Life.
 - Activated within two business days of confirmation of an occurrence, or series of occurrences, that require community notification to change behaviors or allow community members to protect themselves from similar occurrences.
 - May be issued not only for single incidents in which community notification is required, but also for lesser incidents whose frequency causes the need for a notification. Examples a series of bicycle thefts or car breaks.
 - Notice is given to the campus community using the emergency notification system or e-mail. Typically, alerts include the date, time, general location, and nature of the incident, as well as recommended precautionary measures that should be observed or action to be taken by members of the College community.
 - Alerts may also be posted online or in other locations depending on the circumstances of the alert and availability of other methods to share information with the community.
- **Level 3 Notification** – using the Campus Police log which is available on the Campus Police website at: http://www.smith.edu/campuspolice/crime_dailylog.php.
 - Incidents at this level include more routine incidents.
 - Updated daily, within 2 business days of an incident occurring or of an update to case status.
 - This log includes all incidents and fires reported to Campus Police.

About the Emergency Mass Notification System

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

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

Testing of the Emergency Mass Notification System

The notification system will be tested at least once year. Tests may be announced or unannounced. Campus Police maintains a record of all tests conducted including date, time, description of the test, and whether it was announced or unannounced. Residence hall evacuation drills are documented by Residence Life. Additional testing may be conducted as part of drills and exercises, or as necessary. More information about Smith's Emergency Notification System can be found online at:

http://www.smith.edu/campuspolice/crisis_notification.php.

Emergency Contact Information

Emergency contact information is collected from each student and employee. To receive emergency messages through your cell phone, via text or voice, update your emergency contact information by logging on to BannerWeb; alternatively, update information through the Smith Portal: <http://portal.smith.edu> (log in with network username and password).

Daily Crime & Fire Incident Logs (http://www.smith.edu/campuspolice/crime_dailylog.php)

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

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

Annual Clery Act Report

Each year the Campus Police Department is responsible for preparing and posting a report containing security policies and statistics.

- Annually all enrolled students and current employees will receive a notice of the availability of the College's annual security report on the department's web site via the campus eDigest.
- This notice will include the exact web site address of the College's Clery Law-compliant publication as well as information that additional copies can be requested from the Campus Police Department during normal business hours.
- Notices are also provided to prospective students and staff through the Human Resources and Admissions offices.

Access to Campus Buildings and Grounds

The College has the right to restrict access to campus grounds, academic and administrative buildings, and campus houses, which are open to faculty, staff, students, and invited guests.

- Building hours are generally business days during class hours, and unauthorized individuals may be asked to leave.
- Campus Police has the authority to issue trespass notices to unauthorized people, which is usually done upon receipt of a complaint, and to arrest anyone returning to campus after receiving such a notice.
- Most academic buildings are secured and closed between 11:00 pm and 7:00 am. Campus Police checks that only people with authorization are in buildings after hours.
- Some academic buildings have nonpublic hours for members of the community.
- When a building has nonpublic hours, the outside doors are secured and members of the community (who have been authorized) can use their key to enter the building until closing time.
- Visitors and others may be asked to leave College buildings during nonpublic hours.
- During College recesses (low occupancy periods, holidays, etc.), all building hours are subject to change.
- Both academic and administrative buildings are generally secured at 6:00 pm on weekdays and closed on weekends and holidays during recesses. The card access privileges are limited in campus houses that are closed during recesses.

Campus houses are always locked; each student is issued a key to their room.

- Campus house student room doors and windows are provided with locking devices.
- During low-occupancy periods, Residence Life distributes to students who remain on campus information about safety protocols and specific emergency procedures.

Access to Campus Programs

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

Access to Campus Houses

College campus houses are for Smith students and their guests. While there are no formal identification policies for guests, with the exception of campus house events, individuals may be asked for identification by campus house staff or other College officials.

