

Longmeadow Campus

**Annual Campus
Security & Fire Safety Report
For Calendar Year 2014**

Published September 30, 2015

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



Table of Contents**Page #**

Campus Public Safety	4
Campus Law Enforcement Information	4
Philosophy	4
Mission Statement	4
Vision Statement	4
Department Values	5
Campus Public Safety Contact Information	5
Emergency Phone Numbers	5
Campus Community Standards of Conduct	6
Reporting a Crime and Other Emergencies	6
Missing Student	6
Access to Campus Facilities	7
Maintenance of Campus Facilities	7
Jeanne Clery Act and Campus Crime Statistics	7
Bay Path University ID	10
Parking Regulations	10
Emergency Notification System - E2Campus System	11
Alcohol and Drug Policy and Prevention Programs	11
Firearms and Weapons	11
Hazing	12
Fees, Fines, Charges and Sanctions	12
Anti-Discrimination	13
Anti-Harassment/Anti-Discrimination	14
Definition of Sexual Harassment	14
Forms of Prohibited Sexual Harassment	14
Emergency/Immediate Reporting Options	16
Campus Reporting Options	17
Anonymous Reporting	17
Reporting Patterns of Sexual Harassment	17
Time Frame for Reporting	17
Coordination with Law Enforcement	18
Amnesty for Students Who Report Sexual Misconduct	18
Bystander Intervention	18
Statement Against Retaliation	18
Interim Measures	19
No Contact Order	19
Academic, Employment or Residence Modifications	19
Emotional Support	19
Interim Separation	19
Role of Title IX Coordinator	20

Initial Assessment	20
Investigation	20
Request or Confidentiality	21
Time Frame For Resolution	21
State and Federal Remedies	21
Sexual Violence	22
Emergency Preparedness/Disaster Plan	23
Emergency Phones	23
Responsibility of Campus Public Safety & Student Services	23
Bomb Threat	24
Explosion on Campus	25
Fire Safety	25
Fire Evacuation Drills	26
Flooding	26
Fumes and Vapors	26
Hazardous Substance Spills	27
Identifying Suspicion Mail Packages	27
Medical Emergency – Community Health Issues	27
Student Crisis	27
Telecommunications Failure	27
Terrorism/Biological/Chemical Attacks	28
Utility/Mechanical Failures	28
Violent or Criminal Behavior in Classroom or Residence Hall	28
Severe Weather/Tornado Warning	29
Illness or Injury	29
Emergency/Disorientation/Suicide Attempts	30
Crime Prevention	31
Identity Theft	31

Campus Public Safety

The Department of Campus Public Safety works to provide a safe and secure environment in which to live and work for the entire Bay Path community. Campus Public Safety officers also enforce the University's rules, regulations, and policies, as well as town, state and federal laws.

Bay Path University provides a safe campus environment. Campus Public Safety operates 24 hours a day, seven days a week with an advanced E-911 system connected to the local police and fire department to handle emergency and fire situations. Residence halls are secured around the clock with electronic ID access provided and maintained by Campus Public Safety. In addition to the above duties, Campus Public Safety Officers provide student escorts as needed, enforce parking regulations, assist in special events, and provide crime prevention and safety workshops throughout the year.

Campus Law Enforcement at Bay Path University

The Campus Public Safety Department is composed of five full-time non-sworn Campus Public Safety Officers and seven part-time Campus Public Safety Officers. All of the officers are representatives of Bay Path University and as such support the University's strategic plan and mission. Officers enforce all university rules and regulations, along with enhancing the safety and security of the Bay Path University community. Officers strive to achieve this through preventive foot patrols, 24-hour accessibility, proactive problem-solving, positive conflict resolution, educational programs and community engagement. All members of the Campus Public Safety Department shall show respect and compassion towards others, and shall preserve the dignity and rights of each individual. Campus Public Safety will work in collaboration with the local police and fire departments to ensure that the University community is safe. Campus Public Safety Officers have the authority to ask persons for identification and to determine if individuals have lawful business at Bay Path University. Campus Public Safety Officers have the authority to issue parking tickets, which are billed to the financial account of students, faculty and staff. While Campus Public Safety Officers do not have arrest powers, criminal incidents are referred to the Longmeadow Police who have jurisdiction on the campus.

Philosophy

Campus Public Safety Department officers are committed to a philosophy of community service. Recognizing that the Department's mission is best attained through community involvement, officers are collectively committed to nurturing collaborative partnerships with individuals, groups and departments in the responsibility of:

- Identification and resolution of safety and security concerns.
- Development of safety and security resources, and service initiatives.
- Delivery of efficient, effective and relevant public safety and security services and training.

Mission Statement

The mission of the Campus Public Safety Department is to provide the University community with a safe, secure environment in which to learn, live, work and grow. We will accomplish our mission by partnering and collaborating with the community, by providing service in a professional, courteous manner, and by affording dignity and respect to all individuals.

Vision Statement

Our vision is to enhance and preserve the quality of the learning opportunities and life experiences of each member of our community by actively working in collaboration with all facets of the community to provide a safe and secure campus environment. We recognize that effective public safety and the prevention of crime are best achieved by establishing a professional and trusting relationship with our community.

Department Values

The Campus Public Safety Department values service with P.R.I.D.E.:

Professionalism- We commit to be professional in all facets of our job and in every interaction with our community. We adhere to long-recognized law enforcement standards, while utilizing contemporary methods. We value the importance of staying connected to, and working closely with, the community we serve.

Respect- We seek mutual understanding and respect with everyone we serve, and believe that it is essential to show respect for one another at all times. We value and promote respect for individual rights and dignity. We seek to foster and preserve mutual trust and respect within the University community to allow us greater access to information that will lead to the prevention of criminal activity and other quality of life issues.

Integrity- We appreciate the trust and confidence placed in us by the community we serve, and will not compromise ourselves or allow personal benefit to influence our decisions in performing our duties. We place high value on fairness and honesty, and adhere to the standards embodied by the Law Enforcement Code of Ethics.

Diversity- We shall make every effort to anticipate, plan for, and respond to the needs of a diverse and changing community. We recognize that different viewpoints, experiences and backgrounds are central to our understanding and meeting the unique needs of the diverse community that we serve. We seek the input and talents of all members of the University in our efforts to safeguard the campus, while simultaneously reducing crime and the fear of crime.

Excellence- We strive to achieve excellence in every service that we provide to achieve our goal of being a premiere Public Safety Department. We do this through our commitment to collaboration, communication, education, mentoring, outreach and teamwork. We advocate and value the implementation of creative strategies to address contemporary community issues.

