



Pine Manor
College

Safety and Security Information

October 1, 2009

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President's Message



Dear PMC Community:

We pride ourselves on being a community of inclusion, respect, and responsibility. Our concern for personal safety and the safety of others is very much a part of the mission of the College. I am grateful to our Campus Safety Department and Dana Smith, our Director of Campus Safety, for compiling this report. As you review it, you will see the array of activities and concerns addressed by our Campus Safety staff. The report makes clear that we all need to educate ourselves to be aware of our surroundings, to take responsibility for the conduct of guests we invite to campus, and to abide by the rules and regulations put in place for our safety. We all share the responsibility of keeping our community as safe as possible.

Gloria Nemerowicz
Gloria Nemerowicz
President

Mission Statement

Pine Manor College prepares women for inclusive leadership and social responsibility in their workplaces, families, and communities. We pursue this goal through: integration of an outcomes-based curriculum and cocurriculum demonstrated by portfolio presentations; active, collaborative, applied liberal arts learning; and collegewide mentoring teams and community partnerships—in an environment that celebrates diversity and respects the common good.

Introduction to Safety and Security Report

Safety on campus at Pine Manor College is a natural source of concern for parents, students, and the College community. We recognize that safety and security support the community goals of learning, inclusive leadership, and social responsibility. Pine Manor College is located five miles west of Boston in the Chestnut Hill section of the town of Brookline. While the campus is located in a suburban neighborhood, we remind the members of our community that no campus, regardless of its surroundings, is crime free. Therefore it is important for each of us to be aware of the potential for crime and to take precautions to ensure the safety of the Pine Manor College community.

Contributors to the Report

The Pine Manor College Campus Safety Department is responsible for preparing and distributing the Campus Security Report. The statistics must be gathered from campus safety, local law enforcement, and other college officials who have “significant responsibility for student and campus activities.” The information obtained from other college officials for this report was contributed by the Vice President for Academic Affairs, Vice President of Student Services, Director of Residence Life, Director of Athletics and Coaches, Director of Health and Wellness Center, Area Coordinators, Resident Assistants, Director of Activities, Student Advisors, Club Advisors, and Human Resources.

Local agencies such as the town of Brookline Police and Fire Departments also provide information concerning safety, security, and crime statistics for disclosure in this report.

Why a Campus Security Report?

The Campus Security Act – Legal Requirements

- Publish an annual report every year by October 1st that contains three years worth of campus crime statistics and certain security policy statements, including sexual assault policies.
- Disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities, including Greek housing and remote class rooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.”
- Provide “timely warnings” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.”
- Disclose in a public crime log “any crime that occurred on campus... or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.

How We Compile Statistics

First, Campus Safety officers enter reports of all crime incidents reported directly to the department on each shift daily. Once an officer enters a report, a department supervisor reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook (sex offenses only).

Second, the department communicates with “campus security authorities,” as defined in the Clery Act, requesting them to disclose any reports of crimes that may have been reported directly to them and not to the Campus Safety Department. We double check these reports to ensure that none of the incidents reported by the “campus security authority” were also reported to the Campus Safety Department, to avoid double counting. Any reports of incidents from campus security authorities are filed and maintained with the crime statistics for the applicable reporting period.

Finally, the Campus Safety Department maintains a close relationship with the Brookline Police Department and Fire Department to ensure that we are notified of any crime report or safety information that is reported directly to their departments.

Definitions of 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/he 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 that 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 or felony; housebreaking; safe-cracking; 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 vehicle's 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 Use 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 non-narcotic drugs (barbiturates, Benzedrine.)
12. Weapon Law Violations: The violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, 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.

Hate Crime Definitions

According to the Clery Act, Pine Manor College must report, by category of prejudice, any crime it reports in categories 1–9 (listed above) and any other crime involving bodily injury. A hate crime is any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Timely Warning Requirements

The Clery Act mandates timely warning for the crimes that have been defined above. However, any crime reported to Campus Safety or to the local police that could pose a serious or continuing threat to students and employees will generate a Campus Crime Alert.

We encourage all community members who know of a crime or other serious incident to report that incident as soon as possible to Campus Safety in order for us to issue a Campus Crime Alert if warranted.

The Campus Safety Department distributes the Campus Crime Alerts through a number of different methods. Once the College determines that a Campus Crime Alert will be issued, the Campus Safety Department will send an e-mail to all student, staff, and faculty mailing lists. The department will also post the alert on the Campus Safety Department Web site, www.pmc.edu/campus-safety.

The department also works in conjunction with the Office of Residence Life to post alert flyers on bulletin boards located throughout campus residence halls and other building on campus. Campus Crime Alerts and the Daily Crime Log will be posted in the Campus Center by the Campus Safety Operations Office. These varied methods ensure that the maximum number of people will read the notice and pass it on to other community members.