- Guests who do not identify themselves and are not in compliance with College rules or regulations may be asked to leave campus or be trespassed.
- Campus house doors are always locked. Guests are allowed access by their student host.
- All guests must be escorted by their hosts. Guests must abide by the regulations of the campus house and the larger campus community while they are on campus.
- People who are not registered Smith College students are welcome as short-term guests of a registered student in accordance with the policy of the campus house or Residence Life.
- All non-Smith guests need to be escorted through-out the hall during campus house parties.
- Each campus house will be given the responsibility to develop policy modifications per campus house floor or spontaneous events or special weekends as members of the community deem appropriate.. Policy modifications must confirm with campus policies and be discussed with the AC who has the final decision.

Security Considerations in the Maintenance of Facilities

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

Off-Campus Property & Student Organizations

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

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

Crime Prevention Programs

The Campus Police Department is actively involved in student life on campus, providing security information, planning, and training for large events such as orientation, spring jam, and commencement, as well as sporting events and various College assemblies.

Campus Police staff work with campus organizations to clarify roles, relevant campus policies and state laws, and behavior expected from participants. In addition, Campus Police Officers are available to present crime prevention programs on such topics as

- Self-defense,
- Alcohol and drug awareness, and
- Sexual assault, domestic & dating violence, and stalking
- Active Threat workshops

Each year Campus Police and Student Services provide seminars on crime prevention; such programs are also offered to faculty/staff departments as well. Normally, at least six programs are scheduled on campus; additional programs are provided in cooperation with student and employee groups.

The department's website also has extensive information on keeping yourself safe: www.smith.edu/campuspolice.

A common theme among crime prevention programming is that not only do students and employees have a responsibility for their own personal security, but we are responsible for the safety of others. We encourage students and staff to call Campus Police if they are concerned about something that threatens the security of themselves and others.

The Department makes these programs available to employees, and also offers active threat training and security assessments for departments to increase safety awareness and aid in improving security procedures. Such programs are available throughout the year at the convenience of the requesting department.

The Department also participates in events such as Orientation and Alcohol Awareness events when requested.

Students' Responsibilities Under the Law

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

Drugs and Alcohol on Campus

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

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

- Any faculty, staff member, or student who violates this prohibition, or who does not cooperate with the College in its attempts to maintain a drug-free environment, will face disciplinary action up to and including expulsion or dismissal from the College and may be required, as a condition of continuing the faculty/staff/student relationship with the College, to enroll at her or his own expense in a substance abuse counseling and treatment program.
- In accordance with federal law, if you were convicted of a drug offense in any criminal proceeding while you were receiving federal student aid (such as grants, loans, or work-study) it may affect your eligibility for financial aid.
 - Refer to the Student Handbook <http://www.smith.edu/sao/handbook/policies/substanceuse3.php> for more information about the federal, state, local, and campus sanctions against illegal drug and alcohol use and abuse, possession, distribution and dispensation offense.
- In addition, the Drug-Free Workplace Act of 1988 requires any employee (including students working under the Federal Work Study Program) directly engaged in working at Smith College under provisions of a federal grant or a contract who is convicted under a criminal drug statute for conduct in the workplace (site for performance of work done in connection with a particular federal grant or contract) must report this conviction to the College no later than five days after the conviction.
 - Once informed of such a conviction, the College is required by law to notify the federal contractor or grantor within ten days after an employee's conviction or within ten days after it has actual knowledge of such conviction, whichever is earlier.

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

Campus, Local, and State Sanctions Concerning Alcohol and Drugs

Local, state and federal laws make the illegal use of drugs and alcohol a criminal offense. Conviction can lead to imprisonment, fines and other penalties. Courts do not alter sentences so that convicted persons may attend college or continue their jobs. A felony conviction may prevent one from continuing or entering certain professions. The City of Northampton has ordinances forbidding the possession of an open container of alcohol on any public street by a person of any age. Anyone choosing to violate such ordinances is subject to arrest.

No person under the age of 21 may possess or use alcohol in Massachusetts.