Campus Public Safety Contact Information

Lead Officer: Danilo Feliciano

Telephone Number: (413) 565-1225

Fax Number: (413) 565-1199

Address: Bay Path University
588 Longmeadow Street
Longmeadow, MA 01106

Office Hours: Mon. – Fri. → 8 am – 5 pm
24 hour Emergency Services

Emergency Phone Numbers

Police/Fire/Emergency	911
Campus Public Safety	(413) 565-1225
Bay Path Health Services	(413) 565-1391 or (413) 565-1392
Bay Path Counseling Center	(413) 565-1276
Longmeadow Town Police	(413) 567-3311
State Police	(413) 736-8390
National Suicide Prevention	(800) 273-8255
Bay State Medical Center	(413)794-0000
Mercy Medical Center	(413) 748-9670

Campus Community Standards of Conduct

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

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

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

Reporting a Crime and other Emergencies

The Campus Public Safety Department is designated as the University department responsible for policing, security and emergency response at the University. We encourage all students, employees and guests to promptly report criminal incidents and other emergencies to Campus Public Safety at extension 1225. Emergencies may also be directly reported to an emergency 911 operator by dialing 911 on any campus telephone. Individuals may also report incidents in person at either Campus Public Safety Office located in the Facilities Building or the Deepwood Building.

To aid in the prevention of similar crimes or serious incidents, Campus Public Safety, in conjunction with other departments on campus, issues campus alerts in a timely manner to notify community members about certain crimes in and around our campus community. Campus members who know of a crime or other serious incident should report that incident as soon as possible to Campus Public Safety so that a campus alert can be issued, if warranted. Campus alerts are primarily issued through the E2 Campus System (learn more about E2 Campus on page #10). The University has also installed emergency two-way call boxes throughout the campus for use during an emergency.

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

The Office of the Dean of Students located in the Breck Fitness Center can assist students in reporting serious incidents. Alternatively, community members may report crimes or other serious incidents to the Town of Longmeadow Police Department, or one of the following:

1. Dean of Students
2. Director of Counseling Services
3. Director of Health Services
4. Assistant Vice President and Director of Human Resources

Missing Student

If a member of the Bay Path University community has reason to believe that a student who resides in on-campus housing is missing; he or she should immediately notify Campus Public Safety at (413) 565-1225. Campus Public Safety will generate a missing person report and initiate an investigation.

In addition to providing a general emergency contact, students residing in on-campus housing have the option to identify (confidentially) an individual to be contacted by Bay Path in the event the student is

determined to be missing. If a student has identified such an individual on their residence hall housing contract, Bay Path will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Campus Public Safety determine that the student has been, Campus Public Safety will notify the Longmeadow Police Department and the student's emergency contact as soon as possible after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Bay Path will notify the student's parent or legal guardian immediately after Campus Public Safety has determined that the student has been missing.

Access to Campus Facilities

Access to campus buildings and grounds is a privilege extended to students, faculty, staff and guests. The University encourages an open environment with limited constraints while at the same time, ensuring the adequate protection of all members of the University community. Except for residence halls, most campus facilities are open during University business hours. Residence halls are secured 24 hours a day and require authorized card access to gain entry.

Maintenance of Campus Facilities

Bay Path University maintains a strong commitment to campus safety and security. Building maintenance, exterior lighting and landscape control are all important aspects of that commitment. Representatives of both the Facilities Department and Campus Public Safety conduct regular security surveys to identify areas of the campus where lighting appears inadequate or that may require additional landscape adjustments. Campus Public Safety Officers conduct routine checks of lighting on campus during their regular patrol duties. When necessary, officers may initiate a work order and request prompt repairs.

Jeanne Clery Act and Campus Crime Statistics

The Campus Public Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report can also be located on our web site at www.baypath.edu. This report is prepared in cooperation with the local law enforcement agency surrounding our main campus and the Planning and Student Development Division. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Campus Public Safety Department, designated campus officials and local law enforcement. Massachusetts law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Bay Path's Counseling Center and the counselors on staff inform their clients of the procedures to report crime to the Campus Public Safety Department on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the web site link to access this report. Copies of the report may also be obtained at the Campus Public Safety Department located in the Facilities Building or by calling (413) 565-1225. All prospective employees may obtain a copy from Human Resources or by calling (413) 565-1180.

Crime Statistics for the Longmeadow Campus

Offense	Location	2012	2013	2014
Murder/Non-negligent manslaughter	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Negligent manslaughter	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0

	Noncampus	0	0	0
	Total	0	0	0
Sex Offenses - Forcible	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Sex Offenses – Non-forcible	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Robbery	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Aggravated assault	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Burglary	On Campus	1	2	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	1	2	0
Motor Vehicle Theft	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Arson	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Hate Crimes	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Illegal Weapons possession	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Liquor Law Violations Referred For Disciplinary Action	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Residence Halls	0	0	0

	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	1	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	1	0	0
Domestic Violence	On Campus	n/a	n/a	0
	Residence Halls	n/a	n/a	0
	Public Property	n/a	n/a	0
	Noncampus	n/a	n/a	0
	Total	n/a	n/a	0
Dating Violence	On Campus	n/a	n/a	0
	Residence Halls	n/a	n/a	0
	Public Property	n/a	n/a	0
	Noncampus	n/a	n/a	0
	Total	n/a	n/a	0
Stalking	On Campus	n/a	n/a	0
	Residence Halls	n/a	n/a	0
	Public Property	n/a	n/a	0
	Noncampus	n/a	n/a	0
	Total	n/a	n/a	0

To view our Jeanne Clery Act Statistics online please go to:

<http://ope.ed.gov/security/getoneinstitutiondata.aspx>

Definitions Used for Reportable Crimes

1. Murder and Non-negligent Manslaughter. The willful (Non-negligent) killing of one human being by another.
2. Negligent Manslaughter. The killing of another person through gross negligence.
3. Sex Offenses-Forcible. Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - a) Forcible Rape. The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - b) Forcible Sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - c) Sexual Assault With an Object. The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - d) Forcible Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
4. Sex Offenses – Non-forcible. Unlawful, non-forcible sexual intercourse.
 - a) Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - b) Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.
5. Robbery. The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
6. Aggravated Assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by

means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

7. Burglary. The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
8. Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
9. Arson. Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
10. Liquor Law Violations. The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
11. Drug Abuse Violations. Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
12. Weapon Law Violations. The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
13. Domestic Violence. A crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
14. Dating Violence. Violence committed by a person who is or had been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Does not include acts covered under domestic violence.
15. Stalking. Engaging willfully and maliciously in a knowing pattern of conduct or series of acts over a period of time (two or more acts) directed at a specific person (by any action) that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury.