Daily Crime Logs

The Campus Safety Department maintains a daily crime log that records, by the date the incident was reported to us, all crimes and other serious incidents that occur on campus, or on public property, or within the patrol jurisdiction of the Campus Safety Department.

The Daily Crime Log is open for public inspection and available at www.pmc.edu/campus-safety and at the Campus Safety Operations Office, located in the Ashby Campus Center.

The Daily Crime Log includes:

- The nature, date, time, and general location of each crime reported to us; and
- The disposition of the complaint, if the disposition is known at the time the log is created.

The Campus Safety Department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log when circumstances dictate.

This report is available to all current students and employees to view at www.pmc.edu/campus-safety. Each member of the community will receive an email that describes the report and its exact Web address. Anyone, including prospective students and employees, may request a paper copy by contacting the Campus Safety Department at 617-731-7031. Individuals requesting this report may also e-mail smithdana@pmc.edu or download directly from the site.

We encourage all members of the Pine Manor College community to use this report as a guide for safe practices on and off campus. Although Pine Manor College works hard to ensure the safety of all individuals within its community, students and employees themselves must take responsibility for their own personal safety and that of their personal belongings. Simple, common sense precautions are the most effective means of maintaining personal security.

Crime Statistics for Pine Manor College

OFFENSE (Mandatory Reporting)	YEAR	ON CAMPUS ⁴	** RESIDENTIAL FACILITIES (subset of On Campus)	PUBLIC AREAS ⁵
MURDER/NON-NEGLIGENT MANSLAUGHTER	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
NEGLIGENT MANSLAUGHTER	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
SEX OFFENSES, FORCIBLE ¹	2008	0	0	0
	2007	0	0	0
	2006	1	1	0
SEX OFFENSES, NON-FORCIBLE ¹	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
ROBBERY	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
AGGRAVATED ASSAULT	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
BURGLARY ²	2008	6	6	0
	2007	5	3	0
	2006	6	5	0
MOTOR VEHICLE THEFT	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
ARSON	2008	0	0	0
	2007	0	0	0
	2006	1	0	0
LIQUOR LAW ARRESTS ³	2008	0	0	0
	2007	0	0	0
	2006	1	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION ³	2008	84	70	0
	2007	23	23	0
	2006	28	28	0
DRUG LAW ARRESTS	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION ³	2008	24	24	0
	2007	4	4	0
	2006	3	3	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION ³	2008	0	0	0
	2007	0	0	0
	2006	0	0	0
** Crimes reported in the residential facilities column are also included in the on campus category				

“Suzanne’s Law” Missing Students

“Suzanne’s Law” requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing. This law became effective in the spring of 2003 as part of the national “Amber Alert” Bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. This new law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which has been a common practice.

If a member of the Pine Manor College community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are made to locate the student to determine her or his state of health and well-being through the collaboration of Campus Safety and the Office of Student Life. If the student is an on-campus resident, Campus Safety will secure authorization from Student Life officials to make a welfare entry into the student’s room. If an off-campus commuter student, Campus Safety will informally enlist the aid of the neighboring police agency having jurisdiction. Concurrently, college officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic meetings; or appearing for scheduled work shifts will be established.

If located, verification of the student’s state of health and intention of returning to the campus is made. When and where appropriate, a referral will be made to the Health and Wellness Center.

If not located, notification of the family within 24 hours of receiving the initial report is made to determine if they know of the whereabouts of the student. If the student is an off-campus commuter, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. The Campus Safety Department will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If a student is an on-campus resident, Campus Safety will immediately notify the Brookline Police Department.

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified and requested to render assistance. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

Introduction to Campus Safety Authority

The Campus Safety Department is located in the Ashby Campus Center. The Campus Safety Department operates 24 hours a day, seven days a week and is responsible for:

- Protection of life and property
- Responding to calls for assistance
- Educating the community about crime and crime prevention
- Facilitating the movement of persons and vehicles around the campus
- Documenting criminal activity

We commit our efforts and design our operation toward preventing and detecting crime, providing service to students, faculty, staff and visitors, and ensuring compliance with the policies and regulations of the College, the ordinances of the town of Brookline, and the laws of the Commonwealth of Massachusetts.

Campus Safety Department Personnel/Authority

The officers of the Pine Manor College Campus Safety Department, acting as agents of the College, are authorized to enforce the policies and regulations of the College, and to refer those individuals in violation to the Director of Campus Safety, the Office of Student Life, or the Brookline Police Department, if deemed necessary. Officers do not have sworn police powers and report activities of a criminal nature occurring on or near the campus to the Brookline Police Department. The College maintains a cooperative working relationship with the town of Brookline, and police and fire responses to campus are prompt, professional and efficient. Some investigations may be conducted jointly by the Campus Safety Department and the Brookline Police.

In addition to their initial training, Pine Manor College Campus Safety officers are certified in CPR and first aid and attend periodic in-service training on topics such as responding to reports of relationship violence and sexual assault, report writing, civil liability, diversity training, and community relations.

