Bay Path College

# Central Mass Campus

# *Annual Campus Security Report 2013*

**In Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

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# The Central Mass Campus

Bay Path College launched the Central Massachusetts Campus in 2003. Administrative offices and classrooms are located at the Rehabilitative Resources, Inc. (RRI) located on Picker Road in Sturbridge. The Worcester County facility provides a state of the art adult learning experience and features spacious, well-equipped rooms with wireless networked computers, high-speed Internet access, and professional presentation and audiovisual equipment. At the Central Mass Campus, Bay Path College offers the One-Day Saturday Program for undergraduate women, with degree programs in business, liberal studies, liberal studies with a concentration in elementary or early childhood education, psychology, and paralegal studies, as well as the master's degrees are open to men and women. The Central Mass Campus provides students with many of the student support services of the main campus, including access to administrative and academic deans, and the Registrar's Office.

## Emergency Phone Numbers

| | |
|---|---|
| Police/Fire/Emergency | 911 |
| On-Site Central Mass Campus Operations | (800) 495-7284 |
| Campus Administrator | (800) 495-7284 |
| Bay Path Health Services | (413) 565-1391 or (413) 565-1392 |
| Bay Path Counseling Center | (413) 565-1276 |
| Sturbridge Police Department | (508) 347-2525 |
| State Police | (508) 347-3352 |
| National Suicide Prevention | (800) 273-8255 |
| Harrington Hospital | (508) 765-9771 |

## Campus Community Standards of Conduct

The College is a community composed of a wide variety of men and women with different cultural and racial backgrounds, sexual orientation, and other unique qualities. The College values these differences and believes that interaction between people who may differ from each other is a positive learning experience. Respect and tolerance for everyone is a necessary part of cooperative living and learning in any campus society. Gestures of common courtesy expected of students include friendliness and respect for the safety and contentment of all. One of the most important aspects of college life is the observance of the policies and procedures of the College.

Intolerant behaviors show disrespect for others and harm both the victims and the community at large. Physical or verbal expressions of anger, rudeness, threatening or intimidating acts to others, or the use of profanity are not tolerated anywhere on campus. Verbal threats to harm either by phone, e-mail/Internet, or in person will result in immediate disciplinary action up to and including suspension or dismissal. A student who exhibits disruptive or inappropriate conduct in the classroom or anywhere on campus may be removed from campus and not allowed to attend classes.

The College reserves the right to discharge any student whose standard of scholarship, action, or social or moral tone is considered to be detrimental to the welfare of any students. Students who do not comply with College regulations may be suspended, dismissed, or placed on disciplinary probation for a period of time to be determined by the appropriate campus administrator. In order to protect the safety and welfare of the College community, Bay Path College reserves its right to suspend, dismiss or impose other disciplinary measures against any student who is convicted of a crime, whether on- or off-campus, and whether or not expressly prohibited by College policies, rules or regulations.

## Reporting a Crime and Other Emergencies

We encourage all students and employees to promptly report criminal incidents and other emergencies to the campus administrator. Emergencies may also be directly reported to an emergency 911 operator.

To aid in the prevention of similar crimes or serious incidents, the College issues campus alerts in a timely manner to notify community members about certain crimes in and around our campus community. Campus members who know of a crime or other serious incident should report that incident as soon as possible to the campus administrator so that a campus alert can be issued, if warranted. Campus alerts are primarily issued through the e2 Campus System.

Bay Path College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense.

## Jeanne Clery Act and Campus Crime Statistics

The Campus Public Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can also be located on our web site at www.baypath.edu. This report is prepared in cooperation with the local law enforcement agency.

Campus crime, arrest and referral statistics include those reported to the designated campus officials, and local law enforcement agencies. Massachusetts law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Crime reporting may be voluntary and/or confidential. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the web site link to access this report. Copies of the report may also be obtained from the campus administrator. All prospective employees may obtain a copy from Human Resources or from the campus administrator.

### Crime Statistics for the Central Mass Campus

| Offense | Location | 2010 | 2011 | 2012 |
|---|---|---|---|---|
| **Murder/Non-negligent manslaughter** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Negligent manslaughter** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Sex Offenses - Forcible** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Sex Offenses – Non-forcible** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Robbery** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |

| Offense | Location | 2009 | 2010 | 2011 |
|---|---|---|---|---|
| **Aggravated assault** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Burglary** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Motor Vehicle Theft** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Arson** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Hate Crimes** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Illegal Weapons possession** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Liquor Law Arrests** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Liquor Law Violations Referred For Disciplinary Action** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Drug Law Arrests** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |
| **Drug Law Violations Referred for Disiplinary Action** | On Campus | 0 | 0 | 0 |
| | Residence Halls | n/a | n/a | n/a |
| | Public Property | 0 | 0 | 0 |
| | Noncampus | 0 | 0 | 0 |
| | Total | 0 | 0 | 0 |

To view our Jeanne Clery Act Statistics online please go to:
http://ope.ed.gov/security/getoneinstitutiondata.aspx

Definitions Used for Reportable Crimes

1. Murder and Non-negligent Manslaughter. The willful (Non-negligent) killing of one human being by another.
2. Negligent Manslaughter. The killing of another person through gross negligence.
3. 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.
   a) Forcible Rape. The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving

consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

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

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

d) 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.

4. Sex Offenses – Non-forcible. Unlawful, non-forcible sexual intercourse.
   a) Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   b) Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.
5. 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.
6. Aggravated Assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
7. 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.
8. Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
9. 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.
10. 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.)
11. Drug Abuse Violations. Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbituates, benzedrine).
12. Weapon Law Violations. The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## Emergency Notification - E2 Campus System

In the event that a situation arises, either on or off campus, that in the judgment of the Campus Public Safety Department or campus administrator constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the e2 Campus Alert System to students, faculty and staff that have self-registered through the e2 Campus link (see link below).

The e2 Campus System is the most effective way of communicating emergency information to the entire campus population. With e2 Campus, students, faculty and staff are notified of weather delays

or cancellations, emergencies and safety alerts through text messages on their cellular phones. e2 Campus is convenient, easy to use, effective and free. Campus Public Safety strongly encourages all students, faculty and staff to register for the e2 Campus System.

Please go to http://bp-web.baypath.edu/e2campus/e2campusnewuser.htm.

## Alcohol and Drug Policy and Prevention Programs

The Central Mass Campus is an alcohol-free and drug-free campus. Possession of alcohol and illegal drugs are prohibited.

**The Central Mass Campus is a smoke-free campus**. Smoking is prohibited in all buildings. Smokers are requested to dispose all smoking materials in the proper metal receptacles out of doors. A $50 fine will be charged for each offense.

To assist student and employees, the College provides the following resources:

*Alcohol and Drug Education*: Counseling Center, Heath Services, Employee Assistance Program.

*Counseling Services*: Counseling Center, Heath Services, Employee Assistance Program.

*Referral Services*: Counseling Center, Heath Services, Employee Assistance Program.

## Firearms and Weapons

Firearms and weapons are not permitted at the Central Mass Campus. Anyone bringing a firearm or weapon on campus or in possession of a firearm or a weapon will be expelled. Students must possess a Massachusetts Firearms Identification Card (obtainable from the local police department) to carry mace or pepper spray. These types of devices are not to be discharged on campus. Disciplinary action will be taken in the event mace or pepper spray is discharged inappropriately on campus.

Violations of College policies may lead to dismissal. In such a case, the student will be informed of the violations and the reasons for the disciplinary action in writing. If a student is dismissed, within two days of the decision, she may request a hearing with a review board consisting of the Vice President for Planning and Student Development, the Program Chair of her major, and a faculty member of her choosing. The review board will convene within a seven-day period of receipt of a hearing request. The Director of Campus Life will be present at the hearing for the purpose of presenting the College's case. The student has the option of presenting in person or presenting her petition in writing. A final appeal may be made to the Provost and Vice President for Academic Affairs.

## Hazing

The College forbids the hazing or harassment of any student on or off the campus. Hazing refers to any conduct or activity, which willfully or recklessly endangers the physical or mental health of any Bay Path student or other person. Any student who organizes or participates in hazing will be subject to dismissal. Further, hazing is a criminal offense in the Commonwealth of Massachusetts and is: punishable by fine and/or imprisonment.

> Chapter 269 of the General Laws (Section 17) states that "whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a House of Correction for not more than one year, or by both such fine and imprisonment." The term "hazing," as used in this section and in Sections 18 and 19, shall mean "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such

student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

**Section 18**. "Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars."

**Section 19**. "Each school or college shall issue to every student under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such a group or organization, a copy of this section and Sections 17 and 18."

## Fees, Fines, Charges and Sanctions

| | |
|---|---|
| ID replacement | $ 10 |
| Tampering with or pulling a Fire Alarm Box or discharging a fire extinguisher in a non-emergency | $100 |

## Anti-Discrimination Policy

Bay Path College complies fully with all federal and state laws and regulations prohibiting discrimination with respect to any (1) applicants for admission or employment, (2) students, (3) employees, or (4) volunteers of the College.

Should any student complaints arise despite Bay Path's policies of non-discrimination on grounds of race, color, age, religion, national origin, sex, sexual orientation, handicap, ancestry, participation in discrimination complaint related activities, genetics or active military or veteran status, the review and appeal procedures which follow should be utilized as grievance procedures for prompt and equitable resolution of the dissatisfaction. This policy incorporates by reference the requirements of Title VI, Civil Rights Act of 1964; Title IX, the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and all other applicable federal and state laws, statutes, regulations, and executive directives. Any inquiries regarding these matters may be directed to Bay Path's Title IX Coordinator and Affirmative Action Officer, the Dean of Planning and Student Development.

## Anti-Harassment / Anti- Discrimination

It is the goal of Bay Path College to promote an educational environment that is free of discrimination and illegal harassment, including sexual harassment. Discrimination and illegal harassment, including sexual harassment of students occurring at the College or in other settings in which students may find themselves in connection with their educational programs is unlawful and will not be tolerated by the College. Further, any retaliation against an individual who has complained about discrimination and harassment or retaliation against individuals for cooperating with an investigation of a complaint is similarly unlawful and will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by students.

Because Bay Path College takes allegations of discrimination and illegal harassment, including sexual harassment seriously, we will respond promptly to these complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the College's goals of promoting an educational environment that is free of discrimination and illegal harassment, including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take action for conduct which the College deems unacceptable, regardless of whether that conduct satisfies the definition of discrimination or illegal harassment, including sexual harassment.

*Definition of Sexual Harassment*
In Massachusetts, the legal definition for sexual harassment is this: "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

> Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or,
>
> Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Under these definitions, direct or implied requests for sexual favors in exchange for actual or promised educational opportunities or benefits constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

> Unwelcome sexual advances-whether they involve physical touching or not;
>
> Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding one's sex life;
>
> Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
>
> Displaying sexually suggestive objects, pictures, cartoons;
>
> Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
>
> Inquiries into one's sexual experiences;
>
> Unwelcome discussion of one's sexual activities.

All students should take special note that, as stated above, retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint is unlawful and will not be tolerated by this organization.

*Procedure for Complaints*
If any student believes she or he has been the victim of discrimination or harassment, the student has the right to file a complaint with the College. This may be done in writing or verbally.

If you would like to file a complaint you may do so by contacting either the campus administrator or the Dean of Planning and Student Development, Bay Path College, 588 Longmeadow Street, Longmeadow, MA 01106, telephone (413) 565-1358. The Dean is also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

*Complaint Investigation*
When we receive a complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with the witnesses. We will also interview the person alleged to have committed the discrimination or illegal harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the alleged offense of the results of the investigation.

If we find that the allegations in the complaint have been established by the investigation, we will act promptly to eliminate the offending conduct and, where it is appropriate, we will also impose disciplinary action.

*Disciplinary Action*
If it is determined that inappropriate conduct has been committed we will take such action as is appropriate under the circumstances. Action may include such forms of disciplinary action as we deem appropriate under the circumstances.

*State and Federal Remedies*
In addition to the above, if you believe you have been subjected to discrimination or illegal harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period from alleged offense for filing a claim (EEOC-180 days; MCAD-6 months).

Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:
One Ashburton Place – Room 601
Boston, MA 02108
(617) 994-6000

Equal Employment Opportunity Commission
One Congress Street, 10th Floor
Boston, Massachusetts 02114
(800) 669-4000

***Campus Sex Crimes Prevention Act***

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. In Massachusetts, this information is accessible at www.mass.gov/sorb or by calling (978) 740-6400. You may also visit the Town of Longmeadow Police Department for information regarding sex offenders in the area.

## Emergency Preparedness/Disaster Plan

The Federal Emergency Management Agency (FEMA) describes an emergency as "any unplanned event that can cause deaths or significant injuries to students/staff, or that can shut down the College, disrupt operations, cause physical or environmental damage, or threaten the facility's financial standing or public image.

Obviously, numerous events can be "emergencies" and will be handled according to the following protocol. Emergencies specifically dealt with in this plan include:

- Bomb Threats
- Explosion
- Fire Safety
- Flooding
- Fumes and/or Vapors
- Hazardous Substance Spills
- Identifying Suspicious Mail Packages
- Medical Emergency - Community Health issues
- Student Crisis
- Terrorism/Biological/Chemical Attacks
- Utility/Mechanical Failures
- Violent or Criminal Behavior
- Severe Weather/Tornado Warning
- Illness or Injury
- Emergency/Disorientation/Suicide Attempts

## *Bomb Threat*

Remain calm and do not panic. If a written message is received, keep track of the following information:

1. Who found it
2. Who else was present
3. Where was it found or how was it delivered
4. When was it found or delivered
5. Who touched it
6. Have any previous threats been received

If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller:

1. Date and exact time of call
2. Time set to explode
3. Which building it is in
4. Where it is
5. Type of bomb
6. Estimated age and gender of caller
7. Emotional state: agitated, calm, excited
8. Background noises: traffic, music, voices
9. Why it was set
10. Who is the target
11. Who is the caller

If practical do not hang up the telephone, but phone the local police department (911) immediately.

The administrator in charge and local authorities will determine a plan of action. A decision on whether or not to evacuate will be based on all of the information received.

If the decision is made to evacuate, move at least 300 feet away from the building to a designated evacuation area and wait for instruction. Stay away from glass.

## *Explosion*

1. Report an explosion by calling 911 immediately.
2. If necessary or when directed to do so, activate the alarm system to evacuate the building.
3. When the building evacuation alarm is sounded, an emergency exists. Everyone within the building must evacuate. Closing doors will help contain a fire. **DO NOT LOCK DOORS**.
4. Do not use elevators.
5. Notify emergency personnel of anyone who may not have evacuated because of injury or inability to evacuate.

## *Fire Safety*

- In all cases of fire, activate the nearest alarm to warn other occupants of the building to evacuate.
- When the building fire alarm is sounded, an emergency exists. All rooms/offices must be evacuated. Leave the lights on. Close, but do not lock doors. Open windows and secure personal belongings whenever possible.
- Before opening any doors, be sure to feel the surface. If the door is hot to the touch, do not open. Utilize another door, if possible, or window.
- Do not attempt to put out the fire; personnel trained in the use of fire extinguishers may try to extinguish fires that are small in nature.
- If an area is hot or smoke filled, crawl on your hands and knees.
- Use stairwells to exit and avoid elevators. Proceed out the nearest exit and assemble at least 300 feet away from the building to a designated evacuation area.
- Notify emergency personnel of anyone who may not have evacuated because of injury or inability to evacuate.

- Do not attempt to re-enter the building until emergency personnel have certified that the building is safe.

Faculty, staff, and students must abide by all safety regulations to minimize the threat of fire. Many fires start through careless disposal of smoking materials. Bay Path College does not allow smoking in any building and provides receptacles outside of buildings to dispose of smoking materials. Use of candles in offices and classrooms is prohibited. Any member of the Bay Path Community found to be in violation of regulations relating to fire safety will be subject to disciplinary action as outlined in the Student Guidebook, faculty handbook and College Operations Manual.

### *Flooding*

If flood conditions occur in any building, call 911. Be sure to provide sufficient information including the building, room number, degree of flooding, or potential damage due to the flooding. If the degree of flooding warrants immediate evacuation, occupants must evacuate to a safe location and then call emergency responders.

### *Fumes and Vapors*

Toxic fumes can enter a building from various sources, such as improperly stored chemicals, faulty wiring or refrigeration, equipment fires, gasoline engines operated near air intakes, etc.

If the presence of toxic fumes is suspected, the area or areas affected should be evacuated. Use a telephone away from the area and call 911.

### *Hazardous Substance Spills*

Any major spill of a hazardous substance must be reported immediately by calling 911. Students and personnel should be evacuated from the affected area immediately. Campus officials may seal off the contaminated area to prevent further contamination until trained responders arrive.

Persons who may be contaminated by the spill/release must seek medical attention immediately.

### *Identifying Suspicious Mail Packages*

- No Return address
- Insufficient postage or excessive postage
- Is addressee familiar with name and address of sender
- Return address and postmark are not from the same area
- Wrapped in brown paper with twine
- Grease stains or discoloration on paper
- Strange odors
- Foreign Mail, Air Mail and Special Delivery
- Restrictive markings such as confidential, personal, etc.
- Handwritten or poorly typed addresses
- Incorrect titles or titles with no names
- Misspellings of common words
- Excessive weight
- Rigid, lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc.

### *Medical Emergency - Community Health Issues*

- Report any serious injury or illness by calling 911 immediately.
- Non-emergency injuries or illness should be reported to the campus administrator.
- Begin first aid, if qualified, or seek someone who is qualified to administer first aid.
- Personal safety is your first priority. Use personal protective equipment when in contact with the victim's blood or any other bodily fluid. Each campus has a first aid kit containing personal protective equipment.

## *Student Crisis*

In the event of crisis situations involving students, immediately contact the campus administrator at (800) 495-7284. This individual will make appropriate contacts and referrals. In the event that a Bay Path College student, staff or faculty becomes aware that a student sustained a serious injury or has threatened to do violent harm to others on campus, the local police (911) must be contacted immediately.

**Crisis situations could include:**

- Alcohol or Drug-related emergencies
- Disruptive behavior in the classroom
- Death of a student, friend or family member
- Mental health/behavioral incidents or concerns
- Physical injury including sexual assault

## *Terrorism/Biological/Chemical Attacks*

Due to past terrorist events, people have become increasingly concerned about protecting themselves in the event of a terrorist attack involving radioactive, chemical or biological materials. The Centers for Disease Control (CDC) is charged with leading a nationwide preparedness training and education program for state and local health care providers, first responders and governments. The CDC and the State Department of Public Health advise against the purchase of gas masks and other protective devices. In addition, the general public is advised against hoarding specific medications in anticipation of a possible bio-terrorist or chemical attack. In the event of a public health emergency, local and state health departments will inform the public about the actions individuals need to take. Acting against the recommendations of these agencies can impede the ability of hospitals, labs and other healthcare facilities in their treatment efforts of infected or seriously injured people.

The CDC's National Pharmaceutical Stockpile (NPS) Program is to ensure the availability and rapid distribution of life-saving pharmaceuticals, antidotes and other medical supplies and equipment necessary to counter the effects of nerve agents, biological pathogens and chemical agents. The NPS Program is ready for immediate distribution in the event of a terrorist attack using biological toxin or chemical agents.

In the event of a terrorist nuclear attack a national emergency-response plan would be activated and would include federal, state and local agencies. The CDC recommends finding a stable building to "shelter in" during this type of emergency. The shelter should be a basement location, have as few windows as possible and be equipped with emergency supplies that would last at least three days.

## *Utility/Mechanical Failures*

Any emergency related to building or facility problems, such as equipment or utility failure must be reported to the campus administrator immediately by calling (800) 495-7284.

***Violent or Criminal Behavior in the Classroom***

**Actions to Take:**

1. All violent/criminal behavior should be reported by calling 911 and the campus administrator (800) 495-7284.
2. To report threats and other crime reports notify the campus administrator (800) 495-7284or call 911.
3. Practice crime prevention and learn self-defense techniques. If you do, the likelihood of becoming a victim of violent or criminal behavior will be greatly reduced.

**Preventive Measures:**

1. Protect yourself! Be aware of your surroundings. Walk in well-lit areas and do not walk alone. Consider carrying pepper spray for self-protection or carry a personal safety alarm to alert others if you have trouble. Learn self-defense techniques.
2. Lock your doors.
3. Keep inventory of your valuables and engrave them if applicable.
4. Lock your vehicle when traveling and, when parked, do not leave valuables in plain sight.

**Report problem behaviors or actions perceived as dangerous to the campus administrator or 911.**

## *Severe Weather/Tornado Conditions*

**Severe Weather/Tornado Watch**: A watch is an indication of where tornadoes are possible in the next several hours. The National Weather Service will issue a bulletin to local authorities and local radio and television stations when watches are posted. Bay Path College will not notify the campus community when a tornado watch has been issued.

**Severe Weather/Tornado Warning:** A tornado warning means that a tornado has been spotted, or that Doppler radar indicates conditions are present that can spawn a tornado. The National Weather Service alerts weather stations and local authorities with a tornado warning. When Campus Public Safety becomes aware of such a warning, and E2-campus text alert will be sent.

## *Illness or Injury*

If you become ill or are injured on campus, please contact the campus administrator or 911 immediately.

## *Emergency/Disorientation/Suicide Attempts*

When an emergency occurs anywhere on campus, remain calm and **dial 911** for police assistance. For example, if an individual:

- is or becomes unconscious
- has trouble breathing or is breathing in a strange way
- has chest pain or pressure
- is bleeding severely
- has severe pressure or pain in the abdomen that does not go away
- is vomiting or passing blood
- has seizures, a severe headache, or slurred speech
- appears to have been poisoned
- has injuries to the head, neck, or back
- has possible broken bones

**Psychiatric emergency/disorientation/suicide attempt**
This policy is designed to assist the student who appears to be potentially harmful to herself/himself or to those around her/him. If you have concerns about the well-being of another student, notify the campus administrator (800) 495-7284. Unusual flare-ups, outbursts of temper, staggering or stumbling, drowsiness or disorientation, and general changes in overall attitude are frequent signs that a student needs help.

Frequently students feel comfortable with faculty and staff to discuss personal issues. If you become aware of any student attempting or contemplating suicide or are fearful of them doing any sort of personal harm, please contact 911 immediately. It is important that an individual be kept safe until help arrives.

In the event that a Bay Path College student, staff or faculty member becomes aware that a student has sustained a serious self-inflicted injury or has threatened to do violent harm to others on campus, 911 should be contacted immediately. Emergency medical personnel may transport a student in acute emotional distress to the Lahey Clinic for evaluation.

Any student who makes a serious threat of harm to self or others (i.e. suicide, homicide, bodily injury) may be immediately asked to leave campus in order to insure her safety and the safety of the community as a whole. The student is not eligible to return to campus or attend classes until a letter from a psychiatrist or physician indicating the student is able to return to campus and including a follow-up regime to be sent to the campus administrator (800) 495-7284. Permission for a student to return to campus and classes is granted only in writing campus administrator and the Vice President for Planning and Student Development.

**-- End of Report --**