Bay Path University ID

Your Bay Path University ID is electronically coded to provide you with exclusive access to a variety of services including residence hall entry and meals at the Blake Dining Commons. It is your primary means of student identification. Your Bay Path University ID also allows after hours access to various buildings on campus. If you lose your University ID report this immediately to Campus Public Safety. If your ID is lost or damaged, a \$10.00 replacement fee must be paid at the Business office located in the Annex Building.

Parking Regulations

The Campus Public Safety Department regulates parking on campus and issues parking permits. All students, staff and faculty are required to display a valid parking decal in their vehicle. There are designated parking areas for students, faculty and staff. The student parking decal is vehicle specific so you must notify Campus Public Safety if you change your vehicle. The campus speed limit is 15 mph. Vehicles must be operated in a safe and reasonable manner at all times. For pedestrian and vehicular safety, the upper-lower campus connecting road behind the Annex is ONE WAY. Drivers are expected to obey all traffic signs and yield for pedestrians. Short-term drop off parking is allowed in front of all of the residence halls and in Deepwood circle, however, hazard lights must be displayed. Campus Public Safety maintains a list of all registered vehicles and a record of all vehicle violations. If a student receives a third parking violation, a sticker will be affixed to the driver's side window stating that the next violation (4th) will result in the vehicle being towed at the owner's expense. Parking privileges may be revoked immediately for the remainder of the semester following a second tow of owner's vehicle. Fines appear on the student's billing account and should be paid in the Business Office. Unpaid fines may result in further

charges, revocation of campus driving/parking privileges, and withholding of grades, diplomas, and transcripts. The University reserves the right to revoke campus parking/driving privileges at any time.

Designated Parking Areas

LOT A: There is no overnight parking for students in this lot at any time. This lot is designated for overnight guests

LOT B: Staff/Faculty parking daily until 5:00 P.M.; Open parking on weekends, holidays and after 5:00 P.M.

Emergency Notification - E2 Campus System

In the event that a situation arises, either on or off campus, that in the judgment of the Campus Public Safety Department constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the E2 Campus Alert System to students, faculty and staff that have self-registered through the E2 Campus link (see link below).

The E2 Campus System is the most effective way of communicating emergency information to the entire campus population. With E2 Campus, students, faculty and staff are notified of weather delays or cancellations, emergencies and safety alerts through text messages on their cellular phones. E2 Campus is convenient, easy to use, effective and free. Campus Public Safety strongly encourages all students, faculty and staff to register for the E2 Campus service. . This system is activated regularly for general announcements.

Please go to <http://bp-web.baypath.edu/E2campus/E2campusnewuser.htm>.

Alcohol and Drug Policy and Prevention Programs

Bay Path University is an alcohol-free and drug-free campus. If a Bay Path student is using or in possession of alcohol, drugs, or controlled substances (without medical authorization), he or she is subject to one or a combination of the following sanctions:

Possession of alcohol:

- First offense** – Community Service to match the severity of the offense.
- Second offense** – Community Service and fine to match severity of the offense and meeting with Campus Counselor.

Possession, use, or sale of illegal drugs:

- First offense** - Suspension or dismissal from the University.

The University reserves the right to involve local law enforcement authorities for violations of the above policy. Violators are subject to University disciplinary action, criminal prosecution and/or imprisonment. No tuition, room or board refunds are made in the event of a student’s dismissal/expulsion for violation of this policy. Bay Path University reserves the right to enter student’s room or automobile for the purpose of inspection if, in the opinion of University officials, a student’s personal safety or the safety of others in the Bay Path community is in jeopardy.

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

To assist students and employees, the University provides the following resources:

Alcohol and Drug Education: University Health Services, Employee Assistance Program.

Counseling Services: Counseling Center, Health Services, and Employee Assistance Program.

Referral Services: Counseling Center, Health Services, Employee Assistance Program.

Firearms and Weapons

Firearms and weapons are not permitted on campus. Anyone bringing a firearm or weapon on campus or in possession of a firearm or a weapon will be expelled. Students must possess a Massachusetts Firearms

Identification Card (obtainable from the Longmeadow Police Department) to carry mace or pepper spray. Disciplinary action will be taken in the event mace or pepper spray is discharged inappropriately on campus.

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

Hazing

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

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

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

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

Fees, Fines, Charges and Sanctions

Possession of Alcohol:	
First offense	Community Service
<hr/>	
Second offense	Community Service & Fine
<hr/>	
Possession, distribution, or use of illegal substances: Immediate suspension or dismissal	
<hr/>	
Residence Hall Damage Deposit: (refundable upon graduation if no damage and no items are missing from your room)	\$150
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Unauthorized residence hall code or access card distribution	
First offense	\$ 50
Second offense	\$100
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Illegal smoking inside any campus building	\$ 50
Illegal cooking in residence hall room	\$ 50
Lost residence hall key or mailbox key	\$ 10
ID replacement	\$ 10
Residence Hall Lockout	
First offense	\$ 5
Second offense	\$ 5
Third offense	\$ 10
Resident student parking permit	\$ 300
Parking and Driving Violations:	
Illegal Parking	\$ 25
Pull Through/Crossing Yellow Line	\$ 25
Failure to Display Permit	\$ 25
Obstructing Traffic	\$ 25
Parking in Handicap Space	\$ 50
Failure to grant right of way	\$ 25
Speeding	\$ 50
Failure to stop	\$ 25
Driving Wrong Way	\$25
Tampering with or pulling a Fire Alarm Box or discharging	
a fire extinguisher in a non-emergency	\$100
Removal or tampering with room window screens	\$100
Candle use	\$ 50
Incense use	\$ 50
Unauthorized pets on campus	\$ 25/per day
Propping open door of residence hall	\$ 50
Halogen Lamp use	\$ 50
Guests in student room after visitation hours or unescorted males in halls	
First offense:	\$50
Second offense:	visitation privileges revoked
Deliberate falsification of information provided for visitation log	\$ 25
Unauthorized use of emergency exit	\$ 50

Anti-Discrimination Policy

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

Should any student complaints arise despite Bay Path's policies of non-discrimination on grounds of race, color, age, religion, national origin, sex, sexual orientation, or gender identity or expression, handicap, ancestry, participation in discrimination complaint related activities, genetics or active military or veteran

status, the review and appeal procedures which follow should be utilized as grievance procedures for prompt and equitable resolution of the dissatisfaction. This policy incorporates by reference the requirements of Title VI, Civil Rights Act of 1964; Title IX, the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and all other applicable federal and state laws, statutes, regulations, and executive directives. Any inquiries regarding these matters may be directed to Bay Path's Title IX Coordinator and Affirmative Action Officer, the Dean of Students.