Reporting Emergencies

Students, faculty, staff, and guests of the College are encouraged to report emergencies and suspected criminal activity to the Campus Safety Department.

An officer will be dispatched to investigate and assist as needed. Depending upon the severity and nature of the call, the Campus Safety Department may also contact the Brookline Police and/or Fire Department to respond. Incidents occurring on campus are documented in the Campus Safety Activity Log.

Victims of or witnesses to actual or suspected criminal activity, in which there is no immediate danger, may report an incident by calling the Campus Safety Booth at 731-7192 or 731-7187 or the Director of Campus Safety at 731-7031.

To Report an Emergency:

ON CAMPUS:

- Dial x7777 from any college telephone
- Dial 617-731-7777 from a private or pay phone
- Press the "EMERGENCY" button on a Campus Emergency Call Box Telephone

The Pine Manor College campus is equipped with a network of emergency call box telephones at the following locations:

Rear of the Gym Campus	Center Path
Southwest Parking Lot (Tennis Courts)	South Commons
Southwest 24-Hour Computer Lab	East and West Commons

OFF CAMPUS:

- DIAL 911 for local Police, Fire, or Emergency services
- **Note:** If you call 911 with a cell phone you get the State Police. For Brookline Police dial 617-730-2222 and for the Brookline Fire Department dial 617-730-2277.

Security and Access Control

Pine Manor College maintains an open campus with one main roadway leading into the campus. All incoming vehicles and visitors enter and approach a Campus Safety Security Booth, which is equipped with CCTV cameras and is manned with one (1) campus safety access control officer 24 hours a day year round. This officer logs all vehicles and visitors into the campus, monitors the campus safety radio and telephones, and dispatches officers on calls of assistance throughout the campus. In addition to this officer, each shift has a supervisor who is on mobile patrol and a walking officer in the residence hall areas. During special events, student dances, and other student activities, additional Campus Safety officers and, when warranted, Brookline Police officers will work these special details.

Residence halls are locked 24 hours a day. Each student is issued a key to her individual room. All residential students are issued an access control card which permits them to enter the specific dorm in which they reside, a laundry room, and all three common areas in the villages. This access control card doubles as a photo I.D. and contains bar codes for the dining service and library. Campus Safety officers and Residential Life staff patrol the Villages periodically to check for propped doors. Residential areas are secured during semester breaks and holidays when no students are residing on campus. Students requesting access to a room during vacation periods will be charged a fee and must be escorted by a staff member from Campus Safety or the Office of Student Life. Students authorized to stay on campus are relocated to one central area when possible.

Academic and administrative buildings are secured when not in use. Faculty and staff may gain access to their respective buildings during non-business hours by showing a valid Pine Manor College Faculty/Staff ID card at the Campus Safety Office or Booth.

Faculty members may make advance arrangements with the Campus Safety Department for after-hours student access to academic buildings. Students must show a valid Pine Manor College ID card and be with at least one other student to gain access to a building with the appropriate prior clearance on file at the Campus Safety Booth. Students must vacate all academic buildings by 11:00 p.m. unless otherwise noted.

Maintenance issues which affect the security of the campus are given highest priority. Maintenance-staff are on-call 24 hours a day to respond to campus issues and can be contacted through the Campus Safety Department.

Inspections are conducted periodically by representatives of the Presidents Office, Student Life, Residence Life, Campus Safety, Maintenance and Grounds and representatives of Student Government to ensure, locking mechanism, proper lighting, shrubbery, landscaping, emergency telephones, parking areas, sidewalks and walking paths are in good repair or in need of attention.

All three villages have trespass policies in effect and are posted. Campus Safety Officers may serve verbal or written trespass notices on nonmembers of the college community who are not invited or unescorted. If the individual(s) are uncooperative, the Brookline Police will be called and the parties will be subject to arrest.

PMC Guest Policy 2008-2009

Visitors to the college and its residence halls, whether friends, family members or non-resident students, are the responsibility of the resident student whom they are visiting. All visitors must be escorted by the PMC student they are visiting at all times, and must follow all college rules. Students are responsible for knowing college rules and relaying relevant information to their guests.

All guests are expected to enter and register at the front Campus Safety Booth by presenting their current driver's license, passport, or state issued ID. It is the responsibility of the student to announce their guest(s) to Campus Safety online prior to the arrival of their guest(s). A nonresident is not allowed to enter a village until the student he/she is visiting is present for escort. Each resident student is responsible for completing the "Announce Your Guest(s)" form online. Students cannot call campus safety over the telephone to give permission for a guest to be let on campus. All guests must be properly registered prior to midnight. Any guest that arrives after midnight that is not already registered must be accompanied by the student when entering campus.

Students are responsible for signing in all guests (the term "guest" for residence hall policy includes nonresident PMC students) with Campus Safety each day their guest is on campus.