- Massachusetts law prohibits the sale or delivery of alcoholic beverages to persons under age 21. The penalty for violating this law may be a fine of up to \$2,000 or one year imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcohol is punishable by fine.
- Massachusetts law also prohibits the possession of an open container of alcohol in the passenger area of any motor vehicle.
- Among the penalties under Massachusetts law for the first conviction of driving under the influence of alcohol are a \$5,000 fine, a one year revocation of driver's license, up to two and a half years in prison and a mandatory alcohol education program. For drivers between 16 and 21, any alcohol level greater than .02 (about one drink or one beer) will result in immediate revocation of the driver's license. For those over 21, the maximum blood level is .08.
- There are criminal penalties for the possession and/or distribution of controlled substances or drugs without valid authorization, with penalties varying as to the type of drug.
- Sale and possession of drug paraphernalia is illegal. Under both Massachusetts and federal law, penalties for possession, manufacture, and distribution are greater for subsequent conviction, and include mandatory prison terms, with the full minimum term being served. Paraphernalia is defined as items "one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, ingest, inhale, or otherwise introduce into the human body a controlled substance."

- It is illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin.
- The penalty for unlawful distribution of drugs is loss of benefits for five years after the first conviction and for a longer period after the second.
- Under federal law, penalties may be doubled when a person at least 18 years old distributes drugs to persons under age 21 within 1,000 feet of a public or private elementary or secondary school or a public or private college.
- These penalties include a mandatory one year prison term.
- Drug trafficking involves the illegal manufacturing, supplying, transporting, storing and/or distribution of drugs; drug possession involves having drugs for personal consumption while possession of large quantities may be deemed an intent to distribute which is subject to larger penalties.

Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for up to one year after the first conviction and up to five years after the second.

Possession of Marijuana

While possession of an ounce or less of marijuana was changed to a civil offense in Massachusetts (i.e., carrying a fine), it is still **against Federal law** to possess marijuana on college campuses. Possession of marijuana-related paraphernalia also remains illegal under state and federal law. Students in possession of marijuana or paraphernalia face, minimally, referral to the Deans.

Medical Marijuana: Marijuana: Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving off-campus use.

Drug & Alcohol Treatment Programs

Counseling Services, the Alcohol and Drug Awareness Project, and staff at the College's Schacht Center for Health and Wellness are available to assist students with substance-related problems; in emergency situations, faculty and staff may also request their services.

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

To promote an environment free of substance abuse, the college supports an active program of community awareness and education. This program extends to the misuse or abuse of controlled substances including prescription drugs, alcohol and other harmful substances. The college also offers assistance with confidential counseling. Students, faculty and staff are encouraged to refer individuals who appear to be troubled by drug or alcohol use to one of these resources. For students, such counseling is available during the academic year through Counseling Services. Students who are concerned about their own or others' use of such substances may seek advice and counsel from appropriate college resources without fear of breach of normal rules of confidentiality or fear of punishment.

Campus Programs on drugs and alcohol use include:

- ▣ Online self assessments
- ▣ Programs for new students
- ▣ Counseling services

Drug and Alcohol Resources

- Counseling Services (for students) | x2840
- Employee Assistance Program (EAP) (for employees) | 800-828-6025
- Alcoholics Anonymous | 413-532-2111
- Al-Anon and Ala-Teen | 413-253-5261
- Narcotics Anonymous | 866-624-3578
- National Alcohol and Drug Abuse 24-Hour Helpline | 800-252-6465
- Cocaine Abuse 24-Hour Hotline | 800-222-0828

For emergencies on campus, call Campus Police at **x800** or via cell phone at **(413) 585-2490**.

Firearms and Other Weapons on Campus

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

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

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

Personal Safety

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

Around campus

- **Walk safely.** Don't walk alone at night, especially in dark, vacant areas. Avoid shortcuts. If you must walk alone, proceed directly to your destination on well-lit paths. Look alert; be aware of your surroundings. Leave buildings on the hour or the half-hour, when most people are walking. Ask a friend to walk with you.
- **Help others walk safely.** Team up with another person walking alone at night.
- **Don't jog alone** in remote areas during the day and never jog alone at night.
- **Carry a whistle** or other device that makes noise and keep it ready to use.
- **Don't hitchhike.** Ask a friend for a ride or use the Five College bus.
- **Report suspicious behavior** or circumstances to Campus Police.
- **Don't sunbathe in remote areas.**
- **Carry your cell phone.** Pre-program the Campus Police phone number (413) 585-2490.