Anti-Harassment / Anti-Discrimination

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

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

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

Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- (1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work or participation in social or extracurricular activities;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic or social environment. The effect will be evaluated based on the perspective of a reasonable person in the position of a Complainant.

A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Forms of Prohibited Sexual Harassment

Sexual harassment is prohibited. In some cases, sexual harassment is obvious and may involve an overt action, a threat or reprisal. In other instances, sexual harassment is subtle and indirect, with a coercive aspect that is unstated.

Sexual harassment can take many forms:

- It can occur between equals (e.g., student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to staff) or between persons of unequal power status (e.g. supervisor to subordinate, faculty member to student, coach to student-athlete, student leader to first-year student). Although sexual harassment often occurs in the context of an exploitation of power by the individual with the greater power, a person who appears to have less power in a relationship can also commit sexual harassment (e.g., student harassing faculty member).
- It can be committed by an individual or may be a result of the collective actions of an organization or group.
- It can be committed against an individual, an organization or a group.
- It can be committed by an acquaintance, a stranger, or someone with whom the Complainant has a personal, intimate or sexual relationship.
- It can occur by or against an individual of any sex, gender identity, gender expression or sexual orientation.
- It does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Examples of behavior that might be considered misconduct include, but are not limited to:

- Unwanted or inappropriate sexual innuendo, propositions, sexual attention or suggestive comments and gestures; humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality or gender; insults and threats based on sex or gender; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome;
- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulation, display, or creation of e-mails or Web sites of a sexual nature.
- Non-academic display or circulation of written materials or pictures degrading to an individual(s) or gender group (It is expected that instructors will offer appropriate warning regarding the introduction of explicit and triggering materials used in the classroom.);
- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body;
- Undue and unwanted attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures;
- Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances;
- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity/expression, or sexual orientation;
- Use of a position of power or authority to: (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (2) promise rewards in return for sexual favors;
- Sexual assault;
- Abusive, disruptive or harassing behavior, verbal or physical, which endangers another's mental or physical health, including but not limited to threats, acts of violence, or assault based on gender and/or in the context of intimate partner violence;
- Demeaning verbal or other expressive behavior of a sexual or gendered nature in instructional settings; and

Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Harassment for exhibiting what is perceived as a stereotypical characteristic for one's sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of actual or perceived sexual orientation or gender identity of the harasser

Reporting

All University employees, including faculty, staff, and administrators, student employees who have a responsibility for student welfare, and student volunteers who have a responsibility for student welfare, are required to share with the Title IX coordinator any report of sexual misconduct they receive or of which they become aware.

Examples of students who have a duty to share the information with the Title IX coordinator include, but are not limited to, Resident Assistants, Orientation Leaders and Peer Mentors.

All Bay Path community members, even those who are not obligated by this policy, are strongly encouraged to report information regarding any incident of sexual misconduct to the Title IX coordinator.

The Title IX coordinator will ensure that the University responds to all reports in a timely, effective and consistent manner. The Title IX coordinator is charged with the review, investigation and resolution of all reports to ensure consistent responsiveness and the integrated provision of interim measures to support the individuals involved and to protect the campus community. It is only through this consistent and informed response that we create a culture of accountability and break the culture of silence. The Title IX coordinator is positioned to provide seamless support, assess campus safety and effectively respond to allegations of sexual misconduct.

The University will promptly and thoroughly investigate and respond to all reports of sexual misconduct. The University will respond to all reports in an integrated, consistent manner that treats each individual with dignity and respect. The University will approach each report with an earnest intent to understand the perspective and experiences of each individual involved in order to ensure fair and impartial evaluation and resolution.

The University is committed to providing a variety of welcoming and accessible means so that that all instances of sexual misconduct will be reported. The University also recognizes that the decision whether or not to report sexual misconduct is personal, and that there are many barriers to reporting, both individual and societal. Not every individual will be prepared to make a report to the University or to law enforcement, and individuals are not expected or required to pursue a specific course of action.

An incident does not have to occur on campus to be reported to the University. Off-campus conduct that adversely affects the University or the Bay Path community also falls under this policy.

An individual does not have to decide whether or not to request disciplinary action at the time the report is made. The University recognizes that choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The University will respect an individual's autonomy in making these important decisions and provide support that will assist each individual in making that determination.

As outlined in the Statement on Privacy, the University respects the privacy interests of student, faculty, and staff. All information reported will be shared only with those University employees who will assist in the investigation and/or resolution of the complaint.

Emergency/Immediate Reporting Options

The University encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The University will assist any Bay Path community member to get to a safe place and will provide transportation to the

hospital, coordination with law enforcement, and information about the University's resources and complaint processes.

Assistance is available from the University 24 hours a day year-round by calling the University Campus Public Safety number (**413-565-1225**). Any individual can request that a member of the Bay Path CPS respond and take a report, or request to speak with the Dean of Students or a member of the Counseling Center staff. There is no requirement that an individual file an incident report with Bay Path Campus Public Safety in order to speak with the Dean of Students, Title IX coordinator or a member of the Counseling Center staff.

A medical provider can provide emergency and/or follow-up medical services, and the ability to discuss any health care concerns related to the incident in a confidential medical setting may bring peace of mind. The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (sexually transmitted infection or pregnancy) and second, to properly collect and preserve evidence. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will remain confidential and preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal action.

Campus Reporting Options

The University recognizes that a student or employee may choose to report sexual misconduct to *any* trusted employee of the University. For example, a student may choose to confide in a Resident Assistant, a faculty member, or a coach, all of whom are considered "responsible employees" who must report the incident under this policy. An employee may choose to confide in a supervisor, also considered a "responsible employee." Under this policy, *any* employee who receives a report of sexual misconduct must share the report with the Title IX Coordinator. The Title IX Coordinator is specifically charged with investigating and responding to allegations of sexual misconduct.

To enable the University to respond to all reports in a prompt and equitable manner, the University encourages all individuals to directly report any incident of sexual misconduct to the Title IX Coordinator.

Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual misconduct. An individual may report the incident without disclosing his/her name, identifying the Respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, the University's ability to respond to an anonymous report may be limited.