Each student can sign in a maximum of two guests up until 11:00 p.m. After 11:00 p.m. each student is allowed only one guest. On specific days when student organizations sponsor dances, parties, etc., the guest limit will be one guest per student. If a student signs in another student's guest under her own name, the student who signed in the guest assumes responsibility for the guests' behavior and must accompany the guest at all times. A student on social probation cannot sign in guests, nor can she have other students sign in her guest(s).

Each student is allowed to have a guest a maximum of two overnights per seven day period, provided she has her roommates' consent, and the arrangement respects the rights of all students involved. Overnight guests are considered anyone in the villages at any time between 11:00 p.m. and 7:00 a.m. who is not a PMC resident.

All guests must be pre-registered and must check in with campus safety at the front booth.

The guest(s) will be issued a guest badge that they must wear at all times while they are on campus. It is the responsibility of the student to make sure that their guest(s) have registered properly with Campus Safety and that their guest(s) wear their guest badge at all times while on campus. If a student wishes to have an overnight guest for more than two nights in a seven day period she will need written permission from the Director of Residence Life. All guests are subject to the approval of the Vice President of Student Services, Director of Residence Life and/or the Director of Campus Safety.

Overnight guests must be 18 years of age or older.

Vehicle / Access to PMC

- I. It is the responsibility of all student(s) entering the campus to register their guest(s) with Campus Safety at all times. All students, parents and visitors are required to come to a complete stop at the front booth and must present their Pine Manor College Identification Card, a valid state license or a state issued I.D. card. The officer will make a copy of each I.D. and enter the date, time, and destination.

Caution: the gate at the front booth comes down automatically after each vehicle passes through.

- II. All guests will be issued a guest badge that they must wear while on campus.
- III. All pick-ups and drop-offs must be done at the back booth.

NOTE: It is the responsibility of each student in the vehicle to ensure that any guest in the vehicle is properly signed in with Campus Safety. Students are reminded that it is also their responsibility to monitor the activity and conduct of their guest(s) at all times while they are on campus. All guests are required to park in the Guest Parking Lot and must properly display a valid parking pass. Any vehicle in violation is subject to being ticketed and / or towed at the owner's expense.

The PMC Guest Policy was revised May 2008.

Residential Staff

Professional Area Coordinators and student Resident Assistants are all members of the live-in residential staff.

Members of the senior residential staff are available around the clock while the College is in session. During the evening, rounds of the facilities are conducted to monitor the activity within each house as well as to ensure that exterior doors are secured, etc. Each evening from 8:00 p.m. until midnight Resident Assistants are on duty in each village, equipped with keys and a portable radio in direct contact with Campus Safety. They make periodic rounds of each dorm and notify Campus Safety of any problems that may exist. Upon notification from the Resident Assistant, Campus Safety will notify the Area Coordinator by telephone.

Safety and Security Programs

During Orientation in June, August, and January, students and parents are informed of services offered by the Pine Manor College Campus Safety Department. The department is actively involved in the educational process. Officers work closely with Student Life and the entire community to present timely and relevant training, sexual assault prevention programs, and crime prevention programs.

Periodically during the academic year the department in cooperation with other College organizations and departments, presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohyp-nol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security.

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.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, and articles and advertisements in the college paper.

The Campus Safety Department encourages students and employees to file confidential or anonymous reports of any criminal activity or sexual assaults. Blank forms can be obtained from the Office of Residential Life, Health and Wellness Center, Campus Safety Department and/or any member of the Student Life staff. The Campus Safety Department will use this information to better inform the community of the crime picture on campus.

Some of the programs and training currently offered are:

- **Resident Assistant Training**—includes R.A.D., fire safety, and responding to calls for assistance
- **New Student Orientation**—basic crime and safety awareness
- **Faculty and Staff In-Service Training**
- **Self-Defense for Women (R.A.D.)** —A 12-hour interactive self-defense course designed specifically for women, emphasizing crime awareness, prevention, and empowerment. Class is available as a 1/2 credit, nonacademic elective (may require a nominal fee for materials)
- **CPR Instruction**—class available as a 1/2 credit nonacademic elective (requires a fee for materials)
- **Sexual Assault Awareness**—for students and staff
- **Relationship Violence Awareness**—for students and staff
- **Safety Shuttle**—runs hourly from 3:30 p.m. until 12:00 a.m. from the campus to the T stops and the lower mall (Star Market) with a last pickup at the T at 12:00 a.m.
- **Safety Escorts on Campus**—conducted by foot or vehicle 24 hours a day
- **OP ID (Operation Identification)** —Students engrave and inventory valuables.
- **“Security Alerts”**—distributed to increase awareness regarding specific criminal activity, if and when warranted
- **Lighting Surveys**—During the hours of darkness the Campus Safety Department conducts surveys to check on the condition of exterior campus lighting and works with the Maintenance Department to correct deficiencies and recommend additional lighting.
- **Fire Safety**—The Campus Safety Department and Maintenance personnel conduct periodic checks of campus fire suppression and detection equipment.