In transit

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

Safety on Campus

Protection of property

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

In an emergency

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

If you are followed...

- Remain calm.
- Cross the street and/or change direction
- Walk in lighted areas.
- Enter an open, lighted building.
- Use a blue light phone or dial 800 on campus, 911 when off campus. Cell phone users should dial 413-585-2490 to contact Campus Police.

- Know where emergency phones are on campus. Blue light emergency telephones are strategically placed in 78 locations on campus, including near the campus houses as well as the Lamont Bridge, the riding ring, Indoor Track and Tennis Facility parking lot and Ainsworth Gym lot.
- Go to the Campus Police office or the police station. If you do not know where a police station is located, go to a busy area, fire station, or hospital. Find a place where you can get help.

If you are attacked...

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

CRIME PREVENTION TIPS		
	Don't	Do
In Buildings	<ul style="list-style-type: none"> • Leave valuables visible in a room • Leave valuables unattended in an unlocked area, even briefly • Let strangers into a building • Prop open outside doors to any building 	<ul style="list-style-type: none"> • Lock your door • Keep your keys and OneCard on you at all times • If your OneCard is stolen, report it immediately • Participate in Operation Identification; we can help you engrave electronics and valuables. Call us for more information • Report strangers in your residence hall • Keep windows locked, particularly if you are on a ground level or your window opens to a fire escape • Report burned-out lights to Facilities Management (after hours to Campus Police)
Automobiles	<ul style="list-style-type: none"> • Leave valuables visible in your car – take them with you; if you cannot take them with you, lock them in your trunk • Leave GPS units OR their mounts in your car 	<ul style="list-style-type: none"> • Register your car with Campus Police • Park in well-lit areas • Remove keys and lock doors • Install anti-theft devices (locks, alarms) for ignition, steering wheel, and brake and clutch pedals. • Record serial numbers of mp3 players, cellular phones, GPS devices, satellite radios, and other easily removable accessories. Engrave valuables with your driver's license number. Call Campus Police for assistance. • Report suspicious activity to Campus Police, including people looking into cars.
Bicycles	<ul style="list-style-type: none"> • Leave your bicycle unlocked. • Use a hardened steel lock; lock the entire bicycle to a bike rack, including quick-release wheels 	<ul style="list-style-type: none"> • Register your bicycle with Campus Police; affix the issued decal to your bike. Unregistered bicycles are periodically removed from campus. • Notify Campus Police immediately if your bicycle is stolen

Active Shooter Procedures

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

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

1. Evacuate
 - a. Have an escape route and plan in mind
 - b. Keep your hands in plain sight
2. Hide out
 - a. Hide in an area out of the shooter's view
 - b. Lock the doors-most classrooms and lecture halls can be locked. All offices and residence hall rooms can be locked.
 - c. Blockade doors
3. Fight back
 - a. As a last resort and only when your life is in danger
 - b. Attempt to incapacitate the shooter

Call law enforcement when you safely may do so.

Campus Police | 413-585-2490 or x 800 from a campus phone

Northampton Police | 413-587-1100 or 9-1-1

What to do when law enforcement arrives:

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

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

Seconds count in emergencies

Missing Person Policies and Procedures

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

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

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

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

Designation of Missing Person Contact: Smith College students can identify, through BannerINB, a person that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with Campus Police.

Confidentiality: This contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency (such as student services staff, Campus Police staff, etc.)

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

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

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

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

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

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

Should a student be determined to be missing for more than 24 hours, Campus Police will:

- Notify the Dean of Students
- Again contact the student's emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student's emergency contact.)
- Notify Northampton Police as well as any the police in any other jurisdiction where the missing person may have gone.
- When circumstances indicate it would be useful, the State Police can activate an AMBER Alert.

Fires and Fire Prevention

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

Fire Evacuation Policy

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

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

Fire Safety Policies

Of all the safety concerns on campus, fire safety is where the student's action or inaction can have the greatest impact on other students and the community.

Hall staff are trained in fire evacuation policies. Training is available to new employees, and fire safety materials are maintained on the college's website.