Reporting Patterns of Sexual Harassment

In the event that an individual believes that he/she/they may be experiencing behavior that points to a pattern of sexual harassment, he/she/they should document that behavior and report it to the Title IX coordinator.

Time Frame for Reporting

Individuals are encouraged to report sexual misconduct immediately in order to maximize the University's ability to respond promptly and equitably. The University does not, however, limit the timeframe for reporting. The University will not be able to pursue disciplinary action against an individual who is no longer affiliated with the University. Under those circumstances, the University will still conduct a Title IX review.

Coordination with Law Enforcement

The University encourages Complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Massachusetts law. In every case of sexual violence, the University, through the Head of Campus Public Safety, will notify the Longmeadow Police Department of the allegations. The University will also assist a Complainant in making a criminal report and will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law. However, a Complainant may also choose not to pursue criminal action, and under most circumstances, the Longmeadow Police Department will not force a Complainant to pursue charges if he/she/they are not willing to do so.

The University's policy, definitions and burden of proof may differ from Massachusetts criminal law. A Complainant may seek resolution through the University's complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether sexual misconduct under this policy has occurred. Proceedings under the University's Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Amnesty for Students Who Report Sexual Misconduct

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his/her/their own conduct. An individual who reports sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. The amnesty policy applies to the University student conduct process.

Bystander Intervention

The University expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

Statement Against Retaliation

It is a violation of University policy to retaliate in any way against an individual or a group because the individual or group of individuals reported an allegation of sexual misconduct.

The University recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of retaliation by the Complainant or a third party. The University will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven. For more information, see the Student Guide Book.

Interim Measures

Upon receipt of a report, the University will provide interim support and reasonable protective measures to prevent further acts of misconduct, and to provide a safe educational and work environment. The University will determine the necessity and scope of any interim measures. Even when a Complainant or Respondent does not specifically request that protective action be taken, the University may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader University community or the integrity of the review process.

Students seeking such assistance should speak with the Title IX Coordinator, who will coordinate such requests on the behalf of the student. The University will maintain contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce measures previously ordered or implemented by the University.

The University may impose any remedy that can be tailored to the involved parties to achieve the goals of this policy, even if not specifically listed here. The range of interim measures may include:

No Contact Order: A Complainant or Respondent may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications. In some cases, an individual may also wish to consider an Abuse Prevention Order or a Harassment Prevention Order from the local courts. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The University may also limit an individual or organization's access to certain University facilities or activities as part of the no contact order.

Academic, Employment or Residence Modifications: A Complainant or Respondent may request an academic or employment accommodation or a change in residence after a report of sexual misconduct. An individual who requests assistance in changing their academic or living situation after an incident of sexual misconduct will receive appropriate and reasonably available accommodations. These may include:

- Academic accommodations, including a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via Skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;
- Change of dormitory assignment;
- Change in work assignment or schedule;
- Providing an escort to ensure safe movement between classes and activities.

Emotional Support: The University will provide counseling services through the Counseling Center or will assist in providing a referral to off campus agencies as detailed in the Campus and Community Resources section of this policy. Counseling and emotional support is available to any member of the campus community.

Interim Separation: Where the report of sexual misconduct poses an ongoing risk of harm to the safety or well-being of an individual or members of the campus community, the University may place an individual or organization on interim suspension or impose leave for an employee. Pending resolution of the complaint, the individual or organization may be denied access to campus. When interim suspension

or leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

Role of the Title IX Coordinator

The President of the University has appointed Dean Dave Yelle to serve as the Title IX Coordinator. In his role as Title IX Coordinator, Dean Yelle oversees the University's centralized review, investigation and resolution process for reports of sexual misconduct. He also coordinates the University's compliance with Title IX. Dean Yelle oversees the investigation and resolution of all reports of sexual misconduct. Included in that process are the steps listed below:

- Meet with any individual, whether a Complainant, a Respondent, or a third party, to discuss interim measures, resources, and procedural options on and off campus;
- Ensure prompt and equitable resolutions that comply with all requirements and timeframes specified in the complaint procedures;
- Conduct on-going and annual climate checks, tracking, and monitoring of sexual misconduct allegations on campus; and,
- Coordinate all training, education and prevention efforts.

Initial Assessment

The University will address all reports of sexual misconduct. The Title IX coordinator, will oversee the University's Title IX review process..

In every report of sexual misconduct, the University, through a Title IX coordinator will make an initial assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

The University's responsibility to review and respond to all allegations of misconduct exists regardless of whether that review culminates in additional investigation or goes before a Hearing Board, and exists independently of the criminal justice process.

Investigation

The Title IX coordinator may determine if an investigation of the report of sexual misconduct should be conducted. This determination is based on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation. The Title IX coordinator may designate an investigator of his choosing. Any investigator used by the University, whether internal or external, must have specific training and experience investigating allegations of sexual misconduct.

The investigator will coordinate the gathering of information from the Complainant, the Respondent, and any other individuals who may have information relevant to the determination. The investigator will also gather any available physical or medical evidence, including documents, communications between the parties, and other electronic records as appropriate. The investigator may also consider prior allegations of, or findings of responsibility for, sexual misconduct by the Respondent. In gathering such information, the investigator will comply with applicable laws and Bay Path University policies. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect.

Information gathered during the investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the individual and the University campus community, and impose

remedies as necessary to address the effects of the alleged conduct. Any investigative report will serve as the foundation for all related resolution processes.

Request for Confidentiality

Where the University has received a report of sexual misconduct, but the Complainant requests that his/her identity remain confidential or that the University not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe and non-discriminatory environment for all University community members. The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to investigate may be limited by the request for confidentiality. Under these circumstances, the University will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment, any potential threats to community safety, the respective ages and positions of the Complainant and the Respondent, whether there have been other harassment complaints against the Respondent, and the Respondent's right to receive information under applicable law.

At all times, the University will seek to respect the request of the Complainant, and where it cannot do so, the University will consult with the Complainant and keep him/her/them informed about the chosen course of action.

Time Frame for Resolution

The investigation and resolution (including appeal) of all reports will generally be completed within 60 to 90 days. Extenuating circumstances including the complexity and severity of a complaint may arise that require the complaint process to extend beyond 60 to 90 days. In general, a Complainant and Respondent can expect to receive periodic updates as to the status of the review or investigation.

In the event that the investigation and resolution exceed this time frame, the University will notify all parties of the need for additional time and best efforts will be made to complete the process in a timely manner.

