

# **Curry College**

**2017**

## **Annual Security Report & Fire Safety Report**



**Statistics for years 2014-2016**

**1071 Blue Hill Ave. Milton MA, 02186**

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## About The College

### **The College**

A four-year, residential, private, liberal arts-based, coeducational, degree-granting institution offering undergraduate, graduate and continuing education programs; founded in 1879 by Anna Baright Curry and Samuel Silas Curry as the School of Elocution and Expression; focused on helping students understand their unique abilities, talents and interests as they seek and achieve excellence, and successfully take their place in the world

### **Location**

The main campus is located in Milton, Massachusetts; a small community of nearly 27,000 within the Greater Boston metro; ranked #2 in Money Magazine's 2011 Best Places to Live. Nestled on 131-acres, the wooded New England residential campus is just seven miles from downtown Boston, known as the "ultimate college town" and serving approximately 250,000 students. The campus is a few miles away from shuttle-to-subway route and major historic sites, legendary sports venues, shops, restaurants, orchestras, entertainment, cultural events, art galleries, and museums. It is also close to the Blue Hills Nature Reservation with skiing and hiking trails, horseback riding, environmental education and recreation

### **Academic Programs**

Twenty-seven undergraduate majors and more than 60 minors and concentrations, with pre-professional preparation; four graduate programs in business administration, criminal justice, education, nursing; variety of continuing education offerings.

### ***Degrees and Certificates***

- Undergraduate: Bachelor of Arts (B.A.), Bachelor of Science (B.S.)
- Graduate: Master of Arts in Criminal Justice (M.A.C.J.); Master of Business Administration (M.B.A.); Master of Education (M.Ed.); Master of Science in Nursing (M.S.N.)
- Continuing education and graduate certificate programs

### **Enrollment**

More than 2,000 full-time, traditional undergraduates; more than 1,400 continuing education and 300+ graduate students; nearly 75 percent of undergraduates live on campus.

### **Faculty**

450 full- and part-time faculty members with a primary focus on teaching; approximately 72 percent hold a Ph.D. or the terminal degree in their field; student/faculty ratio of 11:1.

### **Campus Community**

Wide range of welcoming groups and exciting activities to engage the entire campus community, including more than 35 student clubs and organizations, Student Government Association (SGA), Student Entertainment and Events (SEE) all-campus programming group, Student Ambassadors

- ***Intramurals and recreation***  
Rugby, Step and Dance Club, cheerleading; nine outdoor tennis courts, cross-country running-

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and fitness trail, fields for football, baseball, softball, soccer, lacrosse; indoor facilities for volleyball, basketball, weight training

- **Arts and media**

Theatre, chorale; WMLN-FM 91.5 campus radio, CC8 campus television; Currier Times student newspaper, Curry Arts Journal, Amethyst yearbook

- **Service**

Multicultural Student Union, International Club, ONE Curry, Curry Cares, and extensive community service opportunities

- **Life and health**

Office of Spiritual Life, chapel; counseling services, health services

- **Special programs and support**

Honors, Academic Enrichment Center, Academic Advising, Speaking Center, Center for Career Development, Program for Advancement of Learning (PAL)

- **Facilities**

Levin Memorial Library; dynamic, contemporary Student Center with Dining Marketplace and sports café, Katz Gymnasium, fitness center, group exercise studio, student lounge with fireplace and Bookstore

### **Athletics**

NCAA Division III; New England Football Conference, The Commonwealth Coast Conference (TCCC), Eastern College Athletic Conference (ECAC)

### **Accreditation**

Curry College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), through its Commission on Institutions of Higher Education; a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Curry College's undergraduate and graduate nursing programs are accredited by the Commission on Collegiate Nursing Education.



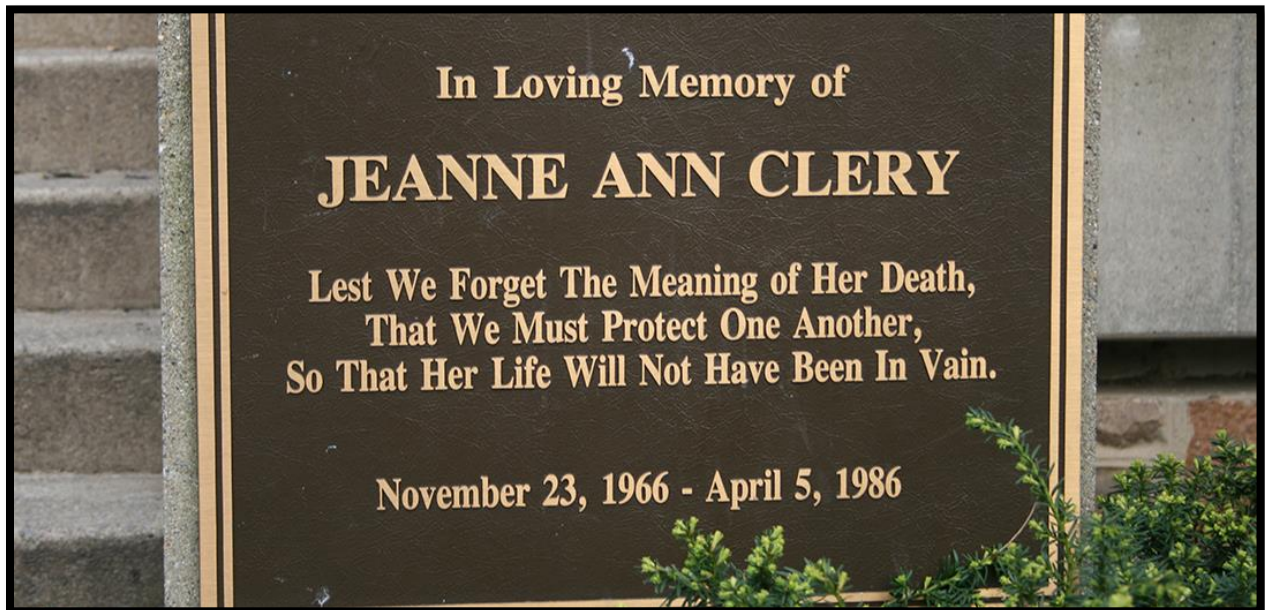
## What is the Clery Act?

On page one of The U.S. Department of Education's "The Handbook for Campus Safety and Security Reporting 2016 Edition" it states the following regarding the history of the Clery Act:

*"In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA.*

*On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes."*

In addition to complying with the requirements of the Clery Act, The Curry College Department of Public Safety in co-ordination with the Title IX Coordinator have prepared this annual Safety and Security Report and Fire Safety Report to help prospective students and their families make informed decisions regarding campus safety. Throughout this document, you will find useful information pertaining to programs, resources, policies, procedures, statistics and all other related information in relation to campus safety and security at Curry College.





## Curry College Department of Public Safety

### Mission Statement



*"The Curry College Department of Public Safety's mission is to provide a safe and secure environment for our entire community. This encompasses all students, employees and everyone that visits our campus. Public Safety is everyone's responsibility; we ask our entire Curry College Community to get involved."*

The Curry College Department of Public Safety is committed to ensuring a safe and secure community where students, faculty, and staff may experience academic, professional, and personal success. To achieve this goal, the Department of Public Safety provides a comprehensive program of law enforcement, security, crime prevention, fire safety, emergency medical response, parking, and related public safety services to help ensure the College community remains a safe and pleasant place to live, work, and learn. To further meet this objective, the Department of Public Safety has established a partnership with students, faculty, and staff, in the development of crime prevention, security assessment, response and education. This partnership is the foundation of maintaining an environment that encourages mutual respect, caring, and safety for the campus community.

On the behalf of our entire department, I thank you.



Paul King  
Director of Public Safety  
Phone: (617) 333-2159  
[Paul.King@curry.edu](mailto:Paul.King@curry.edu)



## Curry College Department of Public Safety Overview & Authority



The Curry College Department of Public Safety is the primary law enforcement agency of the College. The Department is located on the north side of the Milton Campus at 940 Brush Hill Road. The department operates 24 hours a day, seven days a week and 365 days a year. Our non-emergency business hours are Monday through Thursday 8:30 AM to 7:00 PM, Fridays 8:30 AM to 4:30 PM and Saturdays 7:00 AM to 3:00PM. The department is comprised of a director, 12 full time-sworn police officers, three full time non-sworn officers, one part-time non-sworn officer and one administrative assistant. All sworn officers of the department are Special State Police Officers (SSPOs) in accordance with the provisions of Chapter 22C, section 63 of the Massachusetts General Laws and have police authority on any property owned, leased, or regularly used by Curry College. Furthermore, these officers have attended at a minimum a Municipal Police Training Committee (MPTC) Basic Reserve Intermittent Police Academy in conjunction with having an Associate's degree or higher in Criminal Justice. In addition, eight officers are also sworn Norfolk County Deputy Sheriffs.

All officers receive annual, in-service training and updates to relevant laws. Many officers also receive specialized training in conducting sexual assault investigations, crime prevention, identification of hate crimes, domestic violence intervention, as well as active shooter response.

In addition to their law enforcement roles, all officers are trained and certified First Responders and are able to administer basic first aid, Cardiopulmonary Resuscitation (C.P.R.) Automated External Defibrillator (A.E.D.) and Naloxone (Narcan).

The Curry College Department of Public Safety strives to provide a safe and secure environment for all students, faculty, staff, and guests. While we cannot promise that we can prevent and solve every crime that may occur on campus, we promise our officers will provide professional assistance to all members of our community to the best of their ability. In return, we ask our entire Curry community to get involved with campus safety. Remember if you see something, say something.

We appreciate you taking the time to review this report.

For additional information, please also visit our [website](#).

If you have any non-emergency questions concerning safety at Curry College, please feel free to contact us by phone at (617) 333-2232, or stop by our office during regular business hours.

**For all emergencies at our Milton, campus please utilize our emergency number:**

**(617) 333-2222**

**or**

**911 at our Plymouth Campus or off campus**

## Jurisdiction

### Milton Campus

Curry College is located at 1071 Blue Hill Avenue in the town of Milton, Massachusetts and is situated on 131 acres. The campus abuts Route 138 and is only a block from Boston's Hyde Park neighborhood and the Blue Hills Reservation. The Milton campus is home to more than 1,500 traditional undergraduate students that reside within 19 residence halls. In addition, the College serves approximately 500 traditional commuter students, 1,400 continuing education students and 300 Graduate students. On any typical day of classes there is upwards to 2,000 people on campus. The Curry College Department of Public Safety is the primary law enforcement and safety agency for this location.

### Plymouth Campus

Curry College's Plymouth Campus is located at 20 North Park Ave in the Town of Plymouth Massachusetts. This campus is dedicated to Continuing Education students. The building is owned by PMC Realty Trust of 29 Samoset St. Plymouth MA, 02360 and is leased to the College. The building is shared with other tenants including Citizens Bank, Bayada Home Health Care and ReMax. Tenants have their own entrances and exits, which are clearly marked and secured by key access. For logistical purposes, the Town of Plymouth Police Department is the primary law enforcement and safety agency that responds to calls for service at this location. Students, faculty, staff and Guests that have any questions or concerns regarding their safety at our Plymouth campus should contact the:

Plymouth Police Department

Phone: (508) 830-4218

**Emergency: 911**

### Max Ulin Memorial Rink

The Max Ulin Memorial Rink located at 11 Unquity Rd, Milton, MA 02186 is the primary ice hockey arena used by the Curry College Colonels. The rink is owned by the Commonwealth of Massachusetts and is operated by the Town of Milton and Curry College. In addition to being home of Curry's hockey team, the rink is open to the public. The following agencies have jurisdiction at this site and should be contacted in case of an emergency:

Milton Police Department Phone: (617) 698-3800 <b>Emergency 911</b>	Massachusetts State Police (H7) Phone: (617) 698-5840 <b>Emergency 911</b>	Curry College Department of Public Safety Phone: (617) 333-2232 <b>Emergency (617) 333-2222</b>
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### The Grazing Fields Farm

The Grazing Fields Farm is located at 201 Bournedale Road, Buzzards Bay, MA. This farm is utilized by the College's Equestrian Team throughout the year. The farm is privately owned by Kathryn and Michael Fletcher who provide horse boarding services, training, events, shows, and competitions. The following agency has jurisdiction at this site:

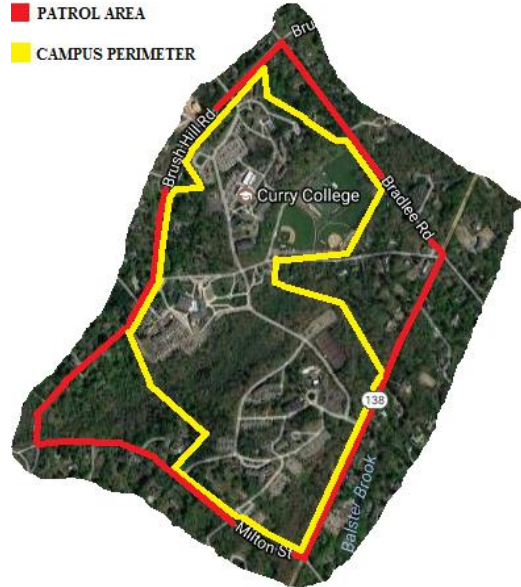
The Town of Bourne Police Department

(508) 759-4420

**Emergency 911**

## Clery Geographical Jurisdiction

### Milton Campus



### Plymouth Campus



## Non-Campus Locations

### Max Ulin Memorial Rink



### The Grazing Fields Farm



Curry College's Clery Act geographic boundaries includes all campus, and non-campus buildings or property controlled by an officially recognized student organization, along with all public property that is immediately adjacent to and accessible from campus.

*All areas within the YELLOW zones are considered Curry's Clery Geographical zone. -The area within the RED zone of the Milton Campus is patrolled by The Curry College Department of Public Safety.*

## **Interagency Co-operation and Information Sharing**

At this time, the Curry College Department of Public Safety does not have any written Memorandums of Understanding or Mutual Aid pacts with any other law enforcement agencies. However, the College has built close working partnerships with the following State and Local Agencies:

Boston Police Department (District E18)

Local Emergency Planning Committee: (Milton Police & Fire, Milton Board of Health, Beth Israel Deaconess Hospital - Milton, Milton Public Schools, and Milton Academy)

Massachusetts State Police

Norfolk County Sherriff's Department

Norfolk County District Attorney's Office

Plymouth Police Department

The Department of Public Safety also receives/shares safety, security and intelligence information with the following agencies:

Boston Police Department

Massachusetts State Police

Milton Police Department

Department of Homeland Security

Department of Justice

Massachusetts Emergency Management Agency

Norfolk County Sherriff's Department

Norfolk County District Attorney's Office

Plymouth Police Department

## Emergency Services - Reporting a Crime or Incident

In the event of an emergency or to report a crime on the Milton campus, members of the campus community should call the Department of Public Safety at **ext. 2222** from any campus telephone. **From a cell phone, dial (617) 333-2222.** The Curry College Department of Public Safety (CCDPS) encourages the accurate and prompt reporting of all crimes and emergency incidents. Please remember that timely reporting leads to the best outcomes in any situation.

### Emergency Numbers:

On Campus, POLICE\FIRE\EMS:	ext. 2222
On Campus, POLICE\FIRE\EMS: (via Cell)	(617) 333-2222
Off Campus POLICE\FIRE\EMS:	911
Plymouth Campus, POLICE\FIRE\EMS:	911
Max Ulin Memorial Rink, POLICE\FIRE\EMS:	911
The Grazing Fields Farm, POLICE\FIRE\EMS:	911

### Other Numbers

On Campus CCDPS Non-Emergency Line:	ext. 2232
On Campus CCDPS Non-Emergency Line: (via Cell Phone)	(617)-333-2232
Anonymous Tip Line:	(617) 391-5280
Counseling Services:	(617) 333-2182
Health Clinic:	(617) 333-2182
Student Affairs:	(617) 333-2289
A New Day (Sexual Assault & Domestic Violence 24 Hour Hotline)	(508) 588-8255
Beth Israel Deaconess Hospital – Milton	(617) 696-4600
Milton Police Department	(617) 698-3800

## Emergency Services - Reporting a Crime or Incident (Continued)



### On-Campus Emergency Telephones

Emergency telephones are located throughout the Milton campus. They can be identified by the blue light directly above them. The telephones are simple to operate and may be used as either a direct line to the Public Safety or as a campus phone.

To operate in an emergency, simply press the “emergency” button at the lower right corner of the panel. You will hear a dial-tone and then dialing. The call will ring directly to a Public Safety dispatcher and the call will be taken as an emergency service request.

### Elevator Emergency Buttons

Like the emergency phones throughout campus, each elevator also has an emergency button that can be activated in case of an emergency. To activate simply press the “emergency” button and a light will come on. You will then hear a dial-tone followed by dialing. The call will ring directly to a Public Safety dispatcher and the call will be taken as an emergency service request.

### Panic Buttons

There are several “panic buttons” throughout campus that are typically located in Academic and Administrative buildings. The exact locations of these buttons are not made public, however, staff and faculty are made aware of their locations.