Prohibited Items in Campus Houses:

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

- candles, incense, open flames
- open heating coils
- household-size and apartment-size refrigerators measuring over 3.5 cubic feet
- outside radio and television antennas
- space heaters
- heat generating humidifiers or vaporizers
- toasters or toaster ovens
- upholstered furniture unless treated with a fire-retardant chemical and is labeled as such
- Smoking is prohibited in all college-owned student residences and all academic and administrative buildings.

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

Community Responsibilities

Additionally, all members of the community are required to:

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

ACTION IN THE EVENT OF A FIRE

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

Section A - Upon Discovering a Fire

- Go directly to the closest fire alarm pull station and activate the alarm. Activation of the alarm will alert other building residents to the imminence of fire and give them adequate time to evacuate safely. All houses have automatic fire alarm systems that go directly to Campus Police. From there the alarm is relayed to the Northampton Fire Department.
- As a backup to Step 1, immediately go to the nearest safe telephone and dial 800. Should the building alarm fail to activate, or the alarm not be relayed by the system, calling 800 alerts Campus Police, who will dispatch the fire department. When calling to report a fire, stay calm, give the location of the fire, the type of problem and your name and phone extension. Always call in a fire; never assume that it has been done by the automatic system.
- Fire fighting is not recommended - evacuation is always the recommended course of action.
- All fires must be reported to and inspected by Campus Police who will notify the Northampton Fire Department even if extinguished by occupants.

Section B - Evacuation from Fire in a Residential House

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

Section C - Defense in Place

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

Section D - In Case You Catch Fire

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

CAMPUS FIRE STATISTICS

Fire and Evacuation Drill Statistics

Evacuation drills are conducted three times per year in residential buildings and periodically in other buildings. The purpose of these evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire-safety issues specific to their building.

	2014	2013	2012
Residence Hall Evacuation Drills Conducted	102	98	98

Residential Fires by Location 2012 - 2014

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Cause</i>	<i># Deaths Reported</i>	<i># Injuries Reported</i>	<i>Value of Property Damage</i>
2014	<i>No Residential Fires Reported</i>					
03/06/2013	6:09 pm	26 Bedford Terrace	Oven Fire	0	0	\$100
12/07/2012	8:08 pm	Dawes House	Oven Fire	0	0	\$500 (oven replacement)

Campus Fire Logs

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

Student Residence Hall Fire Safety and Sprinkler Systems

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

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

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

General Information:

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

Emergency Blue Light Phones

Smith College has 77 blue light phones. Their use is not restricted to emergencies; use them to report incidents or suspicious people, or to ask for assistance or an escort. Simply lift the receiver or push the red button on any blue light phone. The phone will signal Campus Police automatically and direct someone to you.

- 10 Prospect Street (Near main door of Cutter House)
- 150 Elm Street (in front of 150 Elm St.)
- Ainsworth Gym (on building)
- Ainsworth Gym (solar)
- Albright House (Near satellite gym entrance)
- Alumnae Gym
- Athletic Fields (by track)
- Athletic Fields (by pond)
- Baldwin (in between Albright & Baldwin)
- Boiler Plant
- Campus Center (Haven side)
- Capen Lot
- Chapel Lot
- Chapin Drive
- Chase House
- Chiller Plant
- Conway Lot
- Crew House
- Crew House/Boat House (solar)
- Cushing House (Mandelle Road side)
- Cutter Drive
- Davis Center/ Mwangi
- Davis Drive
- Dawes House (on back side of this house / Conway Lot side)
- Dewey House
- Dickinson Lot
- Dryads Green/Wilder access road
- Emerson Arch (Paradise Road side)
- Ford Hall (Belmont Avenue side)
- Ford Hall (Green Street side)
- Gill Campus School (Nearest State Street entrance)
- Gill Playground
- Gillett/ Northrop House (connecting porches)
- Grounds Garages (by fields)
- Hillyer Hall
- Hopkins Lot
- Hubbard
- ITT Lot
- King House (King/ Scales mini quad area)
- Lamont Bridge (College Lane side)
- Lamont Bridge (field side)
- Lyman Plant House
- Mandelle Lot
- McConnell Hall (College Lane side)
- McConnell Hall (Tyler side)
- Morgan Hall (off Prospect St.)
- Paradise Road (at the crosswalk near President’s Drive & Paradise Road)
- Park House (facing the Admissions Office)
- Parking Garage on West Street (1 at the entrance, 1 on the lower level & 2 on each of the 4 levels)
- Parsons House (facing the Friedman Complex)
- Sage Hall
- Scott Gym Lot
- Seelye Hall
- Sessions Annex
- Stables (exterior of building)
- Stables Lot
- Stables Lot (solar)

- Stoddard Hall
- Tea Hut
- Tenney House (facing the President's House)
- Tennis Hut
- Tennis Court Drive (by entrance)
- Tennis Court Drive (by apartments)
- Tilly Lot (Lower Lot)
- Tyler Drive
- Wright Hall
- Ziskind Lot

Important Phone Numbers

Campus Police 24 hours/day

Dial **x2490** from a **campus phone**

Dial **413-585-2490** from a **cell phone**

Emergencies

Dial **800** from a **campus phone**

<i>Resource</i>	<i>Phone</i>
Health and Counseling Services (during business hours)	x2800
Counseling Services	x2840
Student Affairs (Mon-Fri 8:30-5) (on weekends, call x2490 and the Campus Police Department will locate an area coordinator)	x4940
Title IX Coordinator	X2141
OneCard Office	x3082
Office of Institutional Diversity	x2141
Office of Human Resources, Employee Assistance Program (EAP)	x2260

Helpful Websites

<i>Resource</i>	<i>Website</i>
OneCard Office	http://www.smith.edu/its/onecard/
Campus Police	https://www.mtholyoke.edu/campuspolice
Banner Web (update emergency contact info)	http://www.smith.edu/its/services/banner_bannerweb.html
Student Affairs	http://www.smith.edu/sao/
Health and Counseling Services	http://www.smith.edu/health/
Residence Life (housing policies & resources)	http://www.smith.edu/reslife/

Appendix A

Definitions of Clery Act Crimes

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

Aggravated Assault

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

Arson

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

Burglary

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

Consent

Consent to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and exist for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

Any sexual act that occurs without consent may be considered a violation of this sexual assault and/or sexual misconduct policy.

Dating Violence (definition from the federal Violence Against Women Act, amended 2013; there is not a specific crime defined as “dating violence” in Massachusetts)

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

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

Domestic Violence

The occurrence of one or more of the following acts between family or household members:

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

“Family or household members”, persons who:

- Are or were married to one another;
- Are or were residing together in the same household
- Are or were related by blood or marriage;
- Having 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, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
 - The length & type of the relationship;
 - The frequency of interaction between the parties; and
 - If the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

Forcible Fondling (Incest in Massachusetts)

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

Hate Crimes

Hate crimes must also be reported by category of prejudice based on the following: Race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On campus, on non-campus building or property; public property; and

Dorms/residences. Reportable hate crimes include crimes in the above categories with a bias component, as well as bias-involved larcenies (thefts), simple assault, intimidation, vandalism, and any other crime involving personal injury.

Homicide

Manslaughter by Negligence

The killing of another person through gross negligence.

Homicide-Murder and Non-negligent Manslaughter

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

Incest

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

Motor Vehicle Theft

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

Rape

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

Robbery

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

Sex Offenses-Forcible

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

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse. Includes Incest & Statutory Rape.

Stalking

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - Fear for the person's safety or the safety of others, or
 - Suffer substantial emotional distress
- For the purpose of this definition –
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property
 - Substantial emotional distress means significant suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- One incident of stalking is recorded for each year in which a course of conduct involving the same perpetrator and victim, and is recorded at the first location of the incident series

Statutory Rape

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

Definition of Weapon Law, Drug Abuse, & Liquor Law Violations (Only Arrests & Referrals are Reportable)

Drug Abuse Violations

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

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

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

Liquor Law Violations

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

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.

Fire Safety Definitions

Cause of fire

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire

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

Fire drill

A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury

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

Fire-related death

Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.

Fire-safety system

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.