Fire Code and Regulations

The College must enforce Town of Brookline fire codes and pass periodic inspections in order to retain its residential hall license. For these reasons, the following policy has been adopted.

- **Smoking in all College buildings is prohibited.**
- **The following items are prohibited: halogen lamps, extension cords, multi-outlet adapters, space heaters, holiday lights, candles with or without wicks, open flames incense, irons and all cooking appliances** (except for microwaves).
- Microwaves and 4-cubic-foot refrigerators are permitted and, like all heavy drawing devices, must be plugged directly into the wall outlet. When in use, they cannot be kept in the closet.
- A fuse and surge-protected power strip may be used. It must be plugged directly into the wall, and each piece of equipment must be plugged directly into the power strip. **No more than one strip may be plugged into each dual wall outlet.**
- Personal heat-producing items (hair dryers, curling irons, etc.) must be plugged directly into the wall outlet and **unplugged when not in use.**
- Placing combustible materials (mattresses, bedding, laundry, trash, paper, posters, tapestries, etc.) over or adjacent to electrical cords or outlets is prohibited.
- **Closets may not be used as kitchen/entertainment centers.**
- To avoid “spaghetti” wiring and/or pinched wires, all excess cord must be neatly coiled. **There can be no wires running across the floor or under throw rugs.**
- Decorations of any kind cannot be affixed to the ceiling.
- **Tapestries and other fabrics are allowed on walls only**, provided they are stretched over wooden frames (such as those used to stretch canvas).
- **Heat vents/radiators in rooms, hallways and doorways must be kept clear of obstructions** (boxes, furniture, etc.).

Representatives from the College may inspect rooms without notice to verify that students are adhering to this policy. Additionally, representatives from the Town of Brookline may periodically inspect any room without notice to insure that the necessary safety precautions are being followed. Students found to be in violation of this policy may be cited, fined and have their property confiscated. Please remember that this policy is being implemented for the safety and well-being of the entire community.

Fire Alarm Procedures

If you discover a fire:

- Pull the nearest alarm. (The alarms or “pull stations” are linked to the College Annunciation Boards on campus and to the Brookline Fire Department. By pulling the alarm you are initiating immediate action/re-response). Know the location of at least two pull stations.
- Yell out “Fire” as you are going to the pull station to alert others in the area.
- Call Campus Safety x7777 from a safe location.
- Follow the evacuation procedures below.

If you hear the alarm sounding in your building:

- Start evacuation procedures at once.
- If you can do so without putting yourself at risk, rescue any injured individuals who may need assistance. (Certain individuals in your building will need assistance with evacuation or getting to a safe location.)
- Close all doors behind you. (This action helps to contain the fire to as small an area as possible.) Never prop open fire doors. This action will prevent safe evacuation of all building occupants.
- Take your towel, shoes, and coat, and if you can, leave the light on and the door unlocked
- Use exit stairwells for evacuation. Never use the elevators (the elevators in most buildings will be automatically called to the primary floor and will not respond to other floors).
- Assemble outside of the building in the predetermined locations for your floor/building. Never go to another location during an evacuation.
- Never block roadways or entrances into buildings. The Brookline Fire Department must have free and clear access to the building and all entrances.
- Move and remain a safe distance from the building. Do not reenter the building until permitted by Fire Department officials.

What to know ahead of time:

- Several exit routes from your floor/area.
- The location of at least two pull stations.
- Individuals in your area who may need assistance in getting to a safe area during an emergency.

Drug and Alcohol Awareness Policy and Program

The College is committed to creating and maintaining a campus environment that is free of illicit drug use and where all laws relating to alcohol are observed. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 and other relevant state and federal laws, the College has developed the following Drug and Alcohol Awareness Policy and Program. This policy will be distributed annually to all students, faculty, and staff. The College will review its program every two years to determine its effectiveness; to implement needed changes; and to ensure that disciplinary sanctions are consistently enforced.

Standards of Conduct

All students who are 21 or older who choose to drink are required to do so responsibly. The College will make an ongoing effort to educate students about responsible drinking from a health, safety, and legal standpoint, and students must accept responsibility as follows:

- There shall be no alcoholic beverages delivered to College residence halls by liquor stores or others. Students may not have kegs or beer balls.
- There shall be no alcoholic beverages consumed in public areas of College residence halls or outside of College residence halls (except for College-sponsored events.)
- Students 21 or older may keep alcohol in their residence hall just as long as it is in reasonable amounts and is used responsibly. If consuming alcohol, the student must keep the door closed and must ensure that any guests (including other students) in the room are 21 or older.
- Guests of students must honor all College policies, including these Standards of Conduct, and it is the responsibility of the student to notify her guests accordingly. If a student or her guests are planning to drink alcohol while on campus, a designated driver should be chosen early in the evening. If guests are too intoxicated to drive, do not let them drive. Plan to send them home in a taxi, take away their car keys, call Campus Safety, or have them sent to Campus Safety.