State and Federal Remedies

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

Massachusetts Commission Against Discrimination ("MCAD")

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

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

Equal Employment Opportunity Commission
475 Government Center
Boston, Massachusetts 02203
(800) 669-4000

Campus Sex Crimes Prevention Act

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

Sexual Violence

Sexual Violence is prohibited under state law and Title IX of the Educational Amendment Act of 1972. The University strives to protect the safety of all its students and staff. Sexual violence is defined under the “Definitions” section of this report and includes rape, acquaintance rape, sexual assault, and stalking, domestic and dating violence.

A victim of sexual violence has the right to file a complaint with the David Yelle, Dean of Students and Title IX Coordinator, Bay Path University, 588 Longmeadow St, Longmeadow MA 01106, telephone 413-565-1358 and fax 413-565-1100 and the Campus Public Safety Department. For more information or assistance with filing a complaint, please contact the University’s Campus Public Safety Department.

A person who is subjected to sexual violence shall:

- Have the right to, or not to, seek assistance from campus administration or Campus Public Safety;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Receive full and prompt cooperation from University personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing University counseling and medical professions, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in University activities free from unwanted contact or proximity with the accused individual(s) insofar as the University is permitted and able;

For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Individuals who have been victims of sexual violence are advised as follows:

- **Protect Yourself and Get Medical Attention** – A victim should be advised to go to a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the violence. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated University personnel can assist in providing transportation to the hospital.
- **Preserve Evidence** – It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should be advised not to wash, eat, drink, douche, and clean, use the bathroom or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into an unused or clean paper bag.
- **Health and Support Services** – Various health and support services are available on and off campus for students and employees who have experienced sexual violence. For information about such service, including counseling, please contact the Campus Public Safety Department.

The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information may be subject to change, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth’s Executive Office of Health and Human Services Website under “Consumer” information <http://www.mass.gov/eohhs/>:

Greater Boston Area

Boston Area Rape Crisis Center, Cambridge, 800-841-8371 Hotline, 617-492-6434 TTY

Northeastern Massachusetts

North Shore Rape Crisis Center, Lynn, 800-922-8772 Hotline, 978-921-8729 TTY

Rape Crisis Services of Greater Lowell, 800-542-5212 Hotline, 978-452-8723 TTY

YWCA of Greater Lawrence, 877-509-9922 SA Hotline, 978-686-8840 TTY

Central Massachusetts

Rape Crisis Center of Central Mass., Worcester, 800-870-5905 Hotline, 888-887-7130 TTY

Rape Crisis Center of Central Mass., Fitchburg, 800-870-5905

Wayside Victim Services, Milford, 800-511-5070 Hotline, 508-478-4205 TTY

Voices Against Violence, Framingham, 800-593-1125 Hotline, 508-626-8686 TTY

Southeastern Massachusetts

A Safe Place, Nantucket, 508-228-2111 Hotline, 508-228-0561 TTY
Independence House, Hyannis, 800-439-6507 Hotline, 508-771-6782 TTY
Women Support Services, Vineyard Haven, 508-696-7233, 508-684-8176 TTY
Greater New Bedford Women Center, New Bedford, 888-839-6636 Hotline, 508-996-1177 TTY
New Hope, Attleboro, 800-323-4673 Hotline/TTY
Womansplace Crisis Center, Brockton, 508-588-8255 SA Hotline, 508-894-2869 TTY

Western Massachusetts

Elizabeth Freeman Center, Pittsfield, 866-401-2425 Hotline, 413-499-2425 TTY
Everywoman Center, Amherst, 413-545-0800 Hotline, 413-577-0940 TTY
NELCWIT, Greenfield, 413-772-0806 Hotline/ 413-772-0815 TTY
YMCA, Springfield, 800-796-8711, 413-732-7100 TTY

Statewide Spanish Hotline

Llámanos: Statewide Spanish Rape Crisis Hotline (800) 223-5001

These Rape Crisis Centers offer FREE services to survivors of sexual violence, including:

- 24/7 hotline counseling, information, and referral;
- Will go with survivors to hospitals and/or police stations 24/7
- Will go with a survivor to court;
- Provide one-to-one counseling and support group counseling; and
- Provide primary prevention education; professional training; outreach.

Emergency Preparedness/Disaster Plan

Emergency Procedure Flip Charts are posted in every classroom and office suite.

Emergency Way Finding Diagrams are in classrooms and hallways to help in case evacuations are needed.

Emergency Phones are located at various locations on campus as listed below:

The following phones are directly linked to Campus Public Safety. When the receiver is picked up the phone automatically rings CPS at extension 1225. These phones are for anyone in need of immediate assistance.

Elliott House, ext. 1794 - Located on the Elliott Building, to the left of the rear door, facing Catok.

Blake Student Commons, ext. 1769 - Located on the north side of Blake Student Commons next to Lot A.

Theinert Hall, ext. 1786 - Located on the Theinert building to the left of the main entrance.

Wright Hall, ext. 1768 - Located in the foyer of the main entrance.

Bollum Hall, ext. 1787 - Located in the foyer of the main entrance.

There are also emergency phones located on North House as well as on Grand Champ Field House.

Email reminders and guidance are sent to the community at least twice per year to help heighten awareness of preparedness plans

Responsibility of Campus Public Safety and Student Services

The Director of Student Life is the administrator on duty weeknights and weekends, unless **Campus Public Safety** is notified otherwise. The Director of Student Life can be reached by cell phone at (413) 887-2135 (24 hours a day).

Occasionally resident students become ill during the transitional hours of 5 p.m. to 8 p.m. on weekdays or weekends before the RDs are required to be on duty at 8 p.m. nightly. During such times, Campus Public Safety may be contacted for assistance in the event of student/guest illness or injury.

The Campus Public Safety Officers on duty will:

1. Determine if the illness or injury necessitates transportation to the hospital by the Longmeadow Fire Department. If a student is transported, CPS will notify the Director of Student Life. Please see below

for instructions on other administrators to contact. CPS will ask the student to call her parents before the transport (situation permitting) to advise them that she is being taken to the Emergency Room. If the student is an international student, please inform an administrator of the situation immediately.

2. Escort a resident student who becomes ill in the dining room, classroom, or other location on campus to her campus residence room. CPS Officer will notify the RD on duty of the student's condition.
3. Assist a commuter student who becomes ill on campus to contact a family member for transportation home, if necessary.

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

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

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

Bomb Threat

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

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

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

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

If practical do not hang up the telephone, but phone the Campus Public Safety Department, extension 1225, from a different telephone. Campus Public Safety will contact the Longmeadow Police Department immediately.

The administrator in charge, with assistance from CPS and local authorities will determine a plan of action. A decision on whether or not to evacuate will be based on all of the information received. If the decision is made to evacuate, move at least 300 feet away from the building to a designated evacuation area and wait for instruction. Stay away from glass.

Explosion on Campus

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

Fire Safety

The Office of the Director of Student Life and the Campus Public Safety Department perform periodic inspections of all residence halls both during the academic year and in the summer. Inspections will be announced and unannounced. These inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Guidebook as well as the Residence Hall Housing Contract which each resident student is required to sign. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated and donated/discarded if found, without reimbursement.

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

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

Fire Evacuation Drills

Bay Path University conducts fire drills two (2) times a year in all Residence Halls. The first drill is announced to be sure students are aware of their roles and responsibilities. All subsequent fire drills are unannounced.

Scheduling, conducting and ensuring an orderly evacuation is the responsibility of the Campus Public Safety Department. Campus Public Safety will set a time for holding drills and notify all building occupants. The fire alarm shall be used as the signal to start the drill.

All building occupants must evacuate the building unless they have been excused from evacuating by the Campus Public Safety Department. Use stairwells to exit and avoid elevators. Proceed out the nearest exit and assemble at least 300 feet away from the building. Evacuation maps with designated evacuation routes are posted in every building.

No person shall re-enter the building unless given the signal to return by the Campus Public Safety Department.

The Campus Public Safety Department will conduct a critique after each evacuation drill and prepare a report that shall be maintained in the Campus Public Safety Office. These reports will include the following information and will be available upon demand to the Department of Public Health, Department of Occupational Health and Safety and any insurance company through which the University purchases liability insurance.

- time of the drill
- length of time it took to clear the building
- the nature of the emergency (when applicable)
- an outline of any problems experienced
- the name of any person who was uncooperative during the drill
- the name of any person who was injured during the evacuation

Residence hall sprinkler system, smoke detectors, and alarm systems are tested at least annually. Fire extinguishers are mounted in areas where required by state and federal regulations.

Annual Fire Safety Statistics for Residence Halls

Location	2012			2013			2014		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Bollum Hall	0	0	0	0	0	0	0	0	0
Theinert Hall	0	0	0	0	0	0	0	0	0
Wright Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Flooding

If flood conditions occur in any building, call Campus Public Safety, extension 1225, or 911 if the flood presents an immediate danger to the occupants of the building. Be sure to provide sufficient information including the building, room number, degree of flooding, or potential damage due to the flooding. If the degree of flooding warrants immediate evacuation, occupants must evacuate to a safe location and then call emergency responders.

Fumes and Vapors

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

If the presence of toxic fumes is suspected, the area or areas affected should be evacuated. Use a telephone away from the area and call Campus Public Safety, extension 1225.

Under the direction of Campus Public Safety, it may be possible to clear an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by trained personnel.

Hazardous Substance Spills

Any major spill of a hazardous substance must be reported immediately to the CPS who will notify the Longmeadow Fire Department. Students and personnel should be evacuated from the affected area immediately. CPS in conjunction with the Facilities Department will seal off the contaminated area to prevent further contamination until trained responders arrive.

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

Identifying Suspicious Mail Packages

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

Medical Emergency - Community Health Issues

- Report any serious injury or illness by calling 911 immediately and CPS at extension 1225.
- Non-emergency injuries or illness should be reported to CPS.
- Begin first aid, if qualified, or seek someone who is qualified to administer first aid.
- Personal safety is your first priority. Use personal protective equipment when in contact with the victim's blood or any other bodily fluid. Use personal protective equipment when available.
- Employees required to respond to emergencies must be certified in First Aid and CPR. These classifications include CPS Officers, Residence Directors, Athletic Director and Coaches.

Student Crisis

In the event of crisis situations involving students, immediately contact the Dean of Students, extension 1358, Director of Student Life, extension 1454 or Campus Public Safety, extension 1225. These offices will make appropriate contacts and referrals. In the event that a Bay Path University student, staff or faculty becomes aware that a student sustained a serious injury or has threatened to do violent harm to others on campus, the Longmeadow Police (911) must be contacted immediately.

Crisis situations could include:

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

Telecommunications Failure

Emergency situations causing telecommunications failure (i.e. failure of the University's "Voice over IP" system) can be the result of a variety of incidents from a power outage to a natural disaster. Since telecommunications are the primary source of campus-wide communication in emergencies, suggested alternate procedures are listed below for individual employees and for Campus Public Safety to follow if there is a telecommunications failure. These sources include broadcast messages, e-mail, fax, and cell phones. Although the university depends heavily on technology sources for communication we have developed a back-up plan in the event of power failure. The University's 2-way radio communication

system would not be affected by a power outage. The 2-way radio system will be our primary means of communication during a power failure. Cell phones will also be used as a means of communication in a power outage. There are a total of 14 2-way radios on campus distributed to the departments of Public Safety, Facilities, Information Technology Services, Student Services and the Switchboard.

Terrorism/Biological/Chemical Attacks

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

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

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

Residential students and personnel on-campus will be directed to report to the basement of Wright Hall. This location has been designated as the University's "safe place" during emergency or disaster situations. This location will have the necessary emergency supplies including a battery-operated radio to receive relevant news reports and instructions from federal, state and local authorities.

Campus Public Safety and/or the Dean of Students will act as the University's liaison with federal, state and local agencies and will advise the college community as to how to respond, i.e.: report to the basement of Wright Hall, evacuate campus, seek medical attention.

Utility/Mechanical Failures

Any emergency related to building or facility problems, such as equipment or utility failure must be reported to the Facilities Department immediately during regular hours of operation, extension 1211. If failures occur after-hours, weekends or holidays, notify CPS, extension 1225.

Emergency lighting is available in all buildings for a period of 45 minutes following a power outage. Heat will be sustained for a period of time following a power outage. In a prolonged outage situation, wood will be used to heat Breck Suite. Emergency lighting is tested twice a year. If a power outage exceeds twenty-four hours in duration residents may be relocated.

The University will contract with an outside vendor to obtain its own generator in the event of a prolonged power outage.

Violent or Criminal Behavior

Actions to Take:

1. All violent/criminal behavior should be reported by calling 911 and CPS, extension 1225, immediately.
2. To report threats and other crime reports notify CPS at x 1225.
3. Practice crime prevention and learn self-defense techniques. If you do, the likelihood of becoming a victim of violent or criminal behavior will be greatly reduced.

Preventive Measures:

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

Report problem behaviors or actions perceived as dangerous to your immediate supervisor, Campus Public Safety Department or Director of Student Life.

Severe Weather/Tornado Watch

A watch is an indication of where tornadoes are possible in the next several hours. The National Weather Service will issue a bulletin to local authorities and local radio and television stations when watches are posted. Bay Path University will not notify the campus community when a tornado watch has been issued. For severe weather alerts, consider registering your cellular phone with 22 News at www.wvlp.com (look for link to text alerts) or with The Weather Channel at www.weather.com (scroll to bottom of page for Email/SMS Alerts). This service is free and available to the general public.

Tornado Warning

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

For more information about tornadoes go to www.spc.noaa.gov/faq/tornado

Campus Public Safety is equipped with an NOAA Weather Radio and battery operated portable radio. When the potential for a weather emergency exists CPS will obtain updated information from these sources and advise appropriate members of the administrative team regarding cancellation of classes. In addition, CPS will notify all residential students of weather emergencies via loudspeaker announcement in the dormitories. Residential students and personnel on campus during severe conditions will be directed to report to Wright Hall. This location has been designated as the University's "safe place" during emergency or disaster situations.

Tornado Danger Signs

Signs may include severe thunderstorms, hail, roaring noise often described as a locomotive, and dark funnel clouds. When a warning has been issued or if danger signs are clear and present, seek shelter immediately by proceeding to the nearest designated area on campus (areas listed below). If you see or hear a tornado coming, do not wait for the E2-campus alert – go to the designated shelter area immediately. If there is no time to do so, curl up on the floor and protect yourself. Lie face down, draw your knees up under you, and cover the back of your head with your hands. If possible place yourself under a sturdy desk, or in an interior office or corridor.

Illness or Injury

If you become ill or are injured, please call the Director of Health Services immediately. If your medical problem occurs after health service hours, call the Director of Student Life or your Residence Director. After Health Services office hours, students can be seen at the Baystate Medical Center in Springfield. Maps with directions to the emergency room are available at the residence hall desks. Transportation

must be arranged either with a friend, by taxi, or by ambulance. Taxi service can be provided via a voucher that can be obtained through the Office of Student Life. The cost of this service is deferred for 10 business days.

There is no charge for the use of Bay Path Health Service facilities on campus. All off-campus health care expenses are the responsibility of the student. Such expenses may be covered by health care insurance purchased through the University or other sources.

Emergency

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

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

Psychiatric emergency/disorientation/suicide attempt

This policy is designed to assist the student who appears to be potentially harmful to herself/himself or to those around her/him. If you have concerns about the well-being of another student, notify a campus official or Campus Public Safety at extension 1225. Unusual flare-ups, outbursts of temper, staggering or stumbling, drowsiness or disorientation, and general changes in overall attitude are frequent signs that a student needs help.

Frequently students feel comfortable with faculty and staff to discuss personal issues. If you become aware of any student attempting or contemplating suicide or are fearful of them doing any sort of personal harm, please contact Campus Public Safety immediately. If the situation warrants, call the Director of Student Life at x 1454 or (413) 887-2135.

In the event that a Bay Path University student, staff or faculty member becomes aware that a student has sustained a serious self-inflicted injury or has threatened to do violent harm to others on campus, 911 should be contacted immediately. Campus Public Safety should also be contacted at ext. **1225**.

Emergency medical personnel may transport a student in acute emotional distress to Baystate Hospital for evaluation.

Any student who makes a serious threat of harm to self or others (i.e. suicide, homicide, bodily injury) may be immediately asked to leave campus in order to insure her safety and the safety of the community as a whole. The student is not eligible to return to campus or attend classes until a letter from a psychiatrist or physician indicating the student is able to return to campus and including a follow-up regime to be sent to the Director of Counseling Services at Bay Path University. Permission for a student to return to campus and classes is granted only by the Dean of Students with a recommendation of the Director of Counseling Services.

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Crime Prevention

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. The Campus Public Safety Department facilitates programs for students and parents, and new student orientations by providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Rape Aggression Defense System (RAD) training is offered to students each year via a one credit course. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors teach the course.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Regular (at least once a month) emails are sent to the campus community discussing safety policies and strategies that help students and employees keep themselves and others safe.

Identity Theft

Identity Theft has become one of America's fastest growing crimes. All an identity thief needs is your Social Security number, driver's license number or credit card number to steal your identity. Here are a few key ways to keep your identity safe.

- Only release your Social Security number (SSN) when it is absolutely necessary, do not have your SSN printed on your checks or on your license. Order your Social Security Earnings and Benefits Statement once a year to check for fraud by calling (800) 772-1213. If your SSN has been fraudulently used, report it to the Social Security Hotline at (800) 269-0217.
- Reduce the number of credit cards used and cancel unused accounts. If a fraudulent charge appears on one of your accounts, report it to the Consumer Credit Counseling Service at (800) 388-2227. Always shred pre-approved credit applications, credit receipts, bills and any other financial information before throwing it away in the trash.
- Consider removing your name from marketing lists; this will reduce the number of pre-approved credit card applications that are received in the mail.
- Check your credit report once a year for inaccuracies and fraudulent use of your accounts. The easiest way to do this is AnnualCreditReport.com. This website has links to all three credit bureaus. You can also send a written letter of request for your credit report to each credit bureau. If you choose to send a written letter, you must also supply the company with proof of identity and address (for example a copy of your telephone bill or driver's license.)
 - Equifax Credit Reporting Bureau, P.O. Box 740241, Atlanta, GA 30374. To obtain your credit report, call (800) 685-1111 and to remove your name from marketing lists, call (800) 567-8688.
 - Experian Credit Reporting Bureau, P.O. Box 9530, Allen, TX 75013. To obtain your credit report, call (888) 397-3742 and to remove your name from marketing lists, call (800) 353-0809.
 - Trans Union, P.O. Box 6790, Fullerton, CA 92634. To obtain your credit report, call (800) 916-8800 and to remove your name from marketing lists, call (800) 680-7293.
- If an error is found or to dispute any information in your credit report, you must contact all three credit bureaus. Always keep a copy of your correspondence in case the information reappears on your report. Be sure that all correspondence is sent by certified mail and a return receipt is requested.
- If your credit card is stolen or you are a victim of identity fraud, immediately contact all three credit bureaus and tell them to place a "security alert" on your file.

The problem of Identity is likely to continue to increase. Your personal privacy and identity are vital. A good website for additional information is www.privacyrights.org.

-- End of Report --