## Response to Reports

Dispatch services are available 24 hours a day to answer calls for service. Priority response is given to crimes against persons, medical emergencies and fire safety hazards. In the case of a non-emergency, CCDPS will take the required action, either dispatching an officer or asking the caller to report the incident in person during business hours. Special services include experienced investigators as well as the availability of local, state, and federal law enforcement agencies in providing support and assistance. CCDPS incident reports may be forwarded to local police, the Norfolk County District Attorney’s Office, the Office of Student Conduct Community as well as Health Services when appropriate.

## Campus Security Authorities

Aside from CCDPS officers, the Clery Act defines a Campus Security Authority as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” - (U.S. Department of Education, 2016)

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CSA's are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA to the official or office designated by the institution to collect crime report information. Curry CSAs may report to either the Title IX coordinator or the Department of Public Safety. A benefit of CSAs is that some individuals may be hesitant to report crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals. It is noteworthy that CSA's are not required to confirm or investigate reports made to them.

## Counselors and Confidential Reporting

Campus Pastoral Counselors and campus Professional Counselors, when acting as such, are not considered campus security authorities and are not required to report crimes for inclusion into the Annual Security Report. The Curry College Counselling Center counselors determine on a case-by-case basis when and how to encourage patients to report crimes voluntarily to law enforcement for investigation and when and how to confidentially report crimes solely for inclusion in the College's annual security report.

### **The Clery Act defines Counselors as:**

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

***Professional Counselor:*** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## Timely Warnings & Campus Safety Advisories

A Campus Timely Warning or Campus Safety Advisory is provided to heighten safety/security awareness and to provide students, faculty, and staff timely notification of crimes or incidents that are considered to represent a serious or continuing threat to the campus community. All Timely Warnings will provide pertinent information related to the incident.

Timely Warnings involve an incident on campus within the Clery Acts geographic boundaries, in which a suspect(s) has not been apprehended, or a serious safety/security hazard has been identified. Our goal is to issue the warning with minimal delay after receiving a report of the incident. All warnings are sent in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, known as the "Clery Act."

A Campus Safety Advisory may be issued when a crime or incident that potentially threatens the campus community occurs outside the College's Clery Act geographic boundary or when the college learns of an incident that happened on campus well after it occurred. An example of a Campus Safety Advisory would be: A sexual assault occurs a block away from the College and the suspect(s) are unknown and still at large.

The guiding principle in issuing either a Timely Warning or Campus Safety Advisory is to keep you properly informed, along with preserving the safety and security of the Curry community.



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CCDPS is responsible for preparing and issuing Timely Warnings and Campus Safety Advisories on the Milton campus. The Director of Public Safety, or shift supervisor in conjunction with the Vice President of Student Affairs and the Dean of Students,\* will make the decision whether to issue a Timely Warning or an Campus Safety Advisory on a case-by-case basis considering the facts surrounding the incident. These factors include but are not limited to the severity and nature of the incident, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

*(\*Note: The Director of Continuing Education for the Plymouth campus is consulted for any warnings/advisories made at the Plymouth Campus.)*

The issuance of either a Timely Warning or Campus Safety Advisory will typically be made for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, robbery, motor vehicle thefts and burglaries. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by CCDPS.

The Director of CCDPS or his/her designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Timely Warning or Campus Safety Advisory is warranted. Warnings or Advisories may also be posted for other crime classifications, as deemed necessary. There are some instances where the issuance of a warning/advisory may not be practical. For example, if an assault occurs between two students who have a disagreement but there is no threat to other community members. In cases involving sexual assault, they are often reported long after the incident occurred, thus it would be difficult to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, whether the suspect(s) are known or have been apprehended and when the crime was reported.

Information for Warnings or Advisories may also come from other law enforcement agencies. Warnings or Advisories will be issued to the campus community as soon as pertinent information about the incident is available. All Timely Warnings or Advisories will be delivered by e-mail, and will appear on the [myCurry portal](#)

## **Timely Warning/Advisory Issuance Protocol**

CCDPS will prepare and issue a Timely Warning / Campus Safety Advisory after a report of a crime or incident that represents a serious or continuing threat to the safety of students, faculty and staff is received.

Timely Warnings and Advisories will be e-mailed to all students, faculty and staff and will be posted on the [myCurry portal](#) portal page. Alternative methods for distributing Warnings and Advisories may include media releases, campus newspaper, flyers posted in campus buildings, emails, and message boards.

Whenever local authorities make the CCDPS aware of an off-campus crime or incident that represents an ongoing threat to the safety of students, faculty, and staff, the College will issue a Timely Warning or Campus Safety Advisory.

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Information included in Timely Warnings/Campus Safety Advisories will include, at minimum:

- A brief description of the incident and or crime, including location, date and time of occurrence
- A physical description of a suspect, if applicable
- Apparent connection to previous incidents, if applicable
- Actual or perceived protected class status of the victim (i.e. race, gender, religion, sexual orientation, ethnicity or disability) *Note: Only if there was an apparent bias motive*
- Injury sustained by the victim, if applicable
- Date & time the campus alert was released
- A notice to the campus community to exercise caution
- Make every effort to protect the identity of victim(s), if applicable

Timely Warnings and Campus Safety Advisories will be updated as new information becomes available.

## Emergency Alerts from Curry College

### Text, Email, Website, and Phone Alerts

Curry College utilizes a text-messaging, email and phone emergency alert service Constant Contact® and Blackboard™ to notify subscribed students, faculty, and staff when a potential or significant emergency and or dangerous situation occurs on the Milton or Plymouth campus. The alerts provide near real-time information and can be updated accordingly.

### Emergency Alerts Protocol

Emergency Alerts will be sent out by the CCDPS or the College's Public Relations liaison as soon as an emergency is confirmed. CCDPS in coordination with the office of Public Relations, and the Vice President of Student Affairs\* will without undue delay, and taking into account the safety of the community, determine the content of the alert and initiate the notification. (Unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain/respond to, or otherwise mitigate the emergency) Alerts will normally be sent to all phones and email addresses provided to the College. Curry College may also disseminate emergency information through the [College's website](#), social media, radio, and local TV news.

(\*Note: The Director of Continuing Education for the Plymouth campus is consulted for any alerts made at the Plymouth Campus)

If you would like to receive emergency alerts, you will need to make sure you are signed up. Participation is voluntary, free\*, and you can cancel the emergency alert service at any time. Subscribers may sign up/change their information at the [myCurry portal](#).

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*\*Note: The emergency alert service is free; however, you may be subject to texting charges from your cellular service provider for any messages received.*

### Other Emergency Alert Measures

In addition to text, email and phone alerts, Curry College will notify the community of a potential or significant emergency and or dangerous situation through other methods including:

- **Outdoor Speaker Arrays (*Milton Only*)**

There are two Siren/Public Announcement arrays located on the Milton campus. One array is located on the North side of campus and the other is located on the South side of campus. The arrays are capable of producing emergency siren tones as well as audible voice communication.

- **Curry College Radio WMLN-FM 91.5 & Curry TV CC8 (*Milton Only*)**

Curry College owns and operates its own FM band radio station on the Milton campus. In addition, Curry College also operates its own TV studio and is viewable on the all Milton campus televisions. During an emergency both WMLN and Curry TV CC8 will broadcast emergency notifications if staff are available at these locations.

- **Face-to-Face**

In some situations, direct contact between emergency responders and members of the campus community can serve as another means of communicating information, particularly when other systems fail or are unavailable.



## Emergency Management and Evacuation Procedures

The Curry College Department of Public Safety, in conjunction with the Emergency Management Committee, provides emergency management response and guidance. Emergency response and evacuation procedures are identified in the Curry College *Emergency Management Guide (EMG)*. The EMG outlines how the Curry College community (students, faculty, staff and visitors) should react in case of an emergency or disaster.

Curry College believes well-established comprehensive preparedness in emergency management procedures and training are vital to the successful response by the Curry College community in the case of an emergency or disaster. Curry College and the CCDPS provides seminars and resources in dealing with emergency preparedness to all members of the community. Every classroom on both the Milton and Plymouth campus has an Emergency Management Guide that is clearly identifiable by its red plastic cover. The guide explains what individuals should do in the following situations: Evacuations, Administration of CPR, Fires, Lockdown/Active Shooter, Intruder/Suspicious Person/Hostage Taker, Hazmat, Accident/Serious Injury/Illness or Allergic Reaction, and Bomb Threats. A copy of the guide- is also available on the College's website. The Plymouth Campus follows the same guidelines as the Milton campus but rather than calling Public Safety students, faculty and staff are instructed to dial 911.

Residence Hall Fire/Evacuation drills are also conducted at least annually on the Milton campus. The purpose of evacuation drills is to prepare residents for an organized evacuation in case of fire or another-

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emergency. These drills are used as a way to educate and train occupants on how to successfully leave their specific building during an emergency.

### **Emergency Response**

CCDPS will respond to emergencies and disasters on the Milton campus by utilizing the National Incident Management System (NIMS) and Incident Command System (ICS) developed by the Federal Emergency Management Agency. In addition, CCDPS will reach out to local and state agencies for mutual aid. -For particularly large incidents affecting the entire campus, the CCDPS and local agencies will set up an Incident Command Post (ICP). The ICP will provide support and coordination, to identify resource issues, gather and provide information, and implement multi-departmental decisions.

The NIMS\ICS will be activated to a level appropriate to the scope of the emergency when:

- There is an actual or potential emergency that only affects Curry College or when the Town of Milton declares a State of Emergency that could affect the College.
- When the Governor has proclaimed a state of emergency in an area that includes Curry College.
- When the U.S. President declares a national emergency in an area that includes Curry College.

### **Emergency Classification Levels**

An emergency classification is a description of conditions, which indicate a level of risk to the College. Curry utilizes a three-level emergency classification system to classify the severity of and response to an incident. The levels are:

**Level 1 (Minor Emergency):** A Level 1 incident is any incident, potential or actual, that does not seriously affect the overall functional capacity of the college. These incidents normally can be resolved with existing Curry College resources or limited outside help and are typically handled at the department level.

**Level 2 (Major Emergency):** A Level 2 incident is any incident, potential or actual, that affects an entire building or buildings, and which may disrupt all or a portion of the operations of the College. These would be campus emergencies that require a coordinated response beyond normal operating capabilities of the College. Outside emergency services may be required.

**Level 3 (Disaster):** A Level 3 incident is any event or incident that has the potential or does seriously impair or halt all College operations. Such major campus disasters require a coordinated response by all campus resources and outside emergency service agencies.

### **Emergency Communications Receiving Point**

The College's primary emergency communication capabilities are located at the Department of Public Safety Communications Center on the Milton campus. The Communications Center operates 24 hours a day, 365 days a year and serves as a centralized receiving point for all information that may require emergency notification. Information received from reports made by the campus community as-

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well as information/intelligence that is reported from various local, state, and federal law enforcement agencies help coordinate the appropriate emergency response.

Once a significant emergency or dangerous situation posing an immediate threat to the health or safety of students, faculty, staff, and guests is confirmed, the CCDPS will notify the campus community, unless the department determines that such notification would place the community at a greater risk or would compromise efforts to contain the emergency.

### **Evacuations**

In certain circumstances, the CCDPS or other public safety agencies may deem it necessary to evacuate a building or portion of campus to a safer area. In the event of a single building evacuation, occupants should proceed to a designated meeting area as directed by first responders. When orders are given to evacuate multiple buildings or large areas of the campus, all students, faculty, staff, and visitors should proceed to evacuate as directed by first responders. In such cases, emergency notification systems will be used in conjunction to officers on the ground to help instruct the campus community. The following two types of evacuation may occur:

- **Limited Evacuation**

Curry College policy requires the immediate evacuation of a building when a fire alarm sounds within a building. All students, faculty, staff, and any other individuals within the building must immediately depart the building using available exit routes if safe. All building occupants will follow instructions issued by first responders or the building administrators. Additionally, conditions for temporary evacuation of a building or area also include, but are not limited to, incidents of mechanical, electrical or other utility related failures; health, safety and or environmental issues such as hazardous spills and other emergency conditions.

- **Campus-wide Evacuation**

In the rare event, that a significant incident threatens the safety of the entire campus, CCDPS, in consultation with the College President and external public safety agencies, will determine if a campus-wide evacuation is warranted.

### **Shelter in Place/Lockdown Order**

Shelter in place/lockdown orders mean to seek immediate shelter and remain there during an emergency rather than evacuate the area. Taking shelter inside may be in response to an external hazard such as a chemical release from an industrial or transportation accident, hazardous weather, police, fire, public health emergencies, or acts of violence. Each situation is unique and shelter in place techniques may vary based on the incident. The decision to shelter in place may be made by CCDPS or by other public safety agencies. There may be some situations, where you may have to decide for yourself to shelter in place based on your assessment of the incident.

Regardless of who decides when to shelter in place, your goal is to seek shelter in the nearest building (preferably in a room with no windows), if it is safe to do so. Make sure to listen to the outdoor warning sirens/PA system, or emergency personnel on the ground.

## **Special Considerations for Sheltering in Place/Lockdowns**

### **1. Severe Weather (Tornado, Severe Thunderstorm, or Hurricane)**

- Immediately, go to a safe location inside a building. The National Weather Service recommends occupants go to the lowest level of the building. If you are unable to get to a lower level, go to the center of the building and stay away from windows.
- If you encounter an individual with special needs attempt to provide assistance if possible.
- Wait for an all clear by the National Weather Service or from public safety authorities.

### **2. Hazardous materials (HAZMAT)**

- Immediately go to a safe location inside a building and close all windows and doors.
- Do not go outside or attempt to leave unless you are specifically instructed to evacuate.
- If you encounter an individual with special needs attempt to provide assistance if possible.
- Wait for further instructions from public safety authorities.

### **3. Active shooter, Building Intruder or Civil Disturbance**

- Immediately go to a safe location inside a building if you cannot safely leave the area or building.
- If possible, take refuge in a room that can be locked. If unable to lock the door, secure and barricade it by any means possible. For inward opening doors pile furniture against it. For outward opening doors pull the handle by using a belt, or bag strap.
- The room should provide limited visibility to anyone that is outside of it. Silence all phones, mobile devices, computers, turn off the lights, and close blinds.
- After getting to a safe location and without jeopardizing your safety, try to obtain additional clarifying information by all possible means (e.g. text message, e-mail, etc.)
- Wait for instructions from public safety authorities.

## **Emergency Management and Response Plymouth Campus and Non-Campus Locations**

In the event of an emergency or disaster at the Plymouth campus or any off-campus location, students, faculty, staff, and guests should follow the same procedures as the Milton campus unless instructed otherwise by the local Public Safety Agency that maintains jurisdiction.

## Drills and Exercises Activity

Curry College believes that emergency drills and exercises are vital to emergency preparedness and response. Drills and exercises allow practitioners to develop the necessary skills and strategies to overcome a real emergency. Curry College has and will continue to offer training, drills and exercises to the community to better prepare students, faculty, and staff to make the best decisions when seconds count.

The following chart shows drills and exercises held by Curry College at the Milton Campus for years 2014-2016:

Date	Activity	Announced or Unannounced	Description
Aug-2014	Seminar	Announced	The Director of Public Safety presented a presentation to new incoming students on the topic of “Active Shooter” Students were given tips and instructions on how to react in an active shooter situation and viewed a DVD titled “SHOTS FIRED: When Lightning Strikes”
Jun-2015	Full-Scale	Announced	Curry College hosted local area Special Response Units from the Metropolitan Law Enforcement Council (MetroLEC) for an active shooter training. MetroLEC comprises of 45 Local & County police agencies that provide mutual aid during significant emergencies. MetroLEC and CCDPS conducted a mock active shooter exercise in Mayflower Residence Hall in which SWAT teams infiltrated the building to apprehend roll players.
Aug-2015	Seminar	Announced	The Director of Public Safety presented presentation to new incoming students on the topic of “Active Shooter” Students were given tips and instructions on how to react in an active shooter situation and viewed a DVD titled “SHOTS FIRED: When Lightning Strikes”
Aug-2016	Full-Scale & Tabletop	Announced	Curry College hired Synergy Solutions Inc., a leader in Workplace Violence training to conduct Active shooter training for all current Faculty and Staff. Training consisted of a mix of tabletop exercises and full-scale drills. Participants learned how to lock down a building and shelter in place successfully.

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Aug-2016	Full Scale & Tabletop	Announced	Curry College hired Synergy Solutions Inc., a leader in Workplace Violence training to conduct Active shooter training for all Faculty and Staff. Training consisted of a mix of tabletop exercises and full-scale drills. Participants learned how to lock down a building and shelter in place successfully.
Sep-2016	Seminar	Announced	Curry College hired Synergy Solutions Inc., a leader in Workplace Violence training to conduct Active shooter training for incoming students. Participants learned the key concepts of Locate, Lockdown, Leave, and Live. "4Ls"
Oct-2016	Full Scale & Tabletop	Announced	Curry College hired Synergy Solutions Inc., a leader in Workplace Violence training to conduct Active shooter training for all new Faculty and Staff. Training consisted of a mix of tabletop exercises and full-scale drills. Participants learned how to lock down a building and shelter in place successfully.

(Note: Faculty and Staff at the Plymouth Campus participated in the Synergy Solutions workshops)

### Mass Notification & Emergency Communication System Tests

CCDPS in conjunction with the Emergency Management Committee is responsible for testing all emergency communications systems on the Milton Campus. At least once a year the College tests the functionality of each of the emergency alert systems including mass notification through Blackboard™ and Constant Contact® (Text, Phone, Email) the [College website](#) and [myCurry portal](#) as well as the siren/public announcement speaker on the Milton Campus.

The College makes every effort to notify all students, faculty, staff, and neighbors of the Milton campus well in advance of the test. The last test of these systems was conducted by the College on January 31, 2017 and resulted in success.

Any questions regarding the Mass Notification & Emergency Communication System Tests may be directed to the CCDPS office at (617) 333-2232.

### Missing Student Notification

Every Curry student has the option to identify a designated contact person who they wish to be contacted by the College in the event that they are later determined by CCDPS or local law enforcement to be missing for 24 hours or more. Students may register their contacts confidentially by visiting [myCurry portal](#). In the event that the student is determined by CCDPS or local law enforcement to be missing for 24 hours, the confidential contact information will be accessible only to authorized campus officials and will not be disclosed by Curry, except to law enforcement personnel in furtherance of a missing person investigation. Students under 18 years of age who are not emancipated-



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are advised that Curry is required by law to notify a custodial parent or guardian within 24 hours of a determination that the student is missing in addition to notifying any additional contact person designated by the student. If a member of the Curry College community has reason to believe that a student is missing, or otherwise receives a report of a missing Curry student, he or she must immediately notify Public Safety at 617-333-2222. CCDPS will generate a missing person report and initiate an investigation. After receiving the report, should CCDPS determine that the student is missing, they will notify the Milton Police Department (unless the Milton-Police Department notified Curry that the student was missing) and provide the student's registered contact, if any, no later than 24 hours after the student is determined to be missing. If a member of the Curry College Community has reason to believe that a student is missing, whether or not the student resides on campus, Curry College will initiate efforts to locate the student to determine his or her state of health and well-being through the collaboration of the CCDPS and the Office of Student Affairs. If the student is an on-campus resident, the CCDPS will collaborate with the Office of Student Affairs to make a welfare check into the student's room. If the student is a commuter or a continuing education or graduate student, the CCDPS will enlist the aid of the police agency having jurisdiction over the matter. Concurrently, College officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. College officials will endeavor to determine whether the student has been attending classes, scheduled organizational or academic meetings, or appearing for scheduled work shifts. If the student is not located within 24 hours of receiving the initial report, the College may notify the student's family, in addition to any additional emergency contacts the student has registered, to determine if they know of the whereabouts of the student. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction over the matter. The CCDPS will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

## Publication of the Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act commonly referred to as the "Clery Act," requires all institutions of higher education receiving federal financial aid to report specified crimes statistics on their campuses and to provide other safety and crime information to members of the campus community. Each institution must publish an Annual Security Report detailing statistics regarding reported crimes committed on campus and at affiliated locations for the previous three calendar years. In addition, the report must describe specified policies, procedures and programs regarding safety and security. The Clery Act is intended to provide students, potential students and their families, with accurate, complete and timely information about the safety of the institution so that they can make informed decisions.

The Clery Act requires the collection and reporting of annual crime statistics reflecting reports of specified crimes that occur on and adjacent to the institution's campus and all properties owned or controlled by such institutions and used for educational purposes. The statistics for Curry College are gathered from reports made to the CCDPS, Residence Life and Housing, the Office of Student Conduct, Division of Student Affairs, Campus Security Authorities, and local police agencies. The statistical compilation must be broken down by specified types of crimes and campus disciplinary referrals. The report must indicate if a specified crime is a hate crime. Another requirement of the Clery Act is the institution must provide a geographic breakdown of the crime statistics per the following define geographic areas: "on campus" (including a further breakdown of the number of crimes that occurred in-

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campus student residential facilities), “in or on a non-campus building or property” and “on public property.”

## Policy for Reporting the Annual Disclosure of Crime Statistics

The Curry College Department of Public Safety prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with Residence Life and Housing, the Office of Student Conduct, Student Affairs, the Title IX coordinator, and local law enforcing agencies. Each of these departments provides updated information on their educational efforts and programs to comply with the Act.

CCDPS officers, enter all crime and safety incidents that are reported directly into a case management software system. At this time, the CCDPS utilizes Ellucian Company’s “Banner” software and Maxient LLC software. Once an officer enters the report in the program, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook. At the end of the year, crime statistics are gathered from the filed incident reports.

The Annual Security Report and Annual Fire Safety Report are updated each year, and they are available on the [CCDPS website](#).

The Annual Security Report and Annual Fire Safety Report may also be obtained at Curry College Department of Public Safety Building on the Milton campus. The Annual Security Report is available to all students, employees, prospective students, prospective employees, and the public as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

## Daily Crime Log

A daily crime log is available for review 24 hours a day and can be reviewed upon request at the Public Safety Building on the Milton campus or by calling (617) 333-2222. The purpose of the daily crime log is to record all criminal incidents that are reported to or identified by CCDPS and to show department transparency.

## Disclosure of Campus Safety Policies

The Annual Security Report must describe specified campus policies concerning:

- Reporting criminal activity or other emergencies on campus
- Security of, maintenance of and access to campus facilities
- Authority of campus Security Officers and or Police Officers

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- Monitoring and recording through local police agencies of off-campus criminal activities by students
- Alcohol and drug Policies

In addition, the report must describe:

- The type and frequency of campus programs to inform students and employees about campus security procedures and precautions and the prevention of crimes
- Available drug and alcohol abuse prevention education programs
- Campus programs to prevent sexual assaults, including procedures to be followed when such an assault occurs
- Where information concerning registered sex offenders may be obtained

## Clery Act Location Definitions

### **Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students and supporters for institutional purposes (such as food or other retail vendor).

### **Non-campus building or property**

Any building or property owned or controlled by a student organization officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of or relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

### **Public property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

### **Separate Campus**

In broad terms, the Clery Act defines separate locations as other institution-owned or controlled locations that may include satellite, extension or similar types of non-contiguous sites that have an organized program of study and administrative personnel on-site.

## Crime Statistics Summary Report

Curry College is required by the Clery Act to publish a Crime Statistics Summary Report on an annual basis. The yearly report covers the previous three calendar years and the information contained within is submitted to the U.S. Department of Education and can be viewed at [The Office of Postsecondary Educations website](#). When viewing this site click on the “Get Data for One School” and search using “Curry College”

### Definitions of Reportable Crimes Under the Clery Act

**Aggravated Assault:** Aggravated Assault is 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 serious bodily harm. For reporting purposes this definition includes: Attempted Murder, Poisoning (including the use of date rape drugs), assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, and assault with disease.

**Arson:** Arson is any willful or malicious burning or attempted to burning, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another or self.

**Burglary:** is 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.

**Drug Law Violation:** is defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs all fall under the scope of drug law violations per the Clery Act.

**Hate Crime:** is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, ethnicity/national origin and/or gender identity.

**Race:** A criminal act preformed due to the negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites, etc.).

**Gender Bias:** A criminal act preformed due to the negative opinion or attitude toward a person or group of persons based on their actual or perceived gender. e.g., male or female.

**Gender Identity Bias:** A criminal act preformed due to the negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity. e.g., bias against transgender or gender non-conforming individuals.

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**Religion:** A criminal act preformed due to the negative opinion or attitude a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists, etc.).

**Sexual Orientation:** A criminal act preformed due to the negative opinion or attitude a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals, etc).

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

**Disability:** A criminal act preformed due to the negative opinion or attitude a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Illegal Weapons Possession:** is defined as 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. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

**Intimidation\*:** to willfully 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. (*\*Reportable only if committed in conjunction with a Hate Crime*)

**Larceny/Theft\*:** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded. (*\*Reportable only if committed in conjunction with a Hate Crime*)

**Liquor Law Violations:** are defined as the violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification is the furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

**Motor Vehicle Theft:** is the theft or attempted theft of a motor vehicle.

**Murder and Non-Negligent Manslaughter:** is defined as the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** is defined as the killing of another person through gross negligence.

**Simple Assault\*:** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. (*\*Reportable only if committed in conjunction with a Hate Crime*)

**Robbery:** is 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.

**Vandalism\*:** is 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. Attempts are included. (*\*Reportable only if committed in conjunction with a Hate Crime*)

## **Violence Against Women’s Act (VOWA) Offenses & Sex Offenses Under Clery**

**Dating Violence:** The term “dating violence” means violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim and;
2. The existence of such a relationship shall be 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 purposes of this definition-

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

For the purposes of complying with the requirements of this section and section 668.41 Code of Federal Regulations, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence:** The term “domestic violence” means:

1. Felony or misdemeanor crimes of violence committed-

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- (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;
  - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (iv) 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; or
  - (v) 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.
2. For the purposes of complying with the requirements of this section and section 668.41 Code of Federal Regulations, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual Assault:** "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is defined as 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.

**Fondling** is defined as the touching of the private parts of another person for the purposes 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** is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent. The definitions for Sexual assault in the Commonwealth of Massachusetts can be found within Massachusetts General Laws (M.G.L.) section 265 "Crimes against the person" to view a complete list, visit the [Norfolk County District Attorney's website](#).

**Stalking:** The term "stalking" means

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - (i) Fear for the person's safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.

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- (iii) For the purposes of this definition “Course of Conduct” means two or more acts, including, but not limited to, acts which the stalker directly, 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.
  - (iv) “Substantial Emotional Distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (v) “Reasonable Persons” means a reasonable person under similar circumstances and with similar identities to the victim.
2. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Hierarchy Rule:** A requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

## Main Campus Accessibility and Security

Curry College’s Milton campus is open to the public when classes and events are in session. The Department of Public Safety operates a guard shack with vehicular traffic gates at the College’s Main Entrance on Route 138. The guard shack is maned 24 hours a day, 365 days a year and acts as a sentry post and communication center. The gates at this location remain open Monday through Friday 6:00 AM – 8:00 PM. In addition to the Main Entrance, there are two other gated entrances located on Milton St. and Brush Hill Rd. These gates remain open Monday through Friday 6:00 AM - 6:00 PM. except in the case of emergencies or campus events. During all other hours, vehicular traffic must stop at the Main Gate, speak to the sentry, and state their business.

All Academic buildings are open to members of the campus community. When classes are in session these buildings are open Monday through Thursday 8:00 AM - 10:00 PM. On Fridays, weekends, and holidays, Academic buildings are only open for a limited number of hours. Institutional support buildings that house officers such as Admissions, Financial Aid, and Human Resources etc. are only open during the hours those offices operate.

Residence hall doors are locked at all times and are only accessible through a computerized electronic access card system. Only residents of their own building and certain members of Residence Life, Buildings and Grounds and Public Safety may swipe into residence halls. All guests must be registered through the [myCurry portal](#).

Curry College also practices the concept of Crime Prevention through Environmental Design (CEPTED). Buildings and Grounds (B&G) with assistance from the Department of Public Safety and the Office of Residence Life surveys the campus for any issues that may pose a safety risk. This includes making sure that all lighting is in working order; trees and bushes are trimmed; and that door locks, emergency phones, and windows are in good working order. Curry College encourages students and staff to report any malfunctions or issues to either B&G, CCDPS or Residence Life.



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In addition to the measures above, the campus is patrolled by CCDPS officers 24/7.

In August of 2017 the College installed 16 surveillance cameras in areas on campus that are difficult to be adequately monitored by conventional campus patrols. The cameras are monitored by Public Safety staff at the Communication Center.

## **Crime Prevention and Security Awareness Programs Milton Campus**

The Curry College Department of Public Safety places particular emphasis on security awareness and crime prevention. A primary vehicle for accomplishing this goal is the College's comprehensive security awareness and crime prevention programs. These programs are based upon dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own safety/security and the security of others. The following is a listing of the security awareness and crime prevention programs and projects offered by Curry College at the Milton Campus:

### **Community Policing**

The CCDPS practices Community Policing in an effort to stay connected and involved in the community. Officers regularly participate in and host seminars, and events. CCDPS is active in all aspects of student life including but not limited to: Athletic Events, New Student Orientation, Homecoming, Accepted Students Day, Open Houses, New Employee Orientation, Spring Weekend, Commencement Week, and more.

### **New Student Orientation Security Awareness and Violence Response Presentation**

A security awareness and violence response presentation is given to new First-Year and transfer students at the beginning of the academic year that includes response to potential active shooter situations. Security is also discussed at the opening day panel presentation for parents and new students. Security-awareness and crime prevention presentations are also provided throughout the year in select academic classes and for athletic teams, and residential students and resident assistants.

### **Annual "Blue Light Run"**

Every October, the CCDPS in coordination with the Office of Student Activities hosts the "Blue Light Run" Participating students follow run a course throughout the Milton Campus at night in order to familiarize themselves with the locations of Emergency Phones.

### **Violent Intruder Workshop (The Four Ls by Synergy Solutions Inc.)**

The College has teamed up with Synergy Solutions Inc. a leader in work place violence prevention, to provide staff and faculty a Violent Intruder Workshop. This workshop teaches employees how to deal with a potential violent offender on campus. This program focuses on the "Four Ls" (Locate, Lockdown, Leave & Live). Each workshop includes an education segment, scenario/role-play segments and finally debriefings. The college hosts these programs several times a year. (Plymouth staff and faculty also attend these workshops)

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### **Safety Escorts**

Curry College Department of Public Safety will provide escort services for students from one end of the Milton campus to another. Students are instructed to first use the Curry College shuttle system during hours of operation. Once the shuttle service has ended, a student should call the CCDPS at 617-333-2222 for an escort, or may utilize any of the campus emergency call boxes. CCDPS make every effort to respond to the location in a timely manner; however, an escort response may be delayed in the event that officers are responding to an emergency on campus.

### **Anonymous Tip Line / Email**

The CCDPS strongly advocates members of the campus community to call Public Safety directly to report any incident or crime. However, the department realizes some people are reluctant to do so out of fear of retaliation. Thus, the CCDPS has established an Anonymous Tip Line/Email system in hopes of encouraging otherwise reluctant parties to reports incidents or crimes by simply leaving a message. Once a message is received, officers will investigate. The Tip Line can be reached at (617) 391-5280 or by email at [PublicSafety\\_tipline@curry.edu](mailto:PublicSafety_tipline@curry.edu)

### **Community Desk Attendants**

Community Desk Attendants are on duty at 13 residence halls on Thursday, Friday, and Saturday from 7:00 P.M. until 3:00 A.M. in the following residence halls: 886 Brush Hill Rd., North Campus Residence Hall, Scholars Hall, Mayflower Hall, State House, Lombard Hall, North Hall, Grey House, South Campus Residence Hall, Suites, Main House, Milton Hall and Alexander Graham Bell Hall. During these times, all students and college visitors must show either a Curry College I.D. or valid photo I.D. to the Community Desk Attendant.

### **Social Media and Community Bulletins**

Crime prevention and security awareness information is continually posted on the CCDPS Facebook Instagram and Twitter accounts. In addition, literature and other printed material are posted in residence halls on a regular basis.

**Residence Life Training Seminars** Public Safety and Student Conduct staff, along with senior members from Residence Life and the Dean of Students Office, present security and safety information to Resident Assistants and Community Directors (RAs & CDs) each year in August during a training workshop.

### **Campus Forums**

Throughout the year representatives from CCDPS attend forums hosted by the student body as well as staff and faculty. During these forums, CCDPS presents students, faculty and staff with information on campus security and safety. These forums also allow the department to receive feedback from the campus community.

### **Substance Abuse and Wellness Education**

The Curry College Office of Substance Abuse and Education offers the community substance abuse education through many programs including but not limited to:

- **BASICS**

Brief Alcohol Screening and Intervention for College Students (BASICS) is a one-on-one prevention program for college students who drink alcohol heavily and have experienced or are-

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at risk for alcohol-related problems. BASICS follow a harm reduction approach, aiming to motivate students to reduce alcohol use in order to decrease the negative consequences of drinking.

- **Online Alcohol/Marijuana Education**

The eCHECKUP TO GO programs are personalized, evidence-based, online prevention interventions for alcohol & marijuana developed by counselors and psychologists at San Diego State University. This program provides accurate and personalized feedback about student individual patterns of use, risk patterns, aspirations and goals and provides helpful resources that students can access through Curry College and the community.

- **Alcohol and Other Drug Education Classes**

These classes are a brief alcohol and marijuana-use-prevention program aimed to help students identify the risks associated with substance use and equip them with effective strategies and education to reduce the risk and harm associated with drinking and smoking marijuana.

- **Wellness Educators**

Wellness Educators (WE) are Curry College students who educate their peers on making healthy decisions. The Wellness Educators mission is to positively influence and educate students' perceptions on alcohol and other drugs, stress, sexual and mental health, and overall wellness. Wellness Educators hold weekly meetings every Friday at 1pm in the Wellness Center (1016 Brush Hill Road), please feel free to join a meeting at any time!



### **Bicycle Patrol Program**

The Curry College Department of Public Safety utilizes bicycle patrols throughout the Milton Campus. Officers assigned to this unit attended a three-day police mountain bicycle patrol school called C.O.B.W.E.B. At this time, four officers are certified to conduct bike patrols. These officers provide high visibility for the safety of the College community and are able to patrol areas of campus that are difficult to patrol by vehicle.

### **Facilities Survey**

Comprehensive surveys of exterior and interior lighting, emergency telephones, doors and grounds are conducted by Public Safety and Buildings & Grounds on a monthly basis. All recommendations are documented and submitted to Buildings & Grounds for corrective action.

### **Crime Prevention through Environmental Design (CPTED)**

A less obvious safety program is Crime Prevention through Environmental Design. The principles of CPTED are: Natural Surveillance, Access Control, Territorial Reinforcement, and Maintenance. Following these principals enhances the community and aesthetic qualities of the campus and increases overall safety.

### **Student Assistance Team (SAT)**

The Student Assistance Team exists to facilitate the retention of students through both individualized and campus-wide preventative interventions. Team members discuss students who are raising concerns for their performance or adjustment at Curry or are experiencing personal or external difficulties and-

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consider strategies for connecting them with the appropriate resources and services. The team also strives to identify factors that may put students at risk for leaving the college and works to proactively reduce impediments to students' academic and social success at Curry.

### **Behavioral Intervention Team (BIT)**

The purpose of the Behavioral Intervention Team (BIT) is to proactively identify students whose behavior raises health or safety concerns for themselves or others and to make recommendations for a course of action to the Vice President of Student Affairs/Dean of Students Office or other campus official as appropriate. The ultimate goal of the team is to promote student health, safety, and success.

### **Monitoring of Off Campus Student Organizations**

Curry College requests information from local police jurisdictions in relation to criminal activity by students at non-campus locations that are used by officially recognized by the College. At this time, the College recognizes Grazing Fields Farm used by the Equestrian Team located at 201 Bournedale Road, Buzzards Bay, MA 02532 and The Max Ulin Memorial Rink located at 11 Unquity Rd, Milton, MA 02186.

## **Residence Hall Safety**

The College's policy is that all exterior doors to student residence halls are to remain locked 24 hours a day. An electronic computerized card access system allows access through exterior doors. Cards are issued to resident students and are programmed to allow access into the residence halls. In addition, certain personnel, including designated staff members from Buildings and Grounds, Public Safety, and Student Affairs, may have access to the residence halls. Students should report all missing and lost cards as soon as possible to the Department of Public Safety. All reported missing and lost cards are removed from the card access system and a replacement card will be issued. All overnight guests of students must register with Residence Life through the [myCurry portal](#).

Although the residence halls at Curry College are generally very safe environments, they are not without crime. Most crimes within residence halls involve Larceny/Theft of personal property. Interestingly, very few of these crimes involve forced entry/Burglary into a room, and most offenses are "crimes of opportunity." Although residence halls are restricted to residents and authorized guests, sadly not everyone respects the law. Therefore, CCDPS strongly encourages students to be security conscious at all times.

We recommend you follow these tips to help you from falling victim to crime both on campus and at home:

- Do not prop open locked residence doors.
- Lock your door when sleeping or using the bathroom.
- Lock your room when leaving a roommate asleep inside.
- Lock your door when you leave, regardless of the length of time you plan to be gone.

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- Beware of “Tailgating.” Tailgating is when a person follows closely behind a resident/person into a secured or locked facility without permission and without being identified. Report any of these incidents to Public Safety.
- Keep small items of value, such as wallets, money, jewelry, electronics etc. out of plain view. Engrave all valuable items with a personal identifying code (your own lettering/numbering system). Keep a record and photograph of all valuables noting descriptions and serial numbers.
- Mark all clothing with a laundry pencil or permanent markers, in a place other than the label.
- Do not leave notes on your door announcing that no one is present.
- Do not place decals on your door announcing your full name or phone number.
- Do not sign in overnight guests whom you do not know.
- Do not allow strangers into your room.
- Request identification and authorization from maintenance staff requesting to remove furniture or to make repairs in your room.
- Never lend your room key, Curry I.D. card to anyone, and never have your room keys duplicated.
- Report all thefts immediately to Public Safety at (617) 333-2222.
- Report any lock, door, or windows that are in need of repair to Residence Life staff.
- Be suspicious of unknown persons loitering or checking doors in your hall. Note their descriptions and call Public Safety immediately.
- Do not invite people you “meet” on the Internet to your room or to stay overnight in your room.

To find out more about Curry Colleges residence halls, refer to [The Office of Residence Life website](#).

## Curry College Alcohol Policy

All persons on Curry College property are expected to comply with federal, state, and local laws with regard to possession, use, and distribution of alcohol. The possession or use of alcoholic beverages is restricted to those persons age 21 or older. Persons under the age of 21 regardless of the age of other-

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persons present, may not possess, use or distribute alcoholic beverages or be in attendance where alcohol is present. The possession or presence of empty alcohol containers is prohibited in rooms where persons are under the age of 21 and will be viewed as evidence of possession or consumption of alcoholic beverages. Persons of legal drinking age may have in their possession no more than the following amounts of alcohol at any given time: twelve, 12oz. cans of beer, or one 750ml. bottle of wine, or one pint of hard liquor up to 80 proof. The amount of alcohol in a room is limited to the number of occupants present in the room (e.g. a suite with six occupants, each resident of that suite may possess 12 beers limiting the total amount of alcohol allowed in the suite at any given time to 72 beers regardless of the number of guests). Common source alcohol containers and paraphernalia (kegs, beer balls, funnels, etc.) are prohibited. Open containers and/or consumption of alcohol in public areas (bathrooms, hallways, lounges, outside, etc.) is prohibited. Public intoxication on the Curry College campus or at College sponsored activities is prohibited. Intoxicated persons will not be permitted entrance to college sponsored activities. Intoxicated persons may be transported to the hospital for emergency care. All costs for transportation and treatment will be borne by those persons intoxicated, persons who are disorderly or disrespectful to College staff, or who fail to comply with the directives of same, may be subject to disciplinary actions. Providing alcohol to persons who are not of legal age is prohibited. The commercial delivery of alcoholic beverages to the College mailroom is prohibited. Participation in drinking games as well as the use of funnels, beers bongos, and similar products is prohibited. Possession and/or consumption of alcoholic beverages is prohibited on the North and Center side of campus as well as on any South side residences that are designated as "dry." Driving under the influence of alcohol on campus is prohibited and offenders are subject to arrest as a result of this conduct.

## Curry College Drug Policy

All persons on Curry College Property are expected to comply with federal, state, and local laws concerning controlled substances and the possession and use of all prescription medication.

All prescription medication must be stored in the original container with the original label affixed by the pharmacist showing all details as described in M.G.L Chapter 94 Section 21, including patient's name, name of medication, and directions for use. Any other method of storage of prescription drugs may be considered to constitute abuse of the medication or intent to distribute.

Curry College prohibits the possession and or use of a controlled substance and or the misuse of prescription medication or being in the presence of such activity. Curry College is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendment of 1989, which prohibit controlled substances on campus. Federal law classifies marijuana as an illegal controlled substance and, therefore, all uses of marijuana, including medicinal marijuana, are a violation of federal law and thus possession and use of medical or recreation marijuana is prohibited on campus. A prescription for the use of medical marijuana does not serve as an exemption from this policy. If a student has a written medical certification from a qualified physician pertaining to the prescribed use of medical marijuana, the student may schedule an appointment with the Office of Disability Services to engage in an interactive process regarding reasonable alternatives to a request to use marijuana. Additionally, the possession and or use or attempted use of prescription drugs by persons for purposes other than those prescribed by a licensed physician or being in the presence of such activity is prohibited. The sale, attempted sale, distribution and/or attempted distribution of controlled substances including prescription medications or being in the presence of such activity is prohibited. The possession and/or use of drug paraphernalia or being in the presence of such activity is prohibited.

## Health Risks of Alcohol and Drugs

**ALCOHOL:** Loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

**AMPHETAMINES:** Can cause rushed, careless behavior – pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

**CANNABIS:** Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

**COCAINE:** Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.

**HALLUCINOGENS:** (PCP, LSD, Ecstasy) Causes extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

**NARCOTICS:** (Heroin, Morphine, Opium, Codeine) Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

**SEDATIVES:** Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

## Medical Amnesty Policy (*Colonels can Call!*)

The health, safety, and wellbeing of community members are a primary concern of the College. The College strongly encourages community members to call for help if they or another individual are in-need of medical assistance for any reason. Please contact Public Safety at (617) 333-2222 (or 911 if off campus) and remain with the individual who needs medical assistance until help arrives. This includes a situation where an individual needs medical assistance because of consumption of alcohol or other drugs and exhibiting any signs of potential alcohol poisoning or overdose.

As a community of care, we value the act of students positively intervening for others. We do not want students to be reluctant to call for help due to the fact they themselves are under the influence of alcohol or other drugs. If a student is under the influence of alcohol or other drugs and calls for help and remains with the individual until help arrives, the Office of Student Conduct will recognize the importance of the call and the caller will not typically receive a conduct record for being under the influence or in-

possession of alcohol or other drugs. Such situations will be handled on a case-by-case basis and determined by the Office of Student Conduct.

## **Alcohol and Drug Abuse Treatment Services Available**

The college offers assistance with confidential counseling. Students, faculty, and staff are encouraged to refer students who appear to be affected by drug or alcohol use to one of these resources. For students, counseling is available through the [Counseling Center](#) (617-333-2182) as well as for referrals for off-campus resources. The Coordinator of Substance Abuse and Wellness Education (617-333-2163) is also available as an educational resource to help students get connected with services and/or self-help meetings. Students who are concerned about their own or other's use of such substances may seek advice and counsel from appropriate college resources without fear of breach of normal rules of confidentiality or fear of punishment. In addition to the services mentioned above, several national hotlines can provide information and referral:

### **Information on Local 12-Step Meetings and Self-Help Programs:**

- [Curry College Alcoholics Anonymous Meetings](#) – Weds. 4PM at O'Toole Chapel in the Student Center
- [Alcoholics Anonymous, Eastern MA Central Service](#) (617) 426-9444
- Al-Anon and Ala-teen, Massachusetts (888)-425-2666
- Narcotics Anonymous (800) 481-6871
- Marijuana Anonymous (800) 766-6779
- National Alcohol and Drug Abuse 24-Hour Helpline (800) 252-6465  
Smart Recovery (866) 951-5357
- Addiction Center (877) 671-1439

If you have questions, think you might know someone who has a problem and you do not know what to do, or would like to get more information, please contact:

Michele McGraw  
Coordinator of Substance Abuse and Wellness Education  
[Wellness Center](#) (1016 Brush Hill Road)  
[Mmcgraw@curry.edu](mailto:Mmcgraw@curry.edu)  
(617)333-2163

*\*If you are in an immediate crisis or emergency on-campus, please seek help by contacting Public Safety at 617-333-2222. If you are off-campus, please dial 911.*



## Sanctions for Violations of Alcohol and Drug Policies/Laws

### College Sanctions

The violation of Curry College policies and rules regarding alcohol and drugs will be subject to campus disciplinary review and action as follows:

➤ **Faculty and Staff**

Disciplinary action will be taken as per applicable collective bargaining agreements and College policy up to and including termination of employment.

➤ **Students**

Disciplinary action will be taken by the Office of Student Conduct. Sanctions range from counseling and/or referral to a substance abuse educational/intervention programs up to Expulsion. A full list of sanctions can be found in the [Student Handbook](#)

### Legal Sanctions

In severe cases, violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions which include, but are not limited to, the following:

- Imprisonment
- Forfeiture of personal and real property.
- Denial of federal benefits such as grants, contract, and student loans.  
Loss of driving privileges.
- Required attendance at substance abuse education or treatment programs.

A full description of federal sanctions for drug felonies can be found here:

[www.fas.org/sgp/crs/misc/RL30722.pdf](http://www.fas.org/sgp/crs/misc/RL30722.pdf)

[Massachusetts Liquor laws and penalties.](#)

[Massachusetts controlled substance laws and penalties.](#)

[Massachusetts Marijuana Laws\\*](#)

*\*Applies to off campus only. Curry College is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendment of 1989.*

### Employee Reporting Requirement

Under the Drug Free Schools and Communities Act Amendments of 1989, a faculty or staff member employed under a federal grant or contract must notify the Curry College Human Resources Department in writing, of his or her arrest or conviction for violation of any criminal drug statute occurring in the workplace or while conducting business related to the College no later than five days after such arrest or conviction.

## **Restrictions on Weapons/Dangerous Items**

The possession of firearms, ammunition and any weapons including but not limited to knives, martial arts weapons, guns (including BB, pellet and paintball), police defensive equipment, sling-shots, and launching devices, and all firearms and other weapons prohibited by M.G.L. 269, Section 10 is prohibited on any College owned property. This definition also extends to any projectile objects, gunpowder and other explosives or potentially dangerous objects.

The above prohibitions shall not apply:

1. Curry College employees who are authorized by the College to possess and or use such weapons, devices or substances in relation to their official duties
2. Law Enforcement officials or other non-College employees who are authorized by their employers to possess or use such weapons, devices or substances in the performance of their official duties. ( e.g. Armored truck driver)
3. Persons who possesses or uses such weapons, devices or substances in connection with a scheduled educational, recreational or training program authorized by the College
4. A special waiver signed by the Director of Public Safety and approved by the College President based on extraordinary circumstances. Any such waiver must be in writing and must define its scope and duration.

This policy applies to all Curry College employees, students and campus visitors.

The Department of Public Safety and the Office Student Conduct have overall responsibility for implementing and enforcing this policy. Offenders of this policy are subject to the Student Conduct process and or arrest.

## **Robbery Prevention**

The crime of robbery can be a very frightening ordeal as a victim. Robbery is the act of larceny to a person through the use of or threat of violence/force. A key component to this crime is that the victim is in fear that he or she may be subject to bodily harm or death. Should you ever find yourself falling victim to robbery the most important thing you can do, if possible is to prevent any violence. Always assume- that the offender is armed and willing to use force. There are some steps you can take to make yourself less of an attractive target to potential offenders.

The following list of tips below has been adopted from Town of [Wellesley Police Department](#). These tips offer great preventive and response measures you can take.

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### Prevention Tips

- ✓ Be aware of your surroundings. Walk with a purpose, head up, and looking around. Stay in lighted areas at night. The robber doesn't want to be seen.
- ✓ Stay with the crowd — there is safety in numbers.
- ✓ Women should carry their wallet in their pocket, not their purse. If you carry a purse, carry it close to your body, like a football player carries a football. Do not place the strap across your body or over your shoulder. When the robber grabs your purse, you may be pulled along with the robber until the strap breaks and you are injured.
- ✓ Don't leave a purse on a counter or in a shopping cart unattended.
- ✓ Be cautious when wearing "flashy" jewelry.
- ✓ Be conscious of people just "hanging around" anywhere, especially near pay phones, public restrooms, building entrances and garages.
- ✓ Notify the police of strangers who are hanging around your home, apartment or place of business for no apparent reason.
- ✓ Take the profit out of robbery by not carrying large sums of money, or credit cards on your person whenever possible.
- ✓ Vary your routine — don't do the same thing at exactly the same time every day.
- ✓ Be aware of people around you when you are using your automatic teller machine (ATM) card. When possible, use an ATM that is located inside a business such as a grocery store.
- ✓ Have your pay, social security, or retirement checks directly deposited into your bank account.
- ✓ When you go to the bank, don't flash your cash.
- ✓ Lock your car doors when your vehicle is unattended even if you will only be out of it for a "minute." This action may prevent a robber from hiding in your back seat awaiting your return.
- ✓ While driving, keep your vehicle doors locked.
- ✓ If you are walking and a vehicle is following you, reverse directions or cross the street.
- ✓ If someone acts suspiciously, looks at you closely or follows you, head for bright lights and people and call the police.
- ✓ Carry a whistle or other noise making device. Use it to call attention to yourself if threatened.

### What Should I Do If I am a Robbery Victim?

- DO NOT PANIC — get a grip on yourself and stay calm. Take some deep breaths.
- DO NOT RESIST — the robber wants your valuables, not you. "Things" can always be replaced ... you cannot.
- OBEY THE ROBBER'S INSTRUCTIONS — listen closely to what the robber says and do not argue. Try to remember the exact words spoken by the robber as it may help with the police investigation.
- BE ALERT — notice what is happening.
- LOOK FOR DISTINGUISHING CHARACTERISTICS — look for things that cannot be changed such as scars, marks, tattoos, limps, accents, etc.
- WEAPONS — take careful note of any weapons. You will have to describe it later to the police. If the robber indicates that there is a weapon in his pocket, assume it is a gun. If the robber has a gun, assume it is loaded.
- DESCRIPTION OF ROBBER — compare the robber to your own height and weight to estimate the size of your attacker.
- COOPERATE WITH THE POLICE — if you are robbed, or see someone else being robbed, report it to the police *immediately*.

### What Should I Do After the Robbery?

- Notify the police immediately and be prepared to tell them:
  1. The address, with an exact location in the building;
  2. As complete a description as possible of the robber(s);
  3. Whether or not a weapon was implied or used. If you saw the weapon, a good description including the type, for example, if it was a handgun what style (revolver or semi-automatic), or other weapons such as knives, crowbars, etc.;
  4. A description of any vehicle used and the number of people in the vehicle; The direction of travel; and, any words spoken by the robber(s).
- While waiting for the police to arrive, lock the doors and *do not touch anything*. Keep everyone away from the hold-up area and guard anything that may have been touched by the robber(s).
- Save anything left behind by the robber(s) such as a note, weapon, bag, clothing and do not handle any of these items.

- While waiting for the police, *do not discuss the crime with other witnesses*. All those involved should make individual notes of the information they have while it is fresh in their minds.

## **Sexual Assault and Dating Violence Prevention & Education Programs**

Curry College prohibits dating violence, domestic violence, sexual assault and stalking, as they are defined for purposes of the *Clery Act*. New students and new employees are provided with primary prevention and awareness programming aimed at preventing sexual assault, dating violence, domestic violence, and stalking through online education programs and in-person orientation sessions. The College provides programs and opportunities to educate students, staff, and faculty about sexual violence, dating violence, domestic violence, and stalking prevention. This is done within the context of wellness-based education and intervention. Through collaboration with students, faculty, and staff, a comprehensive prevention program is offered focusing on the health and safety of Curry College students. Institutional prevention and awareness campaigns for students and employees include strategically-branded print and electronic materials, including resource cards, posters, a robust website, social media posts and extensive in-person programming. Ongoing prevention and awareness programs and educational opportunities identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct; define what behavior constitutes domestic violence, dating violence, sexual assault, stalking, and consent to sexual activity; provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking; and provide information on risk reduction to help individuals and communities address conditions that facilitate violence, decrease perpetration and increase empowerment for victims in order to promote safety. Such programs include: peer education programs; educational outreach during campus-wide events, such as a large-scale “Consent Day” program; bystander intervention training for students, including student leaders and all resident assistants, and new students at fall orientation through an interactive theater production; and risk-reduction strategies designed to promote healthy decision-making; classroom-based presentations; residence hall passive and active programming, educational meetings, courses, and workshops for students who may be sanctioned as part of the Student Conduct process.

## **Massachusetts Sex Offender Registry**

The [Sex Offenders Registration and Notification Act](#) (SORNA) required the Commonwealth of Massachusetts to establish sex offender registration and notification programs. Sex offender registration is used for monitoring and tracking sex offenders after they are released back into the community. The Sex Offender Registry provides important information about convicted sex offenders to local, state and federal authorities as well to the public. The registry contains names, current residences and past offenses of registered offenders and can be found at [The Massachusetts Sex Offender Registry website](#).

## **Dating Violence, Domestic Violence, Sexual Assault and Stalking Policies and Procedures**

Below are the Curry College policies and procedures relating to dating violence, domestic violence, sexual assault, and stalking. Students and employees are provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both on-campus and in the community. The College also provides written notification to victims about options for requesting changes to academic, living, transportation and working situations or other campus support services and protective measures.

### **Sexual and Gender-Based Harassment and Discrimination**

#### **I. Institutional Values and Statement of Non-Discrimination**

Curry College is committed to providing equal opportunity in employment and education to all employees, students, and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, religion, color, sex, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws. Similarly, Curry College is committed to making its programs and campus accessible to its visitors and compliant with all applicable non-discrimination laws.

Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Act, Massachusetts General Laws chapter 151B, § 4, Massachusetts General Laws chapter 151C, § 2, and Massachusetts General Laws chapter 214, § 1C. Furthermore, conduct prohibited under this policy is incompatible with the values and mission of Curry College and will not be tolerated.

#### **II. Purpose and Scope**

The College fully supports the right of all persons to hold employment and receive education without suffering unlawful discrimination, harassment or retaliation. The Sexual and Gender-Based Harassment and Discrimination Policy prohibits sexual and gender-based harassment and discrimination, including but not limited to, sexual misconduct, dating and interpersonal violence, and stalking. It also prohibits-retaliation against an individual for making a report of conduct prohibited under this policy or for participation in an investigation of an alleged violation of this policy.

This policy applies to all College community members, including students (prospective and current), employees, visitors, vendors, and independent contractors, when the conduct:

1. occurs on College property, including online or electronic conduct through the use of College computing or network resources;
2. occurs in the context of an employment or education program or activity of the college; or
3. may have continuing adverse effects for the College community.

### III. Prohibited Conduct under this Policy

#### A. Discrimination, Harassment, and Retaliation

Individuals may not be discriminated against in the terms and conditions of their employment or academic program or subject to harassment in the workplace or academic environment. Such conduct is illegal under federal and state laws and is strictly prohibited by the College. Unlawful discrimination, harassment, and retaliation by officers, faculty, managers, supervisors, employees, students, vendors, clientele, and contractors will not be tolerated.

This Policy focuses on Sexual or Gender-Based Harassment and Sexual Misconduct, which are further described in this Section.

#### B. Sexual or Gender-Based Harassment

**Sexual Harassment:** Sexual harassment and sexual violence are forms of sex discrimination that are illegal under both federal and Massachusetts state law. Under these laws, unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature whether verbal, non-verbal, graphic, physical, electronic, other otherwise constitute sexual harassment when:

- Submission to or rejection of such sexual advances, conduct, or requests for sexually based favors is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in College programs or activities, or a basis for employment or educational decisions affecting the individual (*quid pro quo*); or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, education, or participation in College programs or activities, or creating an intimidating, hostile, humiliating or sexually offensive work, learning, or living environment (*hostile environment*).

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or educational environment. It may occur on or off campus.

Sexual harassment often involves relationships of unequal power. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a condition for granting privileges or favorable treatment on the job, or favorable treatment in the classroom. However, sexual harassment may also involve relationships among persons of equal authority or power, such as when repeated advances or demeaning verbal comments by a co-worker towards another co-worker have a harmful effect on a person's ability to perform his or her work.

Sexual harassment can also involve behavior directed to and/or by students of the College, as well as employees and non-employees of the College.

*Examples of sexual harassment may include, but are not limited to:*

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- Repeated offensive sexual flirtations, advances or propositions which are offensive;
- Verbal abuse or innuendo of a sexual nature which is continued or repeated;
- Physical contact such as touching, hugging, patting or pinching which is uninvited and unwanted by the other person;
- Offensive verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual;
- An open display of sexually suggestive objects or pictures if people find them offensive;
- Jokes or remarks of a sexual nature if people find them offensive;
- Unwanted prolonged and apparent staring or leering at a person;
- Obscene gestures or suggestive or insulting sounds made towards people who find them offensive;
- The demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or educational status or promises of preferential treatment;
- Direct or implied requests for sexual favors in exchange for actual or promised favorable evaluations of course requirements, or favorable recommendations for position or benefits within or outside the College Community

In evaluating allegations of sexual harassment, the allegations are evaluated from both a subjective and objective perspective considering the totality of the circumstances.

### **Gender-Based Harassment**

Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions for *hostile environment harassment* or *quid pro quo harassment* are present, as defined above.

### **C. Additional Forms of Sexual Misconduct**

#### **Sexual Misconduct**

Curry College strictly prohibits sexual violence and all other forms of sexual misconduct. Sexual Misconduct includes any sexual contact or activity that occurs without the effective consent of any individual involved. It is the obligation of every person to obtain effective consent from the other person prior to sexual contact. Effective Consent is discussed in the section below.

#### **Examples of sexual misconduct include, but are not limited to:**

- Having or attempting to have sexual intercourse with another individual without consent or by force. Sexual intercourse includes anal, oral or vaginal penetration, however slight, with a body part or object.
- Intentional and unwelcome sexual touching, such as touching another's genitals, buttocks, or breasts without consent; or making someone touch you or themselves on these body parts.



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- Having sexual contact with someone who is incapacitated (e.g. from alcohol or drug-usage) such that their decision making ability is compromised so that they are unable to consent.
- Continuing sexual activity after either party has made it clear, either verbally or by conduct, that they do not wish to continue physical contact.

### **Effective Consent**

Effective consent is informed, knowing and voluntary. The College defines effective consent as mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity. Effective Consent cannot be given by minors (in Massachusetts, those not yet sixteen (16) years of age). Effective Consent cannot be given by individuals who have a mental disability that results in their being unable to provide informed, knowing and voluntary consent. Effective Consent cannot be given by those who are unconscious, unaware or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidation (implied threats), duress or coercion is not Effective Consent. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person, and there can be no Effective Consent in such situations. Effective Consent cannot be given by those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary). In addition, incapacitation may result from mental disability, sleep, or involuntary physical restraint, and there can be no Effective Consent in such situations.

### **Incapacitation**

The College defines incapacitation as a state where an individual cannot make rational, reasonable decisions because the individual lacks the capacity to giving knowing consent, and/or as a state where one cannot make a rational, reasonable decision because the individual lacks the ability to understand the who, what, when, where, why or how of their sexual interaction. Consent to one form of sexual activity does not imply consent to other forms. Consent may be given for specific sexual activities and not for others. Consent at one time, including prior intimate partner or physical relationships does not imply future consent. Silence does not constitute consent and may indicate that something is wrong and the potential for sexual misconduct exists. The use of alcohol or other drugs does not constitute a defense for the failure of a person who initiates sexual activity to obtain effective consent.

### **Sexual Exploitation**

Sexual Exploitation is purposely or knowingly taking sexual advantage of another person without consent. Examples of sexual exploitation include, but are not limited to:

- Obscene or indecent behavior, including exposure of one's sexual organs or the display of offensive sexual behavior;
- Deliberate observation of others (including letting others hide for observation) for sexual purposes without their consent;

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- Taking, posting or disseminating pictures, video or audio of another person's intimate body parts, or another person engaged in sexual activity or in a state of undress without that person's consent;
- Possession or distribution of illegal pornography.

### **Prostitution:**

- Knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge.
- Providing someone with alcohol or drugs (such as "date rape" drugs), with or without that person's knowledge, for the purpose of making the person vulnerable to non-consensual sexual activity.

### **Relationship and Intimate Partner Violence**

Physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse (i.e. controlling access to finances) is prohibited, including but not limited to those directed towards an intimate partner. Such violence can be a single act or a pattern of behavior. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional and/or romantic physical intimacy. Domestic violence and dating violence may also constitute forms of intimate partner violence and are prohibited by the College. Dating violence includes violence by a person who has been in a social relationship of a romantic or intimate nature with the complaining party. The existence of such relationship is determined by its length, its type, and frequency of interaction of persons involved in the relationship. Domestic violence includes acts that may constitute violent misdemeanor and felony offenses committed by the victim's current or former spouse, cohabitant, or a person with whom he or she shares a child (as well as a person similarly protected under applicable domestic or family violence laws).

### **Stalking**

Stalking is defined as a course of conduct directed at a specific person, whether that person is a total stranger, acquaintance, current or former intimate partner, or anyone else that would cause a reasonable person to fear for her or his safety, for the safety of a third person, or to suffer substantial emotional distress. Such behavior is prohibited.

Stalking behaviors include, but are not limited to repeatedly pursuing, following, waiting, or appearing uninvited at or near a residence, workplace, classroom, or other places frequented by the person; surveillance or other types of observation, including but not limited to staring or watching an individual without their consent (which may be referred to as "peeping"); and repeated unwanted communication, including, but not limited to, face-to-face communication, telephone calls, voice messages, e-mails, text messages, social media, written letters, gifts, or any other communications that are not welcomed by the recipient of the communication.

**Retaliation**

Retaliation is any adverse action taken or threat of action made against a person for, in good faith, making a complaint of conduct prohibited by this Policy, participating in, or assisting with an investigation of such a complaint. Retaliation is prohibited by the College, and by Title IX and other federal and state laws, and will not be tolerated. Engaging in retaliatory acts, including the continuation or recurrence of harassment or discrimination (directly or through a third party), is a violation of this Policy and will result in disciplinary action.

**Complicity**

Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of a violation of this policy by another person.

**D. Amorous Relationships Between Faculty, Students, and Staff**

Employees should always conduct themselves professionally in their dealings with coworkers and students and others. The College expects the employees involved to exercise discretion and maturity in the manner in which they relate to each other at work with coworkers and students.

Personal/romantic relationships between employees of different levels of authority within the College may affect the morale of co-workers by creating actual or perceived favoritism. Therefore, neither party to a romantic relationship should participate in formal or informal supervision, review or evaluation of the other. The College may alter the work responsibilities of parties engaged in a romantic relationship in order to limit their professional contact with one another.

**Romantic relationships between employees and students are strictly prohibited.** For more information regarding amorous relationships, contact Human Resources at (617) 333-2263.

**IV. Options for Reporting Prohibited Conduct**

Individuals who have experienced sexual or gender-based harassment or discrimination, including sexual violence, are encouraged to report the misconduct to the College or to local law enforcement. These options are not mutually exclusive – you do not need to choose one option over the other. Internal and criminal reports can be made simultaneously or at different times. There is no time limit for filing a report with the College; however, individuals are encouraged to report misconduct as soon as possible in order to maximize the College’s ability to respond promptly and effectively.

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigation, outside of the College’s process. Additionally, the Department of Public Safety can assist those seeking court ordered civil Abuse Prevention Orders (M.G.L. 209A) or Harassment Prevention Orders (M.G.L. 258E.)

**A. Reporting to Law Enforcement**

Conduct that violates this policy may also constitute a violation of law. For immediate safety assistance, an individual can dial 911 or contact Curry College Public Safety.

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The Department of Public Safety can assist in making a criminal report to local law enforcement. To report potential criminal conduct to local law enforcement, contact information is below.

EMERGENCY 911	Curry College Public Safety (617) 333-2222	Milton Police (617) 698-3800 40 Highland Street, Milton, MA, 02186	Plymouth Police (508) 830-4218 20 Long Pond Rd., Plymouth, MA 02360
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### B. Reporting to the College

The following individuals are trained and designated to receive and respond to allegations of violations of the policy:

Title IX Coordinator:  
Rachel King, Assistant Vice President for Title IX  
55 Atherton Street  
Rachel.King@curry.edu  
617-979-3516

Deputy Title IX Coordinator:  
Lisa MacDonald  
Assistant Vice President for Student Affairs  
1016 Brush Hill Road  
lmacdona0712@curry.edu  
617-391-5240

Making a report of prohibited conduct under this policy involves telling an employee of the College (with the exception of those designated as “confidential,” referenced in Section V), also known as “responsible employees,” what occurred. While reported misconduct must be relayed to the Title IX Coordinator, individuals wishing to make a complaint can speak directly to one of the above Coordinators or any responsible employee. Additionally, a number of staff and faculty across campus have been trained as Liaisons, serving as a resource to members of the College community. These Liaisons participate in annual training and are knowledgeable about College policies, procedures, resources and reporting obligations.

A knowingly and intentionally false or frivolous complaint, determined by the College to have been made in bad faith and dishonesty in the context of an investigation, is a serious offense. A finding that the College policies have not been violated is not, in and of itself, an indication that a complaint is false or unfounded. The College reserves the right to impose appropriate disciplinary action to students and employees who knowingly and intentionally file a false or frivolous complaint, or who participate in bad faith in the investigation of a complaint filed pursuant to College policies by knowingly and intentionally provide false and misleading information in the context of the investigation.

### V. Confidentiality and Employee Reporting Obligations

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A number of different resources and reporting options are available to those who have experienced sex or gender-based discrimination or harassment, including sexual violence. It is important to understand, however, that these resources offer varying degrees of confidentiality and reporting obligations, as outlined below.

**Employee Reporting Responsibilities:** All College employees (faculty and staff) must promptly notify a Title IX Coordinator about possible sexual or gender-based harassment, with limited exceptions. On-campus resources who can maintain confidentiality, and are therefore not required to report discrimination or harassment to a Title IX Coordinator, are those employed at the Counseling Center and Health Services.

Adherence to this reporting obligation ensures that the College can connect affected individuals with appropriate resources and services; track incidents and identify patterns; and, where appropriate, take steps to protect the College community. All actions taken to investigate and resolve complaints shall be conducted with as much privacy and discretion as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect and as confidentially as possible. To conduct a thorough investigation, the Investigator(s) and/or Title IX Coordinator may discuss the complaint with witnesses and those persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate remedial action.

**Complainant Requests Not to Investigate:** A reporting party may request that the College not investigate or pursue resolution of a report or may request that their name not be disclosed. This can limit the College's ability to respond fully to the reported misconduct and pursue disciplinary action against the Respondent. Such requests should be made to a Title IX Coordinator and will be balanced with the College's responsibility and legal obligation to provide a safe and non-discriminatory environment for all members of the College community.

The College will respect the Complainant's right not to participate in an investigation, but may continue an investigation in order to meet its responsibility and legal obligation to provide a safe and non-discriminatory environment for all members of the Curry community. In such cases, the College will consult with the Complainant and keep the Complainant informed about the chosen course of action. The College may determine that it must investigate and pursue resolution of a report. An individual who initially requests anonymity or who requests that the College not investigate or pursue resolution may later request that the College investigate and pursue resolution.

**Clery Act Reporting:** In accordance with the Clery Act and the Violence Against Women Act (VAWA), statistical information regarding certain offenses will be included in the College's annual safety and security report in a manner that does not include any personally identifiable information. In addition, College administrators will issue timely warnings for incidents reported that pose a serious and ongoing threat to the safety of the campus community.

## VI. Accessing Resources

### A. Confidential Resources

If a student wants to speak with a confidential resource, trained staff are available on and off-

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campus. Help and support is available to students who want to talk in detail about an incident, but are not sure if they are ready or interested in reporting to the College or law enforcement.

### **Emotional Support**

On-campus: Counseling Center (617) 333-2182 (8:30-4:30)  
(For students) Wellness Center, 1016 Brush Hill Road, Milton, MA 02186  
Counselor-on-call after hours via Public Safety (Seven days a week) (617) 333-2222

Off-campus: A New Day victim advocates (a program of Health Imperatives)  
24-hour hotline (508) 588-8255  
950 W. Chestnut St., Brockton, MA 02301

(For employees) If an employee wants to speak with a confidential resource, Life Assistance Program through Cigna Behavioral Health (available to employees) is a free confidential service available to all employees and their household members.

Services are available to assist 24 hours a day, 7 days a week for support.

Life Assistance Program: (800) 538-3543

Services available include face-to-face visits with a network provider for behavioral issues, telephonic support for work/life concerns and crisis support).

In cases of physical violence and/or sexual misconduct, the College encourages individuals to seek medical care, which also offers the best option to ensure the preservation of evidence.

### **Medical Care**

On-campus: Health Services (617) 333-2182 (8:30-4:30)  
(For students) Wellness Center, 1016 Brush Hill Road, Milton, MA 02186

Off-campus: Beth Israel Deaconess Hospital - Milton (617) 696-4600  
199 Reedsdale Road, Milton, MA 02186  
(Transportation available via Public Safety (617) 333-2222

Beth Israel Deaconess Medical Center (617) 667-7000  
330 Brookline Ave, Boston, MA 02215

Plymouth Campus: Beth Israel Deaconess Hospital - Plymouth (508) 746-2000  
275 Sandwich St, Plymouth, MA 02360

### **B. Amnesty**

The College encourages reporting of sexual misconduct and seeks to remove any barriers to reporting. The College recognizes that a reporting party who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary-

consequences. Accordingly, students who report sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action for being under the influence of alcohol or other drugs at the time of the alleged incident of sexual misconduct, so long as their actions did not place the health or safety of another person at risk. The College may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### **C. Remedial, Protective and Interim Measures**

When the College receives a report of a violation of this policy, reasonable and appropriate remedial, protective, and interim measures may be put in place, by the appropriate College official(s). These measures may be both remedial (designed to address a Complainant's safety and well-being and continued access to educational opportunities) or protective (designed to reduce the risk of harm to an individual or community). These measures, which may be temporary or permanent, may be imposed even when not specifically requested by a Complainant or Respondent at the discretion of the College, as appropriate. They include, but are not limited to: no contact orders; access to campus escort; changes to student housing, dining, or work circumstances; counseling and medical services; victim advocacy; legal assistance; academic support; transportation accommodations; assistance maintaining eligibility for student visa or financial aid; immigration assistance; interim suspension; and administrative leave (with or without pay).

## **VII. Applicable Procedures under this Policy**

The Office of Human Resources will address all alleged violations of this policy that are brought against an employee, a visitor to an employee, or a vendor. The applicable procedures can be found in the [Employee Handbook](#).

If the alleged violation is brought against a student of the College or a visitor to a student, it will be addressed by the Office of Student Conduct. The applicable procedures can be found here in the [Student Handbook](#).

## **VIII. Academic Freedom**

Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators. Conduct believed to be offensive, on its own, is not sufficient to constitute a violation of this policy. The conduct must be sufficiently serious to interfere with an individual's ability to participate in employment or an educational program and activities from both a subjective and objective perspective.

## **IX. Prevention and Awareness Programs**

In line with the College's commitment to the prevention of prohibited conduct, Curry College provides a variety of ongoing education and awareness programs. New students and employees receive prevention-programming when joining the College community and returning students and current employees receive ongoing training and related education.

For more information about the College's available prevention and education offerings, please contact the Counseling Center to inquire about:

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Sexual Violence Prevention & Response  
Wellness Center, 1016 Brush Hill Road, Milton, MA 02186  
(617) 333-2182

### **X. Title IX Coordinator / State and Federal Agencies**

Individuals may contact one of the College's Title IX Coordinators to address questions about the conduct prohibited under this policy, including sexual discrimination and harassment. Individuals may also file a complaint for violations of this policy directly with a Title IX Coordinator.

Title IX Coordinator:  
Rachel King, Assistant Vice  
President for Title IX  
55 Atherton Street  
[Rachel.King@curry.edu](mailto:Rachel.King@curry.edu)  
617-979-3516

Deputy Title IX Coordinator:  
Lisa MacDonald  
Assistant Vice President for  
Student Affairs  
1016 Brush Hill Road  
[lmacдона0712@curry.edu](mailto:lmacдона0712@curry.edu)  
617-391-5240

Deputy Title IX Coordinator:  
Donna Symolon  
Human Resources Generalist  
55 Atherton Street  
[dsymolon@curry.edu](mailto:dsymolon@curry.edu)  
(617) 333-2013

Deputy Title IX Coordinator:  
Vinnie Eruzione  
Director of Athletics  
Student Center, L-04  
[veruzion@curry.edu](mailto:veruzion@curry.edu)  
(617) 333-2202

### **State and Federal Agencies**

In addition to the above, if you believe you have been subjected to unlawful discrimination, harassment or retaliation, you may file a formal complaint with the government agencies set forth below. Using the College's complaint process does not prohibit you from filing a complaint with these agencies:

1. The United States Equal Employment Opportunity Commission ("EEOC")  
Boston Area Office:  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(617) 565-3200  
(800) 669-4000
2. Massachusetts Commission Against Discrimination ("MCAD")  
Boston Headquarters:  
One Ashburton Place, Suite 601  
Boston, MA 02108  
(617) 994-6000



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Worcester Office:  
484 Main Street, Room 320  
Worcester, MA 01608  
(508) 453-9630

Springfield Office:  
436 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145

New Bedford Office:  
800 Purchase Street, Room 501-  
New Bedford, MA 02740  
(508) 990-2390

3. U.S. Department of Education: Office for Civil Rights (“OCR”)  
5 Post Office Square  
8th Floor  
Boston, MA 02109-3921  
(617) 289-0111

## XII. Violations of Massachusetts State Law

Some of the conduct prohibited by this policy may also constitute violations of the law. The following are definitions compiled from the Massachusetts General Laws applicable to certain relevant offenses.

### Dating and Domestic Violence

Massachusetts law has no statutory definition of “dating violence” or “domestic violence,” but there is a related crime of “domestic abuse” defined as: the occurrence of one or more of the following acts between family or household members: attempting to cause or causing physical harm, placing another in fear of imminent serious physical harm; and causing another to engage involuntarily in sexual relations by force, threat, or duress. Under this law, family or household members include people who are or were married, residing in the same household, related by blood or marriage, have a child together, or have a substantive dating or engagement relationship. *See* M.G.L. c. 209A, § 1.

### Sexual Assault

There is no crime called “sexual assault” in Massachusetts; however, there are related crimes that constitute sexual offenses:

- “Rape,” which is defined as 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. Under state law, rape occurs when the offender has “sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his/her will, or compels such person to submit by threat of bodily injury.” *See* M.G.L. c. 265, § 22.

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- A sexual assault that does not meet the legal definition of rape may constitute “indecent assault and battery,” which occurs when the offender, without the victim’s consent, intentionally has physical contact of a sexual nature with the victim. *See* M.G.L. c. 265, § 13H.
- “Statutory rape,” which is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent. In Massachusetts the statutory age of consent is 16 years of age. *See* M.G.L., c. 265, §23.

### **Stalking**

Under Massachusetts law, M.G.L., c. 265, §43, an individual engages in stalking if she/he: 1.) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and 2.) makes a threat with the intent to place the person in imminent fear of death or bodily injury.

### **Consent**

Massachusetts does not have a specific definition for consent in this context. Instead, Massachusetts has several laws that define the age of consent and the additional penalties that attach if a person is under the age of 16 or 14. 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.

## **Procedures for Students**

### **Investigating and Resolving Alleged Violations of College Policies Prohibiting Harassment and Discrimination**

#### **Investigation and Grievance Procedures**

The following procedures apply to the investigation and resolution of alleged violations of the above-

policies on Discrimination, Bias-Related Harassment, and Hate Crimes, as well as the College’s Sexual and Gender-Based Harassment and Discrimination Policy (hereinafter “the Policies”).

The College will investigate allegations of violations of these Policies in a prompt, equitable, and impartial manner. Depending upon the facts and circumstances known to it, the College, in its discretion and judgment, may determine that the report of alleged violations of these Policies will be addressed, investigated, and/or resolved outside of the procedures described hereinafter, and it also may take interim action as it deems appropriate to address the safety and protection of the College community.

As part of its investigation, the College, through its Director of Student Conduct or another person designated by the Assistant Vice President for Student Affairs (hereinafter, “the conduct officer”), will investigate the alleged violation. At the College’s discretion, more than one investigator may be assigned. The College, in its discretion, may also assign an investigator from outside the College’s administration (“an external investigator”) to conduct the investigation with the College’s internal investigator. (In addition, the College may assign an external investigator, without assigning an internal investigator.) All investigators – internal or external – will be qualified and annually trained individuals-

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employed by the College or engaged by the College for the purpose of conduct investigations under the Policies. Involved parties should inform the Assistant Vice President for Student Affairs (in writing) of any conflicts or potential conflicts of interest with regard to the designated investigator and/or conduct officer.

If the determination is that the report will go through the student conduct process, both the person who makes a complaint alleging a violation of these Policies, or a person who is identified as someone who experienced a violation (“the Complainant”) and the individual alleged to have violated a policy (“the Respondent”) will be notified in writing by the College and a student conduct meeting will be scheduled.

This written notice to the Complainant and the Respondent will include a brief description of the allegations, the portion(s) of the Policies that are alleged to have been violated, and any interim measures in place about which either Party must be made aware. This written notice does not constitute a finding or a determination of responsibility.

Both the Complainant and the Respondent will be given the opportunity to inform the College, verbally and/or through a written statement, of any facts that he/she believes should be considered in the College’s investigation of the reported violation. As part of the investigation process, the conduct officer may offer the Complainant and the Respondent the opportunity to speak (separately) with the conduct officer; speak with other individuals, who in the conduct officer’s discretion may have information relevant to the report; and review written documents, materials, or property, as the conduct officer deems appropriate, to conduct a prompt, fair and impartial investigation. The Complainant and the Respondent are to provide names of witnesses to the alleged violation and identify any documents or items that are relevant to the investigation. The conduct officer will exercise discretion in their determination of what information to consider and which potential witnesses identified by the Parties can provide relevant information to the investigation. The student conduct officer generally will not consider information related to either Party’s sexual history outside of the conduct in question.

The Complainant and the Respondent each are asked to attend (separately) the Student Conduct Meeting. Students are expected to be truthful, and to participate as requested. Both the Complainant and the Respondent are permitted to have a support person accompany him or her to a Student Conduct meeting.

A student should select a support person whose schedule allows attendance at the scheduled date and time for the meetings as delays may not be permitted due to scheduled conflicts for the support person. The role of a support person is to accompany a student with the purpose of providing support during the student conduct meeting. A support person may not address or question the conduct officer, answer on behalf of the student, or otherwise actively participate in the student conduct process. A support person cannot be a witness or otherwise involved in the investigation or resolution process. If the College requests that a student attend a Student Conduct Meeting and the student does not do so for any reason whatsoever, the College will still move forward with the student conduct process.

If a student or a law enforcement agency requests the College to delay its student conduct process because the conduct at issue is also subject to a civil or criminal case, the College, in its sole discretion through its Dean of Students and/or his/her designee, will determine if it is in the best interest of the College and its community to delay or move forward with the student conduct process, address the matter, and/or implement appropriate interim and/or final actions and sanctions (including, but not-

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limited to, No Contact Orders, full or partial removal from campus, residence facilities, and/or classes, removals or interim removals, or suspensions or interim suspensions), notwithstanding the civil or criminal case. In instances of alleged sexual misconduct, documentation containing the information gathered during the investigation will be made available for review by the Parties prior to a determination being reached. The parties will be given an opportunity to provide a response to the conduct officer. The facts gathered during the College's investigation of reported violations will be reviewed, and a decision will be made by the conduct officer as to whether a violation occurred, based upon a preponderance of the evidence standard (i.e., is it more likely than not that the alleged violation occurred). The conduct officer will present this finding to the Assistant Vice President for Student Affairs, or designee, for sanctioning, if applicable.

### **Notification of Determination**

The College will inform both the Complainant and the Respondent in writing whether the College has concluded that a violation of the Policies did, or did not occur. Both the Complainant and Respondent will typically be notified of the outcome of the conduct process within 60 days of the commencement of the investigation, although circumstances (including the constraints of the school calendar and scheduling conflicts) may result in a longer period. In certain situations, where the complaint involves a report of a crime of violence or a forcible or non-forcible sex offence, the Complainant may be provided with information about the sanctions imposed against the Respondent. In all other cases, the Complainant shall be informed of sanctions imposed against the Respondent where the sanction directly relates to the Complainant (for example, sanctions that require the Respondent to have no contact with the Complainant, and/or removal from the same residence hall or class).

### **Disciplinary Action and Sanctions**

When an individual is found to have violated the College's policies on Discrimination, Bias-Related Harassment, or Hate Crimes or the Sexual and Gender-Based Harassment and Discrimination Policy, appropriate disciplinary action and sanctions will be imposed by the College, including but not limited to, probation, loss of privileges, mandatory training or counseling, mandated assessment, removal from classes, buildings, activities, programs, and/or campus locations, suspension, and/or expulsion from the College. Additional information on sanctions that may be imposed following the determination of a violation of the Policy are referenced in the sanctioning section of the Student Conduct Process in the Student Handbook beginning on page 84. The imposition of sanctions may result in the withholding of a Curry College diploma.

### **Appeal Process**

*(The following applies to appeals for cases under the College's policies on Discrimination, Bias-Related Harassment, or Hate Crimes or the Sexual and Gender-Based Harassment and Discrimination Policy. For appeals for cases under all other policies, please see the appeals process on page 88 of the Student Handbook).*

**Both the Complainant and the Respondent may appeal the outcome on one or more of the following grounds only:**

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- New and relevant information: Significant information that was not available at the time of the student conduct meeting that has been revealed or discovered which alters the facts of the matter and may alter the outcome. It is not information that the Complainant or the Respondent had at the time but did not share with the conduct officer at the original student conduct meeting.
- Procedural error: A claim of error in the student conduct procedure that substantially affected the decision.
- The severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances.

Appeals must be submitted in writing by the Complainant or Respondent to the Dean of Students Office within three business days of the College sending them the outcome. The appeal letter must identify on which of the above three reasons the appeal is based. If appealing on grounds of new information, the letter must include the new information that supports his/her position, and explain the specific relevance and credibility of that new information. If appealing on a procedural error, the letter must state what the specific error was and how it substantially affected the outcome of the student conduct meeting. If appealing due to the belief that the severity of the sanction imposed was not appropriate based on the nature of the violation or the circumstances, the letter must include reasons why the student thinks this outcome was not appropriate and state what discipline (if any) the student believes to be appropriate and why. The Dean of Students (or designee) will then review the appeal letter. The result of the appeal may be a confirmation of the original outcome, or a change of the outcome, either in whole or in part. The College will inform both the Complainant and the Respondent of the result of the appeal. The appeal decision is final.

Any action (including an interim removal or suspension) assessed, imposed, or recommended at the conclusion of the Student Conduct Meeting or investigation process (or at any other time, as determined by the College) may be enforced pending the outcome of an appeal, at the sole discretion of the College, through its Office of Vice President of Student Affairs or designee.

**PLEASE NOTE: The provisions described above for the handling of student conduct and discipline matters pertaining to reported violations of this policy are only guidelines. The process to address, investigate, and resolve student conduct and discipline matters for alleged violations of this policy lies ultimately within the College's discretion, and the College has the right to determine if the- circumstances of a particular situation are such that the College must address the alleged violations in manner different than the provisions set out in these guidelines. These provisions do not constitute contractual promises by the College. Therefore, the student should understand that the College may not follow these provisions and its non-adherence to any of these provisions will not invalidate its determinations.**

## **Procedures for Employees**

### **Investigating and Resolving Alleged Violations of College Policies Prohibiting Harassment and Discrimination**

#### **Statement of Non-Discrimination**

Curry College is committed to fostering a diverse and inclusive community that supports each community member's professional, academic or personal pursuits. The College's Unlawful Harassment, Discrimination, and Retaliation Policy reflects our commitment to these goals.

Curry College is committed to providing equal opportunity in employment and education programs to all employees, students, and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, religion, color, sex, age, ethnic or national origin or ancestry, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in the Uniformed Services, or any category protected by applicable state and federal laws.

Curry College is committed to making its programs and campus accessible to its visitors and compliant with all applicable non-discrimination laws.

Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under both federal and Massachusetts state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Act, Massachusetts General Laws chapter 151B, § 4, Massachusetts General Laws chapter 151C, § 2, and Massachusetts General Laws chapter 214, § 1C. C prohibited by law and this Policy is incompatible with the values and mission of Curry College and will not be tolerated.

The College's complete policy prohibiting Sexual and Gender-Based Discrimination and Harassment, including sexual violence and sexual misconduct, can be reviewed at Section 1.2 of this Employee Handbook. For further information, please contact the Human Resources Office, or contact the College's Title IX Coordinator.

#### **Prohibition Against Unlawful Discrimination, Harassment and Retaliation**

The College fully supports the right of all persons to hold employment or receive education without suffering from acts of unlawful discrimination, harassment, or retaliation. As such, it is the policy of the College to maintain a work and academic environment that is free of harassment and of discriminatory actions based on an individual's legally protected characteristics, which can include but are not limited to race, religion, color, sex, age, ethnic or national origin or ancestry, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in the Uniformed Services, or any category protected by applicable state and federal laws.

Unlawful discrimination, harassment, and retaliation by officers, faculty, managers, supervisors, employees, students, vendors, clientele, and contractors will not be tolerated. Such conduct is illegal under federal and state laws and is strictly prohibited by the College.

## A. Definitions

**Discrimination** is a legal term referring to an employment or academic decision that results in negative and/or different treatment of an individual based upon one or more of the individual's legally protected characteristics. Discriminatory conduct includes decisions in which one or more of the individual's legally protected characteristics were the sole factor or a contributing factor.

**Harassment** is a legal term describing when an individual is targeted with verbal, written, visual, or physical conduct based upon one or more of the individual's legally protected characteristics and that unreasonably interferes with the individual's work or academic performance, or creates an intimidating, hostile, or offensive working, living or learning environment. Such acts may occur on or off campus, and during or after work hours.

**Examples of Harassing or Discriminatory Conduct:** Depending upon the circumstances and how they impact the workplace, educational programs, activities, or the academic environment, examples of discrimination or harassment in violation of this Policy may include, but are not limited to, following types of conduct:

- Making decisions about a person's employment, compensation, or education based upon or motivated by the person's protected characteristic(s);
- Verbal or physical abuse, offensive-innuendo or derogatory words, epithets, or comments concerning, based on, or motivated by a person's protected characteristic(s);
- An open display of objects, pictures, or other media which create a hostile working/learning environment based on or motivated by a person's protected characteristic(s); or
- Failure to provide religious or disability-related accommodations when required by applicable law.

**Sexual Harassment** is a legal term describing discriminatory behavior where an individual is the recipient of unwelcome sexual advances or requests for sexual favors, or is otherwise subjected to conduct of a sexual nature whether verbal, non-verbal, graphic, physical, electronic or by any and all other means. Behavior can constitute sexual harassment when:

- Submission to or rejection of such sexual advances, conduct, or requests for sexually based favors is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in College programs or activities, or a basis for employment or educational decisions affecting the individual (*quid pro quo*); or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, education, or participation in College programs or activities, or creating an intimidating, hostile, humiliating or sexually offensive work, learning, or living environment (*hostile environment*).

Sexual harassment may occur on or off campus, and during or after work hours.

**Gender-Based Harassment** is a legal term describing harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions for *hostile environment sexual harassment* or *quid pro quo sexual harassment* are present, as defined above.

**More information about Sexual or Gender-Based Harassment (including Sexual Misconduct) can be found in the College's Sexual and Gender-Based Harassment Policy at Section 1.2 of this Employee Handbook.**

## **B. Responsibilities for Every Curry College Community Member**

The terms of this Policy apply to all members of the Curry College community, including students, faculty and staff members, visitors, and vendors.

Accordingly, each member of the College community is personally responsible for ensuring that his or her conduct does not violate this Policy.

Each College community member is responsible for cooperating in any investigation of an alleged violation of this Policy if requested to do so by the individual(s) conducting the investigation.

Any individual who observes an incident that may constitute a violation of this Policy or who otherwise becomes aware of such an incident must immediately notify the Vice President of Human Resources, the Title IX Coordinator, or Deputy Title IX Coordinators listed herein.

All employees are required to participate in the College's workplace prevention harassment training program upon hire and every three years thereafter.

## **C. Academic freedom**

Nothing contained in this Policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College's professional educators. Conduct believed to be offensive, on its own, is not sufficient to constitute a violation of this Policy. The conduct must be sufficiently serious to interfere with an individual's ability to participate in employment or an educational program and activities from both a subjective and objective perspective.

### **Reporting Complaints of Conduct in Violation of this Policy**

If an individual believes that he or she has been subject to conduct prohibited under this Policy, the most immediate goal is to stop the offensive conduct. Often, this can be accomplished by confronting whomever is engaging in the conduct, telling them what the individual finds offensive, and requesting that they stop.

However, there is no requirement that the individual do so, and it may be that this approach is not practical or effective. If an individual believes that he or she has been the subject of conduct prohibited under this policy, or if he or she is not sure if certain behavior violates this policy, he or she should contact their supervisor, the Human Resources Office, the Title IX Coordinator, Deputy Title IX Coordinators, or one of the Liaisons established by the College. That individual will then inform the Vice President of Human Resources or designee (in the case of an accused staff member) and/or the Provost and or designee (in the case of an accused faculty member) about the complaint.



## **D. Procedures for Addressing Complaints**

The procedures for investigating and resolving reports of prohibited conduct committed by an employee, a visitor to an employee, or a vendor are detailed below.

The procedures for investigating and resolving reports of prohibited conduct committed by a Curry College student or a visitor on a student are detailed in the [Student Handbook](#).

When a student reports that they have experienced conduct in violation of the College's Sexual and Gender-Based Harassment and Discrimination Policy, the student's individual rights and obligations are provided in the [Student Handbook](#).

A Human Resources designee will meet with the complainant to discuss the conduct and events that are of concern, and to answer any questions the complainant may have about the procedure. The complainant is to bring the following information to this meeting: a description of the incident(s), the name of the person alleged to have violated this Policy, times, locations, specific words/actions, and the name of any witnesses to the incident(s). The meeting may also include a discussion of the possibility of an informal resolution with the assistance of Human Resources. The complainant is encouraged (but not required) to submit a written statement. The individual alleged to have violated this policy will not attend this meeting.

If an informal resolution is not achieved or is not appropriate, the Human Resources designee will meet with the individual alleged to have violated this Policy.

The Human Resources designee will determine what witnesses, if any, should be contacted. Witnesses will be interviewed outside the presence of the individual making the complaint and the person alleged to have violated this Policy.

Upon completion of the investigation, the Human Resources designee will: (1) prepare a finding of the facts, will make a determination as to whether the alleged conduct constitutes a violation of this Policy, and will notify the appropriate Senior Staff Member (Vice President of Human Resources for staff; Provost for faculty). The College will endeavor to inform the individual making the complaint and the person alleged to have violated this Policy of the determination, in writing, within sixty (60) days of the commencement of the investigation. However, circumstances may result in the need for additional time. In such a case, the complainant and the respondent will be notified.

The determination may be appealed in writing by either party to the Vice President of Human Resources within 10 days of this notification. The complainant and the respondent may only appeal the outcome on one or both of the following grounds:

1. A procedural error occurred, which may change the outcome of the determination (*i.e.*, the investigator did not interview a previously identified witness with exculpatory information); or
2. The individual making the appeal has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

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Disagreement with the College's findings or determination is not, by itself, a ground for appeal. The written appeal should contain a statement as to why the individual appealing disagrees with the determination. If, for any reason, the Vice President of Human Resources, and/or the Provost requests to be excluded from the process related to this Policy, a designee will be determined by the President to take his/her place.

### **No Retaliation for Filing or Assisting in the Investigation of a Complaint Under This Policy**

Retaliation against any individual for reporting in good faith acts of discrimination or harassment, or for assisting in an investigation of or providing information related to a report of discrimination or harassment, is strictly prohibited by law and will not be tolerated. Retaliatory acts constitute a violation of this Policy and may include, but are not limited to, intimidating, threatening, or taking adverse actions against an individual for attempting to or bringing forward a good faith complaint of discrimination or harassment, or for assisting in an investigation or providing information related to a report of discrimination or harassment.

The College's for attempting to or bringing forward a good faith complaint of discrimination or harassment or for assisting in an investigation or providing information related to a report of discrimination or harassment. The College's investigation of reported acts of retaliation shall proceed independent of the College's investigation of the related report(s) of discrimination or harassment.

Any suspected retaliation should be reported immediately to the Vice President of Human Resources (ext. 2193) or Assistant Vice President of Student Affairs (ext. 5240).

### **No False Complaints or Bad Faith Participation in Investigations**

A knowingly and intentionally false or frivolous complaint, determined by the College to have been made in bad faith and dishonesty in the context of an investigation, is a serious offense. A finding that this Policy has not been violated is not, in and of itself, an indication that a complaint is false or unfounded.

The College reserves the right to impose appropriate disciplinary action on a student or an employee who knowingly and intentionally files a false or frivolous complaint, or who participates in bad faith in the investigation of a complaint filed pursuant to this Policy by knowingly and intentionally providing false and misleading information in the context of the investigation.

### **Corrective Action**

In the event that the investigation concludes that a member of the Curry community has engaged in misconduct constituting discrimination, harassment, or retaliation in violation of this Policy, the College may take prompt corrective action to eliminate the misconduct and to put measures in place to prevent its recurrence and correct its effects, including, where appropriate, imposing discipline on the offender.

Such disciplinary action may include but is not limited to the following: reprimand, change in work assignment, mandatory training or suspension, and/or immediate termination or end of contractual or business with the College. In the case of a staff member, the Senior Staff Member and the Vice President of Human Resources will make a final determination regarding disciplinary action. In the case of a faculty member found in violation of this policy, the Provost will make the final determination for any discipline in accordance with the current Collective Bargaining Agreement.

**E. Confidentiality**

All actions taken to report, investigate and resolve complaints through the procedures of this policy shall be conducted with privacy and discretion, to the extent that it is possible without compromising the thoroughness and fairness of the investigation, and in accordance with applicable law. All persons involved are to treat the situation with respect. However, the College cannot make promises of confidentiality.

In order to conduct a thorough investigation, the Human Resources designee and the Title IX Coordinator (if participating) may discuss the report with witnesses and other individuals involved in or affected by the report, and with persons necessary to assist in the investigation or to implement appropriate corrective actions.

**F. College Employees Responsible for Addressing Complaints of Violations of this Policy**

The following individuals are designated as those individuals who are charged with addressing complaints of harassment and discrimination under this Policy, and may be contacted to initiate an investigation under the Policy:

<u>Vice President of Human Resources</u> Mirlen Mal King Academic Administration Building, 55 Atherton St. <a href="mailto:mirlen.mal@curry.edu">mirlen.mal@curry.edu</a> 617-333-2193	<u>Human Resources Generalist, Deputy Title IX Coordinator and Investigator:</u> Donna Symolon, King Academic Administration Building, 55 Atherton St. <a href="mailto:lmayer@curry.edu">lmayer@curry.edu</a> 617-333-5233
<u>Assistant Vice President for Title IX and Title IX Coordinator:</u> Rachel King, King Academic Administration Building, 55 Atherton St. <a href="mailto:rking@curry.edu">rking@curry.edu</a> 617-333-3516	<u>Assistant Vice President of Student Affairs/ Deputy Title IX Coordinator and Investigator:</u> Lisa MacDonald 1016 Brush Hill Road. <a href="mailto:lmacdona0712@post03.curry.edu">lmacdona0712@post03.curry.edu</a> 617-333-5240

**Staff and Faculty trained as Liaisons:**

A number of staff and faculty across campus have been trained as Liaisons, serving as a resource to members of the College community. Liaisons are knowledgeable about College policies, procedures, resources and reporting obligations.

All Liaisons and Investigators are required to participate in appropriate training provided by the College. Employees who do not attend required training annually as requested will be taken off this resource list.

The College maintains lists of Liaisons and Investigators, which are updated periodically and made available on the College’s Website and under the Employee tab/Human Resources link on the College’s employee portal.

Curry College Annual Security Report

**G. State and Federal Agencies**

In addition to the above, if you believe you have been subjected to unlawful discrimination, harassment or retaliation, you may file a formal complaint with the government agencies set forth below. Using the College’s complaint process does not prohibit you from filing a complaint with these agencies.

1. The United States Equal Employment Opportunity Commission (“EEOC”)  
John F. Kennedy Federal Building  
475 Government Center, Boston, MA 02203  
(617) 565-3200 or (800) 669-4000

2. Massachusetts Commission Against Discrimination (“MCAD”)

<u>Boston Office:</u>	<u>Worcester Office:</u>	<u>Springfield Office:</u>
One Ashburton Place Sixth Floor, Room 601 Boston, MA 02108 (617) 994-6000	455 Main Street Room 100 Worcester, MA 01610 (508) 799-8010	436 Dwight Street Second Floor, Room 220 Springfield, MA 01103 (413) 739-2145

3. US Department of Education  
Office of Civil Rights (“OCR”) - Boston Office  
5 Post Office Square, 8th Floor, Boston, MA 02109-3921  
(617) 289-0111

**Curry College Milton Campus  
2014-2016 Crime Statistical Summary  
(Calendar year)**

**Clery Reportable Crimes, and Sex, and VOWA Offenses**

Location Offense	On-Campus			*Residence Hall			Non-Campus			Public Property			Unfounded		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Aggravated Assault	3	0	1	3	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	3	17	6	3	17	6	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sex and VOWA Offenses</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
Sex Offense: Fondling	6	4	4	3	2	1	0	0	0	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Rape	1	4	3	1	4	3	0	0	0	0	0	0	0	0	0
Dating Violence	2	3	3	2	3	3	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0

\* Residence Halls numbers are a subset of on campus numbers.

## Curry College Milton Campus Hate Crimes

Location	On-Campus			*Residence Hall			Non-Campus			Public Property			Unfounded		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Hate Crimes</b>															
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	5	0	7	5	0	5	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>															
Sex Offense: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Based On</b>															
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	1	0	4	1	0	4	0	0	0	0	0	0	0	0	0
National Origin	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Race	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Religion	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0

## Curry College Milton Campus

### Judicial Referrals for Drug, Alcohol and Weapons Violations

The following is a summary of judicial referrals for drug, alcohol and weapons violations committed by students for the last three years. These totals represent incidents adjudicated either by the Office Residence Life and Housing or by the Office of Student Conduct:

Location	On-Campus			*Residence Hall			Non-Campus			Public Property			Unfounded		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Offense</b>															
Drug Law Violation	97	31	39	93	31	261	0	0	0	0	0	0	0	0	0
Liquor Law Violation	274	280	289	265	271	30	0	0	0	0	0	0	0	0	0
Weapons Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Residence Halls numbers are a subset of on campus numbers.

## Curry College Milton Campus

### Arrests for Drug, Alcohol and Weapons Violations

Location	On-Campus			*Residence Hall			Non-Campus			Public Property			Unfounded		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Offense</b>															
Drug Law Violation Arrest	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violation Arrest	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0

## Curry College

### Extended Programs & Educational Outreach Locations

Per the Clery Act, Curry College is required to disclose crime statistics of “Non-Campus” locations. The Clery Act defines Non-Campus locations as:

## Curry College Annual Security Report

“Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.”

As such, Curry College is required to include information and statistics from these locations in its Annual Security Report. Crime statistics for these sites are included in the Milton campus “Non-Campus” statistics.

### Max Ulin Memorial Rink

#### Location

The Max Ulin Memorial Rink is located at 11 Unquity Road, Milton, MA 02186, and is the primary Ice Hockey arena used by the Curry College Colonels. The rink is owned by the Commonwealth of Massachusetts and is operated by the Town of Milton and Curry College. In addition to being home of Curry’s Mens’s hockey team, the rink is open to the public.

#### Police Authority and Jurisdiction

Due to the state and local partnership with Curry, the following agencies have overlapping jurisdiction at the Max Ulin Memorial Rink

Milton Police Department Phone: (617) 698-3800 <b>Emergency 911</b>	Massachusetts State Police (Troop H-7) Phone: (617) 698-5840 <b>Emergency 911</b>	CCDPS ( <b>Only during an official College Event*</b> ) Phone: (617) 333-2232 <b>Emergency (617) 333-2222</b>
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#### Reporting a Crime or Incident

The primary method to report crimes or incidents at the Ulin Memorial Rink is to dial 911. In addition, there is also an emergency phone on site that dials into the Curry College Milton Campus Public Safety Communications Center\*. During officially recognized NCAA Division III or Curry College sponsored sporting events spectators can also seek assistance in person from State Police and or Curry College Public Safety officers on site.

*\*Note: In the case of an emergency, Curry College Public Safety should only be contacted during an officially recognized NCAA Division III or Curry College sponsored sporting events. During other times, the preferred method of contact is by dialing 911.*

#### Emergency Notifications

In the event of an Emergency, notifications for this facility will be posted on the [Colleges Athletics website](#).

#### Evacuation/Shelter-in-Place

In the event of an emergency that requires an evacuation or sheltering in place, all persons present will receive instructions from first responders via the rinks public announcement system and through face-to-face communications.

### **Accessibility and Security**

The Ulin Memorial Rink facility is open to the public and hours vary. For more information and hours contact (617) 696-9869

## **The Grazing Fields Farm**

### **Location**

The Grazing Fields Farm is located at 201 Bournedale Road, Buzzards Bay, MA 02532. This farm is utilized by the College's Equestrian Team throughout the year. The farm is privately owned by Kathryn and Michael Fletcher whom provide horse boarding services, training, events, shows, and competitions.

### **Police Authority and Jurisdiction**

The Town of Bourne Police Department is the primary law enforcement agency that serves this location.

#### [Bourne Police Department](#)

175 Main St. Buzzards Bay MA 02532

(508) 759-4420

### **Reporting a Crime or Incident**

The primary method to report crimes or incidents at The Grazing Field Farm is to dial 911.

### **Emergency Notifications and Evacuation/Shelter-in-Place**

In the event of an emergency that requires an evacuation or sheltering in place, all persons present will receive instructions from first responders via the farms announcement system and through face-to-face communications.

### **Accessibility and Security**

The Grazing Field Farm is a private facility and only open to the public during special events. For more information contact Liz Moakley [liz@grazingfields.com](mailto:liz@grazingfields.com) or call (508) 759-3763

## **Curry College Plymouth Campus**

### **Location**

Curry College's Plymouth Campus is located at 20 North Park Ave in the Town of Plymouth MA, 02360. The building is owned by PMC Realty Trust of 29 Samoset St. Plymouth MA, 02360 and is leased to the College. The building is shared with other tenants including Citizens Bank, Bayada Home Health Care and ReMax. The Plymouth Campus serves Continuing Education students and offers several degrees in both Undergraduate and Graduate courses.

### **Policy**

As part of Curry College's Annual Security Report, the Curry College Department of Public Safety includes statistics and other information for the Plymouth Campus to comply with the Clery Act. On an annual basis, the Curry College Department of Public Safety requests crime statistics from the local law enforcement agency that has jurisdiction over the Plymouth Campus. The crime statistics provided to CCDPS are documented in this Annual Safety Report.

## Curry College Annual Security Report

### **Police Authority and Jurisdiction**

The Curry College Department of Public Safety does not provide regular services to the Plymouth Campus. The Town of Plymouth Police Department is the primary law enforcement agency that responds to calls for service at the Plymouth Campus and is available 24 hours a day, 365 days a year. Students, staff, and faculty that have questions concerning crime and safety at this location should contact the:

[Plymouth Police Department](#)

20 Long Pond Rd. Plymouth MA, 02360

(508) 830-4218

### **Reporting a Crime or Incident**

Any crimes or emergencies that requires Police\Fire\EMS shall be reported by dialing 911.

### **Emergency Notifications and Timely Warnings**

Curry College's Plymouth Campus maintains communications with local and state public safety agencies. The Director of Continuing Education for the Plymouth campus in conjunction with local and state authorities shall, as appropriate, provide any Timely Warning or Emergency Alert information to staff, faculty and students via phone, text, and email. Like the Milton Campus, students are also contacted through Constant Contact® and Blackboard™.

### **Evacuations/Shelter-in-Place**

In the case of any emergency individuals may have to evacuate or to shelter in place. The decision to evacuate or shelter in place at the Plymouth Campus will fall under the direction of local police and fire agencies. These agencies will contact the facility on site and provide instructions.

### **Accessibility and Security**

Access to the Plymouth Campus is during normal business hours and when classes are scheduled for evenings and weekends. The facility is locked when there are no classes or activities taking place. Hours of operation are as follows:

Monday - Thursday 9:00 a.m. - 7:30 p.m.

Friday 9:00 a.m.- 5:00 p.m.

Saturdays: Hours vary

The section of the building that houses Curry College is secured by key access and students must have their College Identification on them at all times and be prepared to show it to staff upon request.



## Curry College Plymouth Campus 2014-2016 Crime Statistical Summary (Calendar year)

### Clery Reportable Crimes, and Sex, and VOWA Offenses

Location Offense	On-Campus			*Residence Hall			Non-Campus			Public Property			Unfounded		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex and VOWA Offenses</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Sex Offense: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Curry College Plymouth Campus Hate Crimes

There were no Hate Crimes committed at the Plymouth Campus for years 2014-2016

### Curry College Plymouth Campus Arrests for Drug, Alcohol and Weapons Violations

The Plymouth campus does not have any residential buildings nor does the college have an Office of Student Conduct at this location. Any and all Drug, Alcohol, and Weapons Arrests are reported by the Plymouth Police Department and included in the table below:

Location Offense	On-Campus			*Residence Hall			Non-Campus			Public Property			Unfounded		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Drug Law Violation Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violation Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Curry College

## 2017 Annual Fire Safety Report



**Statistics for years 2014-2016**

## **Annual Fire Safety Report Overview**

Curry College publishes this Fire Safety Report as part of its Annual Security Report, which contains information with respect to the fire safety practices and standards for Curry College. This report includes information about fire safety and systems in place at Curry. The report also includes the applicable statistical information including the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by a fire.

**Numbers for Reporting Fires**  
**CCDPS Emergency Line (617) 333-2222**

### **When a Suspected Fire Occurs**

When a suspected fire occurs in any building on campus, community members should immediately call CCDPS at (617) 333-2222 and activate a fire alarm pull station (if alarm is not already active). Once the call is received, CCDPS will dispatch officers to the building to investigate. If the building's fire alarm system has been activated, Milton Fire Department will also respond. If any member of the College community finds evidence of a fire that has been extinguished and that person is not sure whether CCDPS has already responded, the community member should immediately notify CCDPS to investigate and document the incident.

In most situations, it will be a fire alarm that will alert the building occupants of a potential hazard. Upon an alarm activation, all occupants are required to evacuate the building immediately using the nearest stairwells and exits in each building. Residents of buildings should become familiar with their building layout and plan multiple evacuation routes in case one route becomes unpassable.

Once individuals have evacuated from the building, they are to remain outside of the building until the fire department or CCDPS makes an "all clear" determination. Failure to evacuate the building during an active fire alarm could lead to disciplinary action.

### **Fire Safety Information**

Curry College buildings are equipped with a variety of safety systems that are designed to detect, stop and or suppress the spread of a fire.

#### **Fire Doors**

The first line of defense against the spread of smoke or fire from one area to another is doors. Some doors, such as fire doors in corridors or stairwells of residence halls are designed to withstand a fire longer than those of an individual room door. It is important that fire doors be CLOSED for them to work. Additionally, automatic door closers should not be tampered with or propped open.

#### **Sprinkler System**

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Sprinklers are 98 percent effective in preventing the spread of fire when operating properly. Do not obstruct the sprinkler heads by hanging clothes from the piping, placing boxes directly under the sprinkler, etc.

### Smoke Detectors

Smoke detectors cannot do their job if they are disabled or covered by the occupant. Covering tampering, or disabling a smoke detector is a violation of College Policy and state law. Any persons found tampering with fire safety equipment are subject to the Student Conduct process and or arrest/prosecution under the law.

### Fire Extinguishers











Fire Extinguishers are located in every building and may be utilized in the case of a small isolated fire.\* It should be noted that not all fire extinguishers are created equal, as there are different fire classifications.

Follow the chart below to combat fires with an extinguisher


### USING A FIRE EXTINGUISHER

Classification and Operation Guide


Identify the class of fire from the list below. Do not use the fire extinguisher if it is not rated for the class of fire you are fighting.

Fire Class	Type of Fire	Picture Symbol
	<b>COMMON COMBUSTIBLES:</b> Wood, paper, cloth, trash and other ordinary materials	
	<b>FLAMMABLE LIQUIDS:</b> Gasoline, oil, paint and other flammable liquids	
	<b>LIVE ELECTRICAL EQUIPMENT:</b> Fires involve electrical equipment, such as appliances, wiring, circuit breakers and outlets	
	<b>COMBUSTIBLE METALS:</b> Combustible metals and metal alloys	
	<b>COOKING MEDIA:</b> Vegetable oil, animal oils and fats	


OPERATING INSTRUCTIONS




**PULL** 1  
Pull out the pin  
Hold the extinguisher upright



**AIM** 2  
Standing several feet back from the fire,  
aim the nozzle at the base of the fire



**SQUEEZE** 3  
Squeeze the handle to release  
the agent



**SWEEP** 4  
Sweep the nozzle from side to  
side aiming at the base of the  
fire until the fire goes out

**\*Do not put your safety at risk! If a fire is too large or uncontrollable DO NOT attempt to extinguish it. Call for help!**

## **Residence Hall Fire Safety Systems**

All Curry College residence halls are installed with integrated automatic fire detection and fire alarm systems, which are monitored 24 hours a day, 365 days a year by the CCDPS. All residence halls are also equipped with integrated sprinkler systems, portable fire extinguishers, and Carbon Monoxide detectors. Every residential student is provided an emergency evacuation map plan that directs occupants to primary and secondary exits.

## **Fire Safety Education and Training Programs**

Residential students (including those with special needs) and residence halls staff receive fire safety training at the beginning of the year. There is also a Fire Safety reference guide on the [CCDPS website](#). This webpage includes information on fire safety and appropriate action to take during a fire alarm or fire emergency. Fire drills are conducted at least annually for all residence halls during the academic year in coordination with the CCDPS and Milton Fire Department

Students receive information about fire safety and evacuation procedures during their “floor meetings” and during other educational sessions that they can participate in throughout the year. Residence Life staff members are trained in these safety measures and procedures as well and act as ongoing resource for the students living in residential facilities.

## **Procedures Students Should Follow in Case of a Fire in a Residential Facility**

Upon discovery of a fire, students and staff are trained to activate the fire alarm and exit the building immediately using the closest safe exit and proceed to the predetermined meeting place for that building. Whenever a fire alarm sounds in any residence hall you are required to evacuate the building immediately. Failure to evacuate is a violation of state law and subjects you to arrest and/or disciplinary action. Once an alarm sounds should:

1. Open the shades (if applicable)
2. Turn off all room lights (if applicable)
3. Close and lock your door

During a fire alarm do not use the elevators for fire evacuation. Once outside, all individuals are not to enter the building until the Fire Department or CCDPS makes the “all clear” determination.

## **Emergency Evacuation Procedures**

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**For your own safety, you MUST evacuate when ordered to do so. This includes activation of an audible or visible fire alarm or verbal orders from emergency response personnel.**

### **What to Do If You Hear the Fire Alarm or are Instructed to Leave the Building:**

1. If you hear a fire alarm or are told to evacuate, REMAIN CALM.
2. Grab any essential items that are easily accessible (i.e keys, wallet, cell phone, etc.).
3. Walk calmly, but quickly towards the nearest exit. Tell others to evacuate as you pass.
4. Keep to the right side of corridors and stairwells as you exit.
5. Use stairways only. Do not use elevators.
6. Follow the instructions of emergency personnel regarding alternate exit routes, should your normal pathway be blocked.
7. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims. Note the location of trapped and injured victims and notify emergency personnel.
8. Once outside proceed directly to the Designated Meeting Area. (DMA) Stay away from the immediate area near the building you evacuated. Remain in the DMA until attendance is taken and instructions are given.
9. Do not re-enter the building until emergency personnel give the “All Clear” instruction.

### **What to Do if You are in a Burning Building:**

- If there is smoke in the room keep low to the floor.
- Before passing through any doors, feel the doorknob. If it is hot, do not open the door. Attempt to exit by other means.
- If you cannot exit, hang something from the window such as a pillow case or a shirt to attract attention for help.
- If you are trapped in a room and have access to water you may need to wet fabric (a towel, bedding etc.) and use it to block smoke from entering through areas of ventilation. (door cracks, ventilation ducts etc.)

### **Evacuation Guidelines for People with Special Needs and Those Who Assist Them**

1. **Only** attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
2. **Always ask** how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

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3. If unable to evacuate, people with special needs are to shelter in place in a designated area of refuge and wait for emergency personnel. The designated areas of refuge are stairwells in most buildings. Be sure to let someone know your location and condition and wait for help.
4. Emergency personnel, after reviewing information provided by the Building Administrator, will determine if it is safe to attempt to evacuate the individual.

## **False Fire Alarm / Arson / Tampering with Fire Safety Equipment / Interfering with Firefighters**

Fire protection systems and equipment are located throughout Curry College buildings for your safety. It is against state law and College policy to: falsely activate a fire alarm pull station, wantonly cause a fire, tamper with or misuse fire safety systems, interfere with firefighters, and tamper with or remove fire protection equipment (i.e. smoke sensors, fire extinguishers, etc.). Any person found in violation of the above will be subject to College based sanctions up to expulsion, fines, and or arrest/persecution under the law.

## **Policy on Portable Electric Appliances, Smoking, and Open Flames**

To minimize the potential for fires in residential halls, Curry College has implemented policies that prohibit the use of the following items in any College owned residence halls:

Portable space heaters, barbecue grills, hibachis, smokers, ( gas, electric, charcoal) and related accessories, including lighter fluids and lighters and other similar type products for cooking /warming purposes, any open flame device or object including candles, candle warmers, incense and related accessories, hot plates, slow cookers, deep fryers, electric skillets, electric woks, griddles, sandwich makers/grills and other similar type of products, toaster ovens for cooking/warming purposes, flammable combustible liquids for recreational/personal use, fireworks, firecrackers, rockets, flares, sparklers and other related devices, halogen lamps, holiday lights, etc.

Students, employees and visitors are strictly prohibited from smoking tobacco products (including electronic smoking devices) in all College buildings as well as outside of buildings within 25 feet of any entrance, air intake duct and/or window.

Anyone who violates this policy is subject to disciplinary action in accordance with the provisions of the Student Conduct. Sanctions for violations may include verbal warning, formal reprimand, probation, suspension or dismissal.

## **Health and Safety Inspections**

Several times a year Residence Life staff conduct Health and Safety (H&S) inspections of resident students' rooms. H&S inspections take place during every recess (Thanksgiving Break, Winter Break, and Spring Break) and random inspections take place throughout the academic year. The H&S inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with their Housing Agreements as well as the Student Handbook. Both the Housing

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Agreement and the Student Handbook contain policies regarding rules and regulations for residential buildings. H&S inspections include, but are not limited to, a visual examination of electrical cords and devices, sprinkler heads, smoke detectors, fire extinguishers and other safety systems. H&S inspections are also used to determine sanitary conditions of a room.

## Daily Fire Log

A daily fire log is available for review 24 hours a day and can be reviewed upon request at the Public Safety Building on the Milton Campus or by calling (617) 333-2222. The information in the fire log includes the nature, date, time and the value of property damage caused by a fire. This Annual Security Report and Fire Safety Report is available on the [CCDPS website](#):

## Curry College Residence Hall Fire Statistics

<u>Residence Hall</u>	# of Fires 2014	# of Fires 2015	# of Fires 2016	Dates of Fire	Nature of Fire	Injuries	Deaths	Damage Cost
156 House	0	0	0	N/A	N/A	N/A	N/A	N/A
874 Brush Hill Rd.	0	0	0	N/A	N/A	N/A	N/A	N/A
886 Brush Hill Rd.	0	0	0	N/A	N/A	N/A	N/A	N/A
Alexander Gramh Bell Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
Brown House	0	0	0	N/A	N/A	N/A	N/A	N/A
Grey House	0	0	0	N/A	N/A	N/A	N/A	N/A
Green House	0	0	0	N/A	N/A	N/A	N/A	N/A
Lomabard Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
Main House	0	0	0	N/A	N/A	N/A	N/A	N/A
Mayflower Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
Milton Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
North Campus Residence Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
North Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
Rose Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
Scholars Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
South Campus Residence Hall	0	0	0	N/A	N/A	N/A	N/A	N/A
State House	0	0	0	N/A	N/A	N/A	N/A	N/A
Suites	0	0	0	N/A	N/A	N/A	N/A	N/A
White House	0	0	0	N/A	N/A	N/A	N/A	N/A