Violations of the Standards of Conduct Include but are not Limited to:

- Possession or consumption of alcohol by an underage individual.
- Purchasing or providing alcohol for minors.
- Irresponsible drinking, including provision of alcohol to an underage or intoxicated individual.
- Abusive or destructive behavior related to alcohol, including drinking games, an intoxication requiring medical or staff attention.
- Violating residence hall policies relating to alcohol.
- Having an open alcoholic beverage container in an unauthorized location.
- Providing falsified identification to obtain alcohol.
- Having underage guests in a dorm room where alcohol is being consumed.

Disciplinary Sanctions

The following are guides for sanctions to be imposed for violations of the Standards of Conduct. They may be departed from in the College's discretion. They are in addition to sanctions for any other violations of College policies or regulations.

First Offense:

- Alcohol 101/Educational Program at the Health and Wellness Center.
- Student is placed on probation for a full year. Probation may be carried over to the following academic year.
- Depending on severity, possible parental notification, loss of privilege to consume alcohol on campus, and other sanctions as deemed appropriate.
- Possible parental notification.

Second Offense:

- Educational project and/or community service.
- Student is referred to the Counseling Center for assessment, and counselor will make recommendations.
- Student is placed on probation for a full year. Probation may be carried over to subsequent academic years.
- Depending on severity, possible parental notification, loss of privilege to consume alcohol on campus and other sanctions as deemed appropriate.

Third Offense:

- \$100 fine for use of College resources.
- Counseling Center reassessment.
- Possible referral to other drug/alcohol services, including those for rehabilitation, at student's own expense.
- Loss of campus housing (refer to Academic Catalog for refund policies).
- Student is placed on probation for one or more years. Probation may be carried over to subsequent academic years.
- Parental notification.
- Suspension from the College.

Fourth Offense:

- \$200 fine (for the use of College resources).
- Parental notification.
- Possible referral to other drug/alcohol services, including those for rehabilitation, at student's own expense.
- Student is placed on probation for one or more years. Probation may be carried over to subsequent academic years.
- Suspension or expulsion from the College.

Good Samaritan Policy

If a student voluntarily seeks assistance from a Pine Manor College staff member for an intoxicated individual or herself, and the student voluntarily seeking assistance has violated the College's alcohol policies, any sanctions that could be imposed will be reviewed in such light, taking into account the totality of the circumstances.

If a student seeks help when she is in need of intervention for possible alcohol or drug abuse, any sanctions that could be imposed will be reviewed in light of her commitment to help herself, taking into account the totality of the circumstances.

Local, State, and Federal Sanctions

The sale, distribution, use or possession of illicit drugs and alcohol (to or by individuals under the age of 21) violates local, state and federal law. Conviction may result in fines and imprisonment, and may result in suspension or expulsion from the College, dismissal from College employment, or other sanctions. A felony drug or alcohol conviction may bar an individual from entering certain fields of employment.

Summary of Massachusetts Drug and Alcohol Laws

This summary of the Massachusetts laws relating to alcohol and drug use should serve as a reference guide for Pine Manor College personnel and students. The legal drinking age in Massachusetts is 21.

Purchasing Alcohol

By persons under 21 years of age: a person under 21 years of age may not purchase alcohol, nor may that person be in possession of alcohol in a public place. A person may not lie about his or her age to purchase alcohol, or present false identification, or make arrangements with someone of legal age to buy alcohol for her. Punishment for violation of this section is mandatory license suspension for three months. (See Massachusetts General Laws, Chapter 138, Section 6, 34A.)

For persons under 21 years of age: A person over 21 years of age may not buy alcohol for a person under 21 years of age, unless their relationship is that of parent and child. Punishment for violation of this section is a fine of \$1,000 or imprisonment for not more than six months, or both. (See M.G.L., Ch.138, Sec.34.)

In light of this provision, Pine Manor College is prohibited from providing alcohol to persons under 21 years of age at College-sponsored events. Thus proof of age will be required at these events.

Serving Alcohol

To persons under 21 years of age: Any person, with or without a license to serve alcohol, may not serve someone who is under 21 years of age. Violation of this section may result in a fine of \$1,000 or six months imprisonment, or both. (See M.G.L., Ch. 138, Sec. 34.)

A licensed person who serves someone under 21 may be held civilly liable for injuries that are caused by the person under 21. (See M.G.L., Ch. 138, Sec. 34.)

To intoxicated persons: Any person licensed to serve alcohol may not serve intoxicated persons. To do so may result in civil liability for injuries caused by the intoxicated person. (See M.G.L., Ch. 138, Sec.69.)

By unlicensed persons: It is unlawful for unlicensed persons to serve alcohol to persons under age. This law is not easily enforced because underage persons may often drink in the privacy of their own home or room. The only exception to this law is that parents may serve alcohol to their own children in the privacy of their home. Parents may not, however, buy alcohol for their underage children at a bar or restaurant. (See M.G.L., Ch. 138, Sec. 34, 34A.)

Alcohol and/or Drugs and Driving

Transporting alcohol: It is unlawful for a person under 21 years of age to knowingly drive a car with alcohol in it or carry alcohol on her or his person unless accompanied by a parent. Conviction is punishable by mandatory suspension of driver's license for three months. (See M.G.L., Ch. 138, Sec. 34C.)

Operating a vehicle under the influence of alcohol or other drugs: If arrested, the driver will be detained by the police and read his or her rights. The vehicle will be towed and the driver taken in a police cruiser to the police station for a Breathalyzer test. Refusal to take this test will result in automatic suspension of license for up to 13 months. If the Breathalyzer test registers over .05 but below .08, the driver will not be held, but there will be a presumption of driving under the influence.

If the test registers .08 or over, the driver will be held, and there will be a presumption of driving under the influence. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant having a Breathalyzer of .08 or above is immediately suspended for up to 13 months.

For persons under 21 years of age, there will be a presumption of driving under the influence if the test registers over .02. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant will immediately be suspended for 180 days. Drivers under 21 refusing or failing a Breathalyzer must complete an alcohol education program, regardless of the outcome of their criminal case, or suffer a 180-day license loss.

In addition, the law mandates a \$100 fine dedicated to the Trust Fund for Head Injury Treatment Services; allows out-of-state convictions to be used to calculate repeat offenses; and allows a court to look back ten years to calculate repeat offenses.

A first offense carries with it either a jail sentence of not more than two-and-one-half years, a fine of \$500 to \$5,000, and suspension of license for one year; or probation with mandatory participation in an alcohol education program paid for by defendant and suspension of license for 45 to 90 days (21 days for drivers under 21).

A second offense carries with it either a jail sentence of a minimum of 30 days to two-and one-half years, a fine of \$600 to \$10,000, and two-year license suspension; or two years' probation, a 14-day confinement in an alcohol treatment program paid for by the defendant, and suspension of license for two years.

A third offense carries a mandatory, minimum 150-day to five-year jail sentence (felony status), which may be served in a correctional facility designed for alcohol treatment programs; a fine of \$1,000 to \$15,000, and suspension of license for eight years.

A fourth offense carries a mandatory, minimum one- to five-year jail sentence (felony status), a fine of \$1,500 to \$25,000, and suspension of license for ten years.

A fifth offense carries a mandatory, minimum two- to five-year jail sentence (felony status), a fine of \$2,000 to \$50,000, and revocation of license for life.

Homicide by Motor Vehicle

Anyone who operates a motor vehicle while under the influence of intoxicating liquor and who operates that vehicle recklessly or negligently so as to endanger and who, by any such operation, causes death shall be punished by imprisonment at the state prison for not less than two-and-one-half or more than ten years and fined not more than \$5,000, or jailed for not less than one year or more than two-and-one-half years and fined not more than \$5,000. Suspended sentences and probation are prohibited.

Drugs

Drug abuse is a serious legal and medical problem, and all members of the College community should be encouraged to seek assistance for themselves or others from the appropriate College services, such as the Office of Student Life or the Health and Wellness Center.

Massachusetts General Laws, Chapter 94C, prohibits the unlawful manufacture, possession, distribution, dispensation, or use of controlled substances. If a person is arrested and charged by the state with violations of these laws, in accordance with the schedule of crimes (classes of felonies and misdemeanors) and related penalties, they will be indicted, tried, and acquitted or convicted. The majority of Massachusetts drug laws are felonies. In some cases, it is illegal to knowingly be in a place where someone is keeping certain drugs or be in the company of someone who is in possession of certain drugs.

Sharing or Selling Prescription Drugs

Students who are found to be sharing, selling, or trading prescription medications, or abusing or misusing their own prescription medications will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

Summaries of Three Drug Enforcement Laws

An Act Providing for Drug-Free Schools

Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 feet of an elementary, vocational, or secondary school will face a mandatory two-year prison sentence. It will not matter whether the dealer knew he or she was near a school, whether it is a public or private school, or whether the school is in session. The law pertains to drug distributors, manufacturers, or persons possessing a controlled substance with the intent to distribute it. A fine of up to \$10,000 may also be imposed but not in lieu of the two years of imprisonment.

An Act Providing for Suspension of a License to Operate a Motor Vehicle upon Conviction of Violation of the Controlled Substance Act

This law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of up to five years. A minor who does not yet have a driver's license at the time of his or her conviction can lose the right to obtain a license until reaching age 21.

An Act Further Regulating the Misuse of Driver's Licenses and Identification Cards

This law makes a broad spectrum of activities related to false identification cards or licenses punishable by a fine or imprisonment. These activities include, but are not limited to, making, using, or carrying a false identification card or license; using the cards or license of another; and furnishing false information in obtaining a card or license. In addition, a conviction on any of these charges will result in an automatic one-year suspension of the license to drive.

Health Risks Associated with Alcohol and Other Drug Abuse

Given the academic, social, and other pressures inherent in college life, many students seek relief from stress through use of alcohol or other drugs. Habits of substance use formed in college often lay the groundwork for future addictions.

Effects of Alcohol Abuse

The following section describes some of the effects and potential consequences of alcohol and other drug use.

Alcohol is a depressant drug that slows the nervous system.

Its physical effects include:

- increased heart rate
- loss of muscle control, leading to slurred speech and poor coordination
- hangover, fatigue, nausea, headache
- blackouts (memory loss)
- unconsciousness

Mental effects include:

- impaired judgment (of space and time)
- poor concentration, impaired thinking and reasoning processes
- loss of inhibitions and exaggerated feelings of anger, fear, anxiety

Potential consequences of alcohol abuse include:

- alcoholism
- damage to brain cells
- blackouts (memory loss)
- poor concentration
- death (as a result of accidents or alcohol poisoning)

Special problems associated with alcohol abuse include:

- social conflicts
- accidents and injuries
- vandalism
- sexual assault and violence
- increased risk of contracting sexually transmitted diseases, including HIV
- drinking and driving

Drinking and driving kills or seriously injures thousands of drivers and pedestrians each year, most of them young people. Even small amounts of alcohol can be deadly when mixed with driving.

Trouble with the law—vandalism, violence, or serious crime—can result from the impaired judgment stemming from alcohol abuse. The consequences can include arrest, a police record, and possibly a prison sentence for offenders, as well as suspension or expulsion from the College.

Family problems can cause or be compounded by alcohol abuse. There are 28 million people who have grown up in families with alcohol related problems, with approximately 12 to 15 percent of college students with this background. There is increased vulnerability without intervention that results in a four times greater risk in becoming alcoholic.

Mixing Alcohol and Other Drugs

The combination of two drugs can have unexpected, dangerous results. One can intensify the effect of another, and a combination can produce totally different effects than either drug taken alone. Even a simple cold remedy taken with alcohol may be dangerous.

Depressants taken in combination, such as a mixture of alcohol and barbiturates, are very dangerous – they can cause coma and death.

Sharing needles with someone who is infected with the HIV virus (human immunodeficiency virus) can result in the transmission of HIV, possibly causing AIDS.

Those students concerned about their own substance use or worried about a friend can seek assistance with complete confidentiality at the Health and Wellness Center or Counseling Services.

Key Issues for Women

Women feel the effects of alcohol more quickly and stay intoxicated longer than do men, due to physiological differences. Women are more likely to get drunk faster when they are premenstrual due to hormonal level changes during the menstrual cycle. Due to these physiological differences, the definition of binge drinking for women is four or more drinks (rather than five or more for men) in one sitting in the past two weeks.

Studies show that 75 percent of men and at least 55 percent of women involved in a sexual assault had been drinking or taking drugs before the attack.

Women who drink during pregnancy may give birth to babies with fetal alcohol syndrome or fetal alcohol effects, a pattern of irreversible abnormalities that include mental retardation, prenatal and postnatal growth deficiencies, and joint defects. These abnormalities can occur with as little as two drinks per day.

Sixty percent of college women, who acquired a sexually transmitted disease including AIDS, had been drinking at the time of infection.

Two thirds of all legal drug prescriptions in the United States are written for women. An estimated 2 million women have taken drugs daily for a year or more.

Ninety percent of alcoholic women were physically or sexually abused as children.

Among college women, there is a strong link between dieting and eating disorders and problem drinking.

Alcohol Poisoning—A Medical Emergency

Passing out doesn't mean sleeping it off! How can you tell if someone is about to become a victim of alcohol poisoning?

And if they are, what can you do to help?

Signs and Symptoms:

- Unconscious or semi-consciousness.
- Slow respiration (breaths) of eight or fewer per minute or lapses between breaths of more than eight seconds.
- Cold, clammy, pale or bluish skin. In the event of alcohol poisoning, these signs and symptoms will most likely be accompanied by a strong odor of alcohol. While these are obvious signs of alcohol poisoning, the list is certainly not all-inclusive.

Appropriate Action:

- If you encounter a person who exhibits one or more of the signs and symptoms, do what you would do in any medical emergency—CALL Campus Safety at 617-731-7777. Campus Safety will contact appropriate emergency personnel.
- While waiting for emergency transport, gently turn the intoxicated person on his/her side and maintain that position by placing a pillow in the small of the person's back. This is important to prevent aspiration

(choking) should the person vomit. Stay with the person until medical help arrives. If a person appears to be “sleeping it off,” it is important to realize that even though a person may be semi-conscious, alcohol already in the stomach may continue to enter the bloodstream and circulate throughout the body. The person’s life may still be in danger. If you are having difficulty in determining whether an individual is acutely intoxicated, contact Campus Safety immediately. You cