ANNUAL SECURITY
AND FIRE SAFETY
REPORT
FOR CALENDAR YEAR 2017

Mount Holyoke College

Prepared by the Interim Chief Raymond LaBarre
Campus Police Department
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A Note to Our Readers:

This report has been prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This document is available online on the Campus Police website.

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, Residential Life, Student Programs, Health Services and Department of Athletics, among others.

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.


### ABOUT THE COLLEGE & DEPARTMENT

#### COLLEGE STATEMENT OF NON-DISCRIMINATION

Mount Holyoke is committed both to its historic mission as a women’s college and to providing access to talented students from all backgrounds. The diversity within our students, staff, faculty, and curricula is a point of pride and a hallmark of the institution. The framework for our commitment to diversity sits within our active prohibition of discrimination in our educational policies, employment, campus services and activities on the basis of age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law. This same principle applies to admission to our graduate and extension programs.

With respect to admission to our undergraduate degree program, Mount Holyoke admits qualified women without regard to age, color, creed, disability, national/ethnic origin, race, religion, sexual orientation, or veteran/uniform status.

#### DEPARTMENT BIAS BASED PROFILING POLICY

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

#### CAMPUS POLICE AT A GLANCE

Mount Holyoke College Campus Police are part of a three-college Campus Police department collaborative, having combined our resources with the Hampshire and Smith College Campus Police departments. The department formally reports to the Vice President for Finance and Administration at Mount Holyoke College. The staff listed below are stationed primarily at Mount Holyoke, 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

The Mount Holyoke College Campus Police Officers are sworn as Special State Police Officers under Massachusetts General Law chapter 22C section 63 and have the authority to enforce federal & state laws with the same power of arrest as municipal officers for land owned or controlled by Mount Holyoke College. Officers are also sworn as Hampshire County Deputy Sheriffs to be able to act in emergencies while traveling between the campuses for which the department provides service.

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. 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.

BACK-UP AID & EXTERNAL SUPPORT

The Mount Holyoke College Campus Police Department has back-up aid from and telephone and radio contact with the South Hadley Police Department. South Hadley Police are notified of any major incidents that occur on campus, but nearly all incidents occurring on campus are investigated by Campus Police. While the Department maintains strong, cooperative relationships with the South Hadley Police Department, the Massachusetts State Police, and other surrounding law enforcement agencies, it does not maintain a formal memorandum of understanding with these agencies.

The South Hadley Fire Department responds to fire and medical emergencies along with Campus Police.

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. The College does not recognize any student organizations that control or own any buildings or property off campus. The Village Commons, while within the patrol jurisdiction of Mount Holyoke officers, falls under the jurisdiction of South Hadley police.

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 Outing Club Cabin,
- Mary Lyon’s Birthplace,
- The Boathouse, and
- All study abroad and long-term field study locations.

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.

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

**POLICE ACCREDITATION**

The Department is proud to be have been the first campus police department to have been certified & accredited by the Massachusetts Police Accreditation Commission in 2003, and maintains that status to this date.

**HOW TO REPORT A CRIME OR EMERGENCY**

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

*Dial x1-911 from a campus phone or*

*Dial (413) 538-2304 from a cell phone or*

*Activate a blue-light phone*

To report a crime off campus, dial 911 in most areas in the U.S.

**Call Campus Police if you see...**

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

**Call Campus Police if you hear...**

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

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If you notify Campus Police, the dispatcher will send officers (and ambulances or other resources, 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 and a call-back number if the department needs further information (if you wish to give it).

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

**CAMPUS SECURITY AUTHORITIES**

The Campus Police Department is the campus agency required to compile Clery Act crime statistics for incidents reported on campus. While the Department encourages victims to report crimes occurring on the campus directly to Campus Police, we also collect crime data from other administrators on campus who are required to report crime statistics to the Campus Police Department for inclusion in the Annual Clery document as well as for the issuance of Safety Alerts (see below).

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:

- Vice President of Student Affairs and Dean of Students
- Director of Residential Life and student residential staff
- Executive Director of Human Resources
- Title IX Coordinators and Deputy Coordinators
- Director of Athletics & Coaches
- Director of Student Programs and as well as a number of other program directors
- Study Abroad coordinators
- Faculty and staff advisers to student organizations
- Field study coordinators
- Any other employee or student employee monitoring access to buildings or an event

**RESPONSIBILITIES OF CAMPUS SECURITY AUTHORITIES**

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

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

**CONFIDENTIAL REPORTING POLICY**

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

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

**CAMPUS CRIME STATISTIC REPORTING POLICIES**

Preventing crime and protecting life and property on campus is a priority. To maintain and provide accurate information, under the federal Crime Awareness and Campus Security Act of 1992 as amended, and Massachusetts General Law Chapter 6, Section 168C, the Campus Police Department documents reports of crimes that occur on campus according to the Federal Bureau of Investigation Uniform Crime Reporting requirements. 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. Police department requests include crime statistics from the South Hadley Police department for crimes on campus and on public property immediately adjacent to the College and other local police departments for non-campus property. Police departments within and outside the U.S. are solicited for crime statistics for all property owned or controlled by the College and used for education purposes (exact locations may vary from year to year).

The Department annually submits its Clery Crime data on the Department of Education website. Data from our institution and others throughout the U.S. is available online at [http://ope.ed.gov/security/](http://ope.ed.gov/security/).

A copy of these statistics, which are contained in the Annual Security and Fire Safety Report, are available at the Campus Police Department during normal business hours and anytime on the department’s website at [https://www.mtholyoke.edu/campuspolice](https://www.mtholyoke.edu/campuspolice).

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

Sexual assault, domestic violence, dating violence, and stalking are prohibited by college policy and state and federal laws. For other prohibited behavior, refer to the College’s Nondiscrimination Policy, Sexual Misconduct Policy (for students), and the Sexual Harassment (for employees).

SEXUAL ASSAULT

It is crucial that survivors and witnesses report crimes of sexual assault so that the College can stop the behavior, hold the offender(s) accountable, and prevent the action from recurring or endangering other community members.

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. Below are the UCR definitions of these crimes:

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

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

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

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

What is Consent?

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

WHAT SERVICES DOES CAMPUS POLICE OFFER TO SURVIVORS?

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

- Officers will assist survivors/victims of rape and sexual assault by obtaining medical attention for any injuries, fully investigating the incident, and serving as a liaison with the South Hadley Police Department and the District Attorney’s office. College personnel, including deans, Student Affairs staff, the Ombudsperson may also be resources.

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

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

Pursuant to Title IX, Mount Holyoke 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 titleixofficer@mtholyoke.edu.

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.

- Residential Life, the Dean of Students Office, Health Services, the Counseling Center, the Center for Women and Families, 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 defined by the Clery Act as 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 police records for crimes meeting 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.

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, gender, religious group, or immigration status. 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 resources (below) for help.

- If you or someone you know is experiencing a similar situation, please get help.
- 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. Below are warning signs to consider as you evaluate the health of your relationship. If the person you have a relationship with:

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

RISK REDUCTION FOR SEXUAL 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 (adapted 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 cab money.
4. Isolation is a strategy of some assailters. Meet new acquaintances in public places you are familiar with.
5. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
6. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
7. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
8. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

9. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

10. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

11. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

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

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

When an incident involving domestic violence, dating violence, sexual assault, or stalking occurs, the incident should be reported to Campus Police. | Dial x1-911 or 413-538-2304

Some survivors/victims 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 Residential Life
- Counseling Services (confidential location)
- Health Services (confidential location)
- Human Resources

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. The survivor/victim has the right to decline notifying law enforcement, and survivors/victims may decline to notify law enforcement authorities.

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

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

- Campus Police may serve as a liaison.
- A professional staff member on call is available 24 hours a day to respond to a crisis when school is in session.
The Dean’s office representative will also help a victim who needs academic assistance by working with an academic dean and residence hall assistance by working with the Director of Residential Life.

**COLLEGE SUPPORT FOR SURVIVORS & VICTIMS**

**SAFETY MEASURES AND COURT ORDERS**

The College will provide written notification to and will work with the survivor/victim to put in place safety measures appropriate to the situation, regardless of whether the crime was reported to campus or local police and regardless of whether the incident occurred on or off campus. This written notice will include the victim/witness’s rights and options. These may include, and will be provided when requested, appropriate, and reasonably available:

- The College will assist the survivor/victim with notifying campus or local police
- The College will facilitate campus housing or academic changes as necessary
- The College will facilitate changes in transportation as necessary
- The College will facilitate changes in workplace
- The College will issue campus No-Contact Orders as requested
- The College will issue trespass Notices as necessary
- The College will assist survivors in obtaining harassment prevention or domestic violence prevention order through the local court.

**HOUSING, ACADEMIC, AND OTHER CAMPUS CHANGES**

The college will provide written notification to and 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 interim measures are coordinated through the Title IX Coordinator or Office of the Dean of Students. For workplace situations, these will be coordinated through the Human Resources office. Interim measures are available regardless of whether formal disciplinary action is sought by the survivor or reporting party.
- The college will maintain as confidential any accommodations or protective measures provided to a victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

**ASSISTANCE IN CONNECTING WITH EXTERNAL RESOURCES**

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

Confidential, sensitive care, examination, and treatment are available for students at Health 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...
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 Examiners will provide treatment and collect evidence that can be used later; this evidence can be stored confidentially if desired by the survivor in case the survivor wishes to prosecute a case at a later time. 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 Services or local hospital.

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

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

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

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

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 Mount Holyoke campus will be investigated by Campus Police; these crimes can also be reported to the Title IX Coordinator. In cases involving potential criminal conduct, college personnel will determine, consistent with state and local law, whether appropriate law enforcement or other authorities should be notified. In these notifications, the identity of the victim will remain private unless the victim is interested in pursuing a criminal complaint.

The campus Grievance Procedure is used to review violations of sexual misconduct. The process includes the investigation and resolution phases, is conducted promptly, fairly, and impartially. Persons wishing to file a grievance should do so as soon as possible to reduce the risk of evidence becoming stale or the memories of witnesses fading.

**Informal Complaints**

Complainants who are employees may choose to file with an informal complaint with the employee’s direct supervisor, or Executive Director of Human Resources. Students can file complaints with the Dean of Students. The Ombudsperson is also a resource for informal complaints for students and employees. Survivors/victims may opt to file an informal complaint in which the college would respond within 45 days;

**Formal Complaints**

Students can file a complaint with the Dean of Students. Employees and prospective employees can file a complaint with the Executive Director of Human Resources. The college will make every effort to conclude and respond to a formal complaint within 60 days.
The conduct process is 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. For issues involving students, a formal Grievance should be filed with the Title IX Coordinator. For issues involving employees, the incident should be filed with the Director of Human Resources. Complaints can also be filed with the Title IX Coordinator.

- Survivors/victims will receive a written explanation of their rights and options regarding the process.
- 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 make every effort to resolve a complaint within 60 calendar days from receipt of a complaint. The College reserves the right to extend any of the above time-periods when circumstances so warrant in the sole judgment of the College.

**RIGHTS OF ACCUSER & ACCUSED**

- During a College on-campus disciplinary case, the accuser and the accused are entitled to the same opportunities to have an advisor of their choice, not limited by the college, present to serve as advisors during the adjudication process.
- Both the accuser and accused will be notified in writing simultaneously about the outcomes of the investigation and any sanctions imposed, including any change to the results and the final outcome.
- Both parties will be also be notified simultaneously in writing about procedures for appealing the decision to the President within ten (10) 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.
- The college will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim shall be treated as the alleged victim for the purpose of this paragraph.

**TITLE IX INVESTIGATIONS AND POLICE INVESTIGATIONS**

The college will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its Title IX investigation and, if needed, must 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.
CRIMES ALLEGEDLY COMMITTED BY STUDENTS

Criminal acts including domestic violence, dating violence, sexual assault, and stalking allegedly committed by a Mount Holyoke student can be reported to and adjudicated by the College grievance policy.

- Criminal acts involving sexual harassment, which includes sexual assault, reported to college officials and alleged to have been committed by a Mount Holyoke 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 outcome(s) for a person found responsible for a violation of this policy depends on the severity of the behavior and specific rights and privileges of the respondent. Sanctions may include one or more of the following:

- required education task or training
- a written warning or directive placed in the respondent (if any)’s personnel or student discipline file, including remedial action
  - Letter of apology
  - Restitution
  - Housing reassignment
  - Removal from campus housing
  - Job reassignment
  - Workplace location/office reassignment
  - Loss of building access or campus privilege
  - Mandatory withdrawal from a course(s)
  - Behavioral suspension (for students)
  - Employment suspension with or without pay (for employees)
  - Mandatory withdrawal from the college
  - Expulsion
  - Employment termination
  - A trespass order
  - Other outcomes as deemed appropriate by the hearing officer.

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.

The release of conduct information is subject to the requirements of the Family Educational Rights and Privacy Act (FERPA), will be accessible to future employers, graduate schools, etc. when a student requests that information be provided them. [Student Handbook]
CRIMES ALLEGEDLY COMMITTED BY COLLEGE EMPLOYEES

Crimes allegedly committed by a college employee can be reviewed under the College’s grievance policy. However, in cases of a concurrent criminal prosecution, the College reserves the right to initiate a separate disciplinary/Title IX investigation. Although the criminal case will lead to a conclusion, the College may take interim disciplinary action to protect the College community regardless of the outcome.

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.

PROGRAMS ON CRIME AWARENESS & SAFETY TOOLS

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

- Workshops on self-defense as requested
- Rape Aggression Defense (RAD) (each semester, through the Physical Education department
- Crime awareness programs as requested, 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

RESOURCES FOR SURVIVORS & VICTIMS

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

On Campus

- Campus Police Officers trained to assist victims and investigate sexual assaults, domestic violence, dating violence, stalking, and other personal crimes | Dial 1-911 or 413-538-2304
- Health Services | x2121
- Counseling services at the Health Center | x2037
- The Offices of the Dean of the College | x2481
- Dean of Students | x2550
- Title IX Coordinator | titlexofficer@mtholyoke.edu
- Pamphlets such as Mount Holyoke’s Sexual Assault Resource Guide and Domestic Violence Assistance Guide available at the Campus Police Office and online https://www.mtholyoke.edu/campuspolice/victim_assistance
- Student Handbook at: https://www.mtholyoke.edu/deanofstudents/student_handbook
- Staff Handbook
- Crime prevention materials from the Campus Police office
- The College’s guidelines and procedures for grievances
- The department’s Web site: [https://www.mtholyoke.edu/campuspolice](https://www.mtholyoke.edu/campuspolice)

**Off Campus**

- The South Hadley Police Department | 413-538-5050
- Cooley Dickinson Hospital | 582-2000
- Holyoke Medical Center | 534-2500
- [Northwest District Attorney Victim/Witness Advocates](https://www.mtholyoke.edu/campuspolice) (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) | 413-586-5066 or toll free 888-345-5282
- SAFEPlan [District Court Advocates] | 413-586-4545
- [Victim Rights Law Center](https://www.mtholyoke.edu/campuspolice) | 617-399-6720 in Massachusetts (general legal assistance including visa and immigration assistance and financial stability)
- Center for Women and Community - | 413-545-0800 rape crisis line Counselor/Advocate Program provides free and confidential crisis services in Hampshire County and the Five College Community. Supports survivors of rape, sexual assault, stalking, domestic violence, emotional, psychological and verbal abuse
- Massachusetts Office 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

**Stalking, Sexual Harassment and Sexual Assault policies can be found at:**

- [https://www.mtholyoke.edu/deanofstudents/student-handbook](https://www.mtholyoke.edu/deanofstudents/student-handbook)
- [https://www.mtholyoke.edu/ombuds/harrassment](https://www.mtholyoke.edu/ombuds/harrassment)

**MANDATORY REPORTING**

Title IX of the Education Amendment Act of 1972 and the Jeanne Clery Act require a “responsible employee” of the College to report instances of gender harassment and sexual violence that they witness or that is reported to them to the Title IX Coordinator. Title IX defines a responsible employee as an employee who has the authority to take action to redress the effects of sexual misconduct; who has been given the duty to report information to an appropriate school official about incidents of sexual misconduct reported by students; or is a person who a student could reasonably believe has the authority or responsibility. Responsible employees are also required to report behaviors they should have reasonably known “in the exercise of reasonable care” when carrying out their duties on campus.

Responsible employees at Mount Holyoke College are supervisors, student organization advisors, faculty advisors, coaches, Campus Police, deans, and Residential Life staff (including student staff). Responsible employees must report concerning behavior to their supervisor, department chair or department director. Employees could also report concerns directly to the Dean of Students, Director of Human Resources, or the Title IX Coordinator.

No employee can offer confidentiality unless that employee’s employment function holds a legal confidentiality mandate.

**SEXUAL OFFENDER REGISTRY & ACCESS TO RELATED INFORMATION**

The federal Campus Sex Crimes Prevention Act law requires colleges to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice to the state of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.
In Massachusetts, convicted sex offenders must register with the state’s Sex Offender Registry Board; this includes anyone enrolled at or employed by the College, even if they are registered in their home jurisdiction. The Sex Offender Registry Board classifies each registered offender into one of three categories (Level 1—considered a low-risk offender, Level 2—considered a moderate risk offender, and Level 3—considered a high-risk offender). Any member of the public who is at least 18 years of age may request sex offender information.

MASSACHUSETTS SEX OFFENDER REGISTRY BOARD
http://www.mass.gov/eopss/agencies/sorb/

The Massachusetts 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 South Hadley police department for information on sex offenders in that community.

NATIONAL SEX OFFENDER REGISTRY
http://www.nsopw.gov/Core/Portal.aspx?AspxAutoDetectCookieSupport=1

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

BEING AN ACTIVE BYSTANDER

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,* though we also 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 they are in an unsafe situation, or may not realize they can get help stopping the unacceptable behavior.
  - Interrupting 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.
  - Support the victim – offer, if they are willing, 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. Keep in mind that all of these individuals are considered responsible employees who may need to respond to the information you share to ensure a safe campus. Additional resources include:

<table>
<thead>
<tr>
<th>If Incident Involves ...</th>
<th>Contact...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Another student</td>
<td>Dean of Students Office</td>
</tr>
<tr>
<td>A faculty member</td>
<td>The Chair of that Faculty Member’s Department or the office of the Dean of Faculty</td>
</tr>
<tr>
<td>A staff member</td>
<td>The director of that employee’s department or the Director of Human Resources</td>
</tr>
</tbody>
</table>

**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 x1-911 from a campus phone or (413) 538-2304 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
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. Please see Appendix A for definitions.

<table>
<thead>
<tr>
<th>Mount Holyoke Crime Statistics</th>
<th>All On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
<th>Residential Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>4</td>
<td>18</td>
<td>10</td>
<td>0</td>
</tr>
</tbody>
</table>

**Sex Offenses**

| Rape | 1 | 5 | 2 | 0 | 0 | 0 | 0 | 1 | 0 |
| Fondling | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |

**VAWA Crimes**

| Domestic Violence | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Dating Violence | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Stalking | 2 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

**Arrests & Disciplinary Referrals**

| Liquor Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations Referred for Disciplinary Action | 8 | 8 | 22 | 0 | 0 | 0 | 0 | 8 | 4 | 20 |
| Drug Law Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action | 1 | 0 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| Illegal Weapons Possession Arrests | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Illegal Weapons Possessions Referred for Disciplinary Action | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**U: Unfounded** (sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless following an investigation)

**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. This includes the Village Commons, Orchards Golf Course, Outing Club Cabin, and Mary Lyon’s Birthplace in Buckland MA.
- Public Property is the area immediately surrounding the campus, including the sidewalk on the campus side, the road, and the sidewalk on the non-campus side of the road.
**FEDERAL LAW BIAS INCIDENTS**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Number &amp; Location</th>
<th>Category of Bias</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Campus</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>In a Residence</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Non-Campus</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Public Property</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Campus</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>In a Residence</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Non-Campus</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Public Property</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>2015</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Campus</td>
<td>0</td>
<td>There was one incident in which there was apparent bias against several different groups via mail to an administrative office that does not fit the Clery reporting requirements.</td>
</tr>
<tr>
<td>In a Residence</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Non-Campus</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Public Property</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY RESPONSE

Any emergency should be promptly reported to Campus Police by dialing 1-911 from a campus phone, or by cell phone dialing (413) 538-2304. Alert 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 and 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 ad 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 AccessAbility 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 other appropriate agency (local authorities, Deans, etc., depending on the circumstances).
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 are provided to new employees at orientation. All Mount Holyoke College residential buildings have two evacuation drills each semester. Academic buildings have drills generally once per year.
Upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or employees, and taking into account the safety of the campus community, Campus Police will notify the campus community, without delay via the college’s emergency notification system.

The notification will be made unless doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. In cases of isolated emergencies that do not have the potential to affect a large portion of the campus, the Emergency Response Team may elect to limit the distribution of notifications to specific segments of the campus community. The Emergency Response Team will determine what information is appropriate to disseminate at different points in time and to which segments of the community.

Depending upon the situation, alerts may also be sent to the parent/guardian contacts within the emergency notification system as registered by students. The larger community can view information posted on the college website or provided to the media.

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

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

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

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 (emergency notification, timely warning, other).

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

Every student and employee is responsible for providing and maintaining their up-to-date emergency contact information by logging in to MyMountHolyoke using your network username and password and update your emergency contact information. This allows
you to be included most efficiently in emergency broadcasts via the emergency notification system. Full-scale tests of system are conducted and publicized at least annually.

More information about Mount Holyoke’s Emergency Notification System can be found online at:
https://www.mtholyoke.edu/campuspolice/emergency_notification.

TIMELY WARNING POLICY

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

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

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

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

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

TESTING OF THE EMERGENCY MASS NOTIFICATION SYSTEM

The notification system will be tested at least once a year. Tests may be announced or unannounced. Campus Police maintains a record of all tests conducted including date, time, description of the test, and whether it was announced or unannounced. At least once a year, the college will publicize its emergency procedures in conjunction with one of these tests. Residence hall evacuation drills are documented by Residential Life. Additional testing may be conducted as part of drills and exercises, or as necessary. More information about Mount Holyoke’s Emergency Notification System can be found online at: https://www.mtholyoke.edu/campuspolice. Additionally, the college Emergency Response Team conducts tabletop emergency response drills regularly.

EMERGENCY CONTACT INFORMATION

Emergency contact information is collected from each student and employee. Students are directed to MyMountHolyoke. Employees may update information with Human Resources. New employees are asked to provide the information at the time of hire.
DAILY CRIME & FIRE INCIDENT LOGS

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

- The daily Campus Police logs detail incident and arrest reports (including nature of the incidents, incident and reporting dates, times, general locations, and dispositions, if known) that occur on campus or within the patrol jurisdiction of the Campus Police Department that are reported to Campus Police.

- In instances where the release of information would result in an adverse effect—such as jeopardize an ongoing criminal investigation or the safety of an individual, affect an individual’s right to privacy, cause a suspect to flee or evade detection, or result in the destruction of evidence—information will not be released. However, once the adverse effect is no longer likely to occur, information will be released in the daily log consistent with existing state and federal laws.

- When changes in incident case statuses are known, the log will reflect such changes within two business days.

- The logs are available at https://www.mtholyoke.edu/campuspolice/logs. The log is also available by request at the Campus Police office at 1 Everett Road during normal business hours.

- The information listed on the crime log will not jeopardize the confidentiality of victims/survivors.

ANNUAL SECURITY REPORT

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

- Annually, all enrolled students and current employees will receive a notice of the availability of the College’s annual security report on the department’s web site via email.

- Notices are also provided to prospective students and staff through the Human Resources and Admissions offices. 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.

- Hard copies of this notice are provided to employees in departments where employees do not typically use computers during their work day.

- Hard copies can also be requested by contacting the Campus Police office at (413) 538-2304.

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.

- Many 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 residence halls are always locked; each student is issued a key to their room.
Campus residence student room doors and windows are provided with locking devices.
During low-occupancy periods, Residential Life distributes to students who remain on campus information about safety protocols and specific emergency procedures.

SECURITY CONSIDERATIONS IN THE MAINTENANCE OF FACILITIES
Security is very important in the maintenance of campus facilities. The College’s Department of Facilities Management processes repair orders on a priority system that places safety and security items as most important. Trees are cut back from lights, outdoor lighting is checked weekly, and shrubs are cut back from building entrances and paths on a regular basis. These items are also reviewed annually during the campus lighting walk. Members of the community are invited to join the Chief of the Campus Police Department and Director of Facilities Management as they walk the campus reviewing lighting, blue-light phone needs, and other security considerations.

ACCESS TO CAMPUS PROGRAMS
Mount Holyoke College is a member of the Five College Consortium (Amherst, Smith, 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 RESIDENCE HALLS
College residence halls are for Mount Holyoke students and their guests. While there are no formal identification policies for guests, with the exception of residence hall events, individuals may be asked for identification by residence hall 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.
- Residence hall doors are always locked. Guests use access phones outside the main door to contact their hosts who will then come to the door to allow access.
- All guests must be escorted by their hosts, except while on the floor of their hosts and must be escorted to other floors in the hall including while at residential parties.
- Guests can use any single user bathroom or bathroom labeled Gender Neutral.
- Guests must abide by the regulations of the residence hall and the larger campus community while they are on campus.
- People who are not registered Mount Holyoke students are welcome as short-term guests of a registered student in accordance with Residential Life policy.

Additionally, the College has guest rooms for rent through the Willits-Hallowell Center. Two on-campus guest suites are also available for visiting faculty. Contact the Willits-Hallowell Center for information about these spaces.
OFF-CAMPUS STUDENT ORGANIZATIONS
Mount Holyoke 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.

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’ AND EMPLOYEES’ 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
Mount Holyoke College complies with the federal Drug-Free Schools and Communities Act of 1986 as amended in 1989, and the Drug-Free Workplace Act of 1988 as amended, as well as all current laws regarding the sale, use, and possession of illegal narcotics and alcohol. 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.

- The 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 employee 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 and the Employee Handbook 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 Mount Holyoke 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.

- Possession of kegs of alcohol is permitted only with a permit from the town of South Hadley.

- Beer kegs are not permitted on campus without the prior approval of the area coordinator for the area for parties in
student residences and the appropriate student life professional for all campus events. In all cases, a copy of the completed
permit must be provided to Campus Police prior to the event.

- Guidelines for community responsibility, specific rules and regulations governing the consumption of alcoholic beverages at
College social functions, sanctions against infractions of norms of community living or violations of College policies by any
member of the College community, and descriptions of campus drug and alcohol abuse programs are outlined the student
handbook and the Employee Policy Manual. If questions arise related to any of these guidelines or policies, direct them to
the appropriate College department.

- Faculty, staff, and students are encouraged to familiarize themselves with the local resources for substance abuse,
counseling, and treatment. In addition, Health and Counseling Services are available to assist students with substance-
related problems; in emergency situations, faculty and staff may also request their services.
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<th>State Penalties for Operating Under the Influence</th>
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CAMPUS, LOCAL, AND STATE SANCTIONS CONCERNING ALCOHOL & 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. Local towns have 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 can be subject to arrest.

- No person under the age of 21 may possess or use of 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.
- Massachusetts law prohibits drivers to operate under the influence of drugs and alcohol. 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 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.
- 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 for the second.

PRESCRIPTION & OVER-THE-COUNTER MEDICATIONS

Nationally, non-medical use of prescription medication is the second most common category of illicit drug use (second only to marijuana). The four most common categories of medications used non-medically are (in order of magnitude of abuse) opioids (pain killers), benzodiazepines (anti-anxiety medications), amphetamines/stimulants (ADHD medications), and over-the-counter medications (often, cough and cold medications).
• Prescription medications are often obtained (shared, stolen, or purchased) from someone with a prescription. Many prescription medications are also illegally "pharmed" on the internet; these medications are potentially counterfeit, adulterated, or contaminated. The effects of prescription and over-the-counter drug abuse vary according to the medication, the dose, the method of consumption, the user's mental and physical characteristics, and other factors. Misuse of any drug can lead to dependence. Some medications, used alone in sufficient doses, or in combination with alcohol, can be lethal.

RISE IN OPIOID-RELATED DEATHS


POSSESSION OF MARIJUANA

While marijuana was legalized in Massachusetts for persons over 21, it is still against Federal law to possess marijuana on college campuses regardless of state laws. Manufacturing, distributing, and other related crimes involving marijuana remain illegal. 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 AND ALCOHOL TREATMENT PROGRAMS

Counseling Services, the Alcohol and Drug Awareness Project, and the College’s Health Center are available to assist students with substance-related problems. Employees may utilize the services of the Employee Assistance Program which can provide referrals to appropriate resources.

ADAP offers the following resources, programs, and services, among others:

Brief Screenings and Interventions

• Substance Use Assessments
• Harm Reduction Strategies
• Recovery Counseling
• Family and Friends Support
• Self-Assessment Tools
• Programs for New Students
• Programs for students and employees highlighting the dangers of alcohol & drug use, driving while under the influence, etc.
• Education at the employee benefits fair
DRUG AND ALCOHOL RESOURCES

- Alcohol & Drug Awareness Program | x2616
- Counseling Services | x2037
- Health Services | x2121
- Employee Assistance Program (EAP) | 800-828-6025
- Alcoholics Anonymous | 413-532-2111
- Al-Anon and Ala-Teen | 413-253-5261
- Narcotics Anonymous | 866-624-3578
- Hampshire HOPE | 413-587-1219
- 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 x1-911 or via cell phone at (413) 538-2304.
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.

“Weapons” include, but are 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.

- **Use safety escorts.** Students may request a safety escort after dark by calling Campus Police. This service is only available at night and is not available for groups. Campus emergency response always has a higher priority so Campus Police advises the student to wait in his/her car or inside the building until the officer enters the lot. If in a vehicle in a parking lot, keep your lights on and flash your vehicle lights when the cruiser enters the lot. Campus Police provides this service on a first come, first served basis as staffing allows.

Campus Police advises students who are concerned about their walking safety on campus at night to walk with a friend, let their roommate know that they are leaving a building and will be arriving in a specific time frame, or walk on the hour or half hour when there is more campus pedestrian traffic. As always, Campus Police encourages members of the community to report suspicious behavior by calling x2304 or x1-911. (Dial 413-538-2304 from a cell phone when on campus.)

Officers are on patrol 24 hours a day and will respond quickly to emergencies. Campus safety is a partnership between the community and the department. Working together we can keep Mount Holyoke safe.

- **Don’t jog alone** in remote areas during the day; never jog alone at night.

- **Carry a whistle** or other device that makes noise; keep it ready to use.

- **Don’t hitchhike.** Ask a friend for a ride or use the Five College bus.

- **Report suspicious behavior** or activity to Campus Police.

- **Don’t sunbathe in remote areas.**

- **Carry your cell phone.** Pre-program the Campus Police phone number (413-538-2304).

- **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.

- **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.** Drive to a police station or Campus Police if necessary.

- **Park safely in a lighted area.** Call Campus Police or use a blue-light phone to request a safety escort from the lot to your residence hall.

- **Wear your seatbelt.** Massachusetts has a mandatory seatbelt law; failure to use your seatbelt could result in a fine of $25.

**If you are followed...**

- **Remain calm.**

- **Cross the street.**

- **Change direction.**

- **Walk in lighted areas.**

- **Enter an open, lighted building.**

- **Use a blue-light phone or dial 1-911 on campus, 911 when off campus.** Cell phone users should dial 413-538-2304.
- 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.
- Above all, do not go home (giving away your address).

**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.
- Do whatever you can to break the hold, then run and scream.
- Use a blue-light phone or dial 1-911 on campus from a campus phone, or 413-538-2304 from a cell phone

### CRIME PREVENTION TIPS

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<tr>
<th>CRIME PREVENTION TIPS</th>
<th>Don’t</th>
<th>Do</th>
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<tbody>
<tr>
<td><strong>In Buildings</strong></td>
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<tr>
<td>• Leave valuables visible in a room</td>
<td>• Lock your door</td>
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<tr>
<td>• Leave valuables unattended in an unlocked area, even briefly</td>
<td>• Keep your keys and OneCard on you at all times</td>
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<tr>
<td>• Let strangers into a building</td>
<td>• If your OneCard is stolen, report it immediately</td>
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<tr>
<td>• Prop open outside doors to any building</td>
<td>• Participate in Operation Identification; we can help you engrave electronics and valuables. Call us for more information</td>
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<tr>
<td><strong>Automobiles</strong></td>
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<tr>
<td>• Leave valuables visible in your car – take them with you; if you cannot take them with you, lock them in your trunk</td>
<td>• Register your car with Campus Police</td>
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<tr>
<td>• Leave GPS units OR their mounts in your car</td>
<td>• Park in well-lit areas</td>
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<tr>
<td>• Prop open outside doors to any building</td>
<td>• Remove keys and lock doors</td>
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<tr>
<td><strong>Bicycles</strong></td>
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<tr>
<td>• Leave your bicycle unlocked.</td>
<td><strong>Register</strong> your bicycle with Campus Police; affix the issued decal to your bike. Unregistered bicycles are periodically removed from campus.</td>
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<tr>
<td>• Use a hardened steel lock; lock the entire bicycle to a bike rack, including quick-release wheels</td>
<td>• Notify Campus Police immediately if your bicycle is stolen</td>
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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** | 413-538-2304 from a cell phone or X 1-911 from a campus phone
   - **South Hadley Police** | 413-538-8231 or 9-1-1 from a cell phone
   - **Massachusetts State Police** | 413-584-3000 or 9-1-1 from a cell phone

What to do when law enforcement arrives:

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

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

*Seconds count in emergencies*
MISSING PERSON POLICIES & PROCEDURES

The 2008 amendments to the Higher Education Act require campuses to have a procedure for handling missing students that reside in residence halls; the procedure below includes those requirements within the procedures for any community member reported missing.

REPORTING MISSING PERSONS

Any person believed to be missing from the campus shall be immediately reported to the Campus Police Department. A missing person report may be filed by a parent/guardian or other family member of the person, by a roommate, a student services member (including student staff), Health Services staff member, 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.

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 they are safe.

DESIGNATION OF MISSING PERSON CONTACT

Each student at Mount Holyoke College can identify on MyMountHolyoke (my.mtholyoke.edu), a person that the College can contact in the event that the student is reported missing. IMPORTANT Include the following information: the person’s name as well as any contact methods (cell phone, home phone, email, etc.) This information will be collected via MyMountHolyoke, the college’s student information system.

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.)

NOTIFICATIONS

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

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the them in the case of an emergency, and have a general idea of the their 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 & 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:

Suzanne’s Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

NOTIFICATIONS

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

- Notify the Dean of Students
- Reconfirm with 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 South Hadley 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 Mount Holyoke College community. College residence halls are particularly susceptible to fires, and students residing in the halls must carefully adhere to fire safety regulations.

STUDENT FIRE SAFETY EDUCATION PROGRAM

Mount Holyoke College’s fire safety education program is multi-faceted. Initial training on the college’s fire safety program is provided at the first hall meeting each year. Additional information and reminders on fire safety zones and evacuation procedures is provided to all students prior to the start of fire drills for the year. Residence life student staff members receive additional fire safety training from the South Hadley Fire Department. Students violating fire safety policies will be referred to the college’s conduct system.

Extensive fire safety information is also available on the Residential Life webpage at: https://www.mtholyoke.edu/reslife/fire_policy.

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 Central Dispatch. However, any member of the community who becomes aware of any active or past fire must notify Campus Police immediately.

See designated residential evacuation locations at: https://www.mtholyoke.edu/reslife/evacuation_locations

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.

Candles, Incense, and Open Flames

The most frequent causes of residence hall fires on our campus have been candles and incense. Candles, oil lamps, incense, alcohol lamps, and open flame burners are prohibited. The policy also prohibits listed items for decorative purposes.

Corridors

State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of obstructions. Bicycles, boots, shoes, boxes, trash, suitcases, clothes, beds, and furniture should never be left in corridors or stairwells. Any item left in the corridors or stairwells will be confiscated and may be thrown away. Students are financially responsible for any missing room furniture, including furniture confiscated from corridors.
Electrical Equipment and Appliances

All electrical equipment is subject to inspection throughout the year by the College electrician as part of Mount Holyoke's continuing fire safety program. For example, before an electrician will reset a breaker or replace a fuse, they must first determine the cause of the electric overload and therefore must check all rooms on the involved circuit for problems.

All types of halogen lamps are prohibited. Extension cords may be used, but they must be UL-approved.

Multi-outlet extension cords are also allowed as long as they are UL-approved and have independent fuse protection. Extension cords should not be run under rugs, in travel ways, or under furniture. Do not tack extension cords to baseboards or other areas of the room.

The storage and use of the following electrical appliances in student rooms are prohibited.

- Opening Heating Coil
- Refrigerators measuring over 2.5 cubic feet
- Outside radio and television antennas
- Space heaters
- Heat generating humidifiers or vaporizers
- Toasters
- Toaster ovens
- Electric grills/griddles
- Electric blankets

While most appliances are prohibited, there are a few exceptions, such as coffee pots, hot pots, and popcorn makers. Due to the limited capacity of the electric circuits, students are encouraged to confine electrical use to radios, stereos, tape players, television sets, clocks, razors, hair dryers, and computers. Appliances not in use must be turned off and/or disconnected.

Fire Extinguishers

Fire extinguishers are located on the main floor of each residence hall. Extinguishers should be used for their intended purpose only and should not be removed from their assigned location. Extinguishers should be used only after the alarm has been pulled and the fire department has been notified. Only then should you try to control a small fire, if you can do so safely. Report fires of any size by dialing 1-911.

Fire Doors

Keep fire and smoke doors closed. These doors prevent the spread of smoke and fire, saving lives and minimizing damage to the building and personal property.

Fire Safety Inspections

In order to keep the residence hall free of fire hazards, fire safety inspections are performed four times a year: at the beginning of each semester, in November, and over the summer. The Hall Committee will follow up on any fire safety violations that are discovered during these inspections.
**Flyers and other Postings**

Flyers and other wall postings make the spread of fire much quicker and easier. To increase the safety within the residence halls, we ask students to post flyers and announcements in designated areas only. This is typically the corkboard on the room door and a community events board on the main floor of the residence hall lobby. Flyers placed on walls, glass of fire doors, or on entryways will be removed.

**Gasoline and other Combustibles**

Any item with a gasoline engine is prohibited in residential buildings. Gas barbeque grills, charcoal, and lighter fluids are also prohibited items. Grilling on the campus grounds is prohibited. Student or groups wishing to host a barbeque should contact the catering services via Willits Hallowell Conference Center. They will review the cost.

**Room Furnishings**

State law prohibits the use of upholstered furniture in student rooms. Futons should be fire resistant. Waterbeds, lofts, beanbag chairs, and hanging chairs are prohibited in residence hall rooms. Decorations may not be hung from the ceiling or sprinkler pipes. All decorations throughout the building must be flame-resistant.

**Approved Decorations**

- Only fireproof artificial trees may be used in College buildings. Massachusetts law prohibits natural trees and other natural decorations.
- If a holiday tree is set up in a residence hall, decorations must be made of flameproof or fireproof glass or metal. Items must be labeled as fireproof, not assumed to be fireproof. Only UL-approved lighting sets may be used to decorate a tree.
- Balloons (filled with nonflammable gas)
- Aluminum foil and other metal decorations
- Posters made of heavy cardboard or paper that has been treated with flame-resistant solution (Check label for this information.)
- Window decorations must be limited to the glass area. Only watercolor paints may be used. The steel or wooden frames of the windows are not to be painted or taped with any kind of tape. Windows must be cleaned at the end of the event or holiday season.

**Prohibited Decorations**

- No decorations of any kind are allowed in corridors, stairwells, or any means of exit. Doors (except for bulletin boards on doors may not be decorated with cards, ribbons, wrapping paper, or natural wreaths.
- No fires are to be lighted in the fireplace when the mantel is decorated. Fireplace mantel decorations should be kept to a minimum.
- Cornstalks, hay, straw, and related items are prohibited.
- Cut or live trees, wreaths, and sprays may not be used in the building. They may be used on the outside of exterior doors.
- Items that may damage the interior paint or wallpaper of any building are prohibited.
- Paper lanterns are prohibited.
- Plastic film and coverings are prohibited.

For more information, see the Fire Safety Policies in the Residential Life web site at:

https://www.mtholyoke.edu/reslife/fire-policy.
COMMUNITY FIRE SAFETY RESPONSIBILITIES

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.
- Report any active or past fires to Campus Police immediately.
- 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 1-911 from a campus phone or (413) 538-2304 from a cell phone and alert the dispatcher to your location.

WHAT SHOULD I DO IF I DISCOVER A FIRE?

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

1. Pull the nearest fire alarm.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Assist in removing any person needing assistance from the immediate area and to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
4. Assemble outside your building at the predetermined location.
5. Follow the instructions given by the Campus Police Officers and the South Hadley Fire Department personnel.
CAMPUS FIRE STATISTICS

EVACUATION DRILL STATISTICS

Evacuations 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.

<table>
<thead>
<tr>
<th>Residence Hall Evacuation Drills Conducted</th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80</td>
<td>83</td>
<td>74</td>
</tr>
</tbody>
</table>

RESIDENTIAL FIRES 2015 - 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cause</th>
<th># Fatalities</th>
<th># Injuries</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/03/2016</td>
<td>12:33 am</td>
<td>Mead Hall</td>
<td>Accidental</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>04/13/2016</td>
<td>1:34 am</td>
<td>Ham Hall</td>
<td>Intentional</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>03/13/2016</td>
<td>5:13 pm</td>
<td>Creighton Hall</td>
<td>Accidental</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>07/04/2015</td>
<td>12:37 am</td>
<td>Prospect Hall</td>
<td>Accidental</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
<tr>
<td>07/03/2015</td>
<td>8:54 pm</td>
<td>Prospect Hall</td>
<td>Accidental</td>
<td>0</td>
<td>0</td>
<td>Under $100</td>
</tr>
</tbody>
</table>

CAMPUS RESIDENTIAL 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 https://www.mtholyoke.edu/campuspolice for more information. When changes in the cause, or information about a campus fire become known to Campus Police, updates will be made to the log within two business days of the status change. The fire log for incidents within the past 60 days is available on the log website and is also open to public inspection Monday – Friday 8:00 am – 4:00 pm at the Campus Police office.
There are no immediate plans for system upgrades to the following systems; however systems are constantly being reviewed.

<table>
<thead>
<tr>
<th>Building</th>
<th>How Monitored</th>
<th>CO Detectors</th>
<th>Sprinkler Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Faculty Lane</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>3 Park Street *</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>17 Morgan Street *</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>57A/B College Street</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>92 College Street</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>94 College Street</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>1837 Hall</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Abbey Hall</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Brigham Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Dry system entire building</td>
</tr>
<tr>
<td>Buckland Hall</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Dickinson Hall</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Ham Hall</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>MacGregor Hall</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Mandelles, N&amp;S</td>
<td>Central</td>
<td>Yes</td>
<td>Dry system in attic; wet for rest of building</td>
</tr>
<tr>
<td>Mead Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Wet and dry systems mixed throughout building</td>
</tr>
<tr>
<td>Creighton Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Wet system entire building</td>
</tr>
<tr>
<td>Pearsons Annex</td>
<td>Central</td>
<td>Yes</td>
<td>Dry system entire building</td>
</tr>
<tr>
<td>Pearsons Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Dry system main building; wet system kitchen area</td>
</tr>
<tr>
<td>Porter Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Wet system most of building; dry in attic</td>
</tr>
<tr>
<td>Prospect Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Wet system entire building</td>
</tr>
<tr>
<td>Rockefeller Hall, N&amp;S</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Safford Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Wet system main building</td>
</tr>
<tr>
<td>Torrey Hall</td>
<td>Central</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Wilder Hall</td>
<td>Central</td>
<td>Yes</td>
<td>Dry system main building</td>
</tr>
</tbody>
</table>
Mount Holyoke College has 42 blue-light phones. Their use is not restricted to emergencies; use them to report incidents or suspicious people, or to ask for assistance or an escort. Simply lift the receiver or push the red button of any blue-light phone (except at the canoe house where you need to dial x2304). The phone will signal Campus Police automatically and direct someone to you.
## Important Campus Phone Numbers

**Campus Police**

*From a cell phone dial (413) 538-2304*

24 hours/day  x2304 from a **campus phone**

**Emergencies:** dial **1-911** from a campus phone

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services (during business hours)</td>
<td>413-538-2121</td>
</tr>
<tr>
<td>Dean of Students (Mon - Fri 8:30am - 5:00 pm)</td>
<td>413-538-2550</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>413-538-2550</td>
</tr>
<tr>
<td>Residential Life (Mon - Fri 8:30am - 5:00 pm)</td>
<td>413-538-2088</td>
</tr>
<tr>
<td>Center for Women &amp; Community</td>
<td>413-545-0800</td>
</tr>
<tr>
<td>UMASS/Amherst 24-Hour Crisis Line</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Services (including Card Access)</td>
<td>413-538-3111</td>
</tr>
</tbody>
</table>

### HELPFUL WEBSITES

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary Services (One Card, phones, mail)</td>
<td><a href="https://www.mtholyoke.edu/auxservices">https://www.mtholyoke.edu/auxservices</a></td>
</tr>
<tr>
<td>Campus Police</td>
<td><a href="https://www.mtholyoke.edu/campuspolice">https://www.mtholyoke.edu/campuspolice</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td><a href="https://www.mtholyoke.edu/deanofstudents">https://www.mtholyoke.edu/deanofstudents</a></td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td><a href="https://www.mtholyoke.edu/ehs">https://www.mtholyoke.edu/ehs</a></td>
</tr>
<tr>
<td>Health Services</td>
<td><a href="https://www.mtholyoke.edu/health">https://www.mtholyoke.edu/health</a></td>
</tr>
<tr>
<td>MyMountHolyoke (maintain emergency contact info, missing person contact info)</td>
<td><a href="https://my.mtholyoke.edu">https://my.mtholyoke.edu</a></td>
</tr>
<tr>
<td>Residential Life (housing policies &amp; resources)</td>
<td><a href="https://www.mtholyoke.edu/reslife">https://www.mtholyoke.edu/reslife</a></td>
</tr>
</tbody>
</table>
To aid in the understanding of the crimes reported in this document, we are providing the following definitions. These are based on Massachusetts law unless otherwise noted.

**Aggravated Assault**

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

**Arson**

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

**Burglary**

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

**Consent**

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

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

**Destruction/Damage/Vandalism of Property**

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

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

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purpose of this definition, dating violence —
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 (from 2013 VAWA Act; the definition under Massachusetts law varies slightly)**

A felony or misdemeanor crime of violence committed—

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

**Forcible Fondling**

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

**Hate Crimes**

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

**Incest**

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

**Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Counted only in bias statistics.

**Larceny (theft)**

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

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

**Murder and Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.
Negligent Manslaughter
The killing of another person through gross negligence.

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

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

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

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

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

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

Statutory Rape
Non-forcible sexual intercourse with a person who is under the statutory age of consent (16 in Massachusetts)
DEFINITION OF WEAPON LAW, DRUG ABUSE, & LIQUOR LAW VIOLATIONS
(ONLY ARRESTS & REFERRALS ARE REPORTABLE)

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

Weapons Law Violations

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

Drug Abuse Violations

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

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

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

Liquor Law Violations

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

Hate Crimes

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

FIRE SAFETY DEFINITIONS

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

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

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

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

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.
**Fire-related death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.

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

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

Phone: (413) 538-2304  
Emergencies:  x 1-911 from Campus Phone  
(413) 538-2304 from a Cell Phone

**Physical Location:**

Campus Police Building  
1 Everett Road (across from Health Services and Career Resources)

**Find us on Social Media:**

http://www.facebook.com/pages/Campus-Police/121551621250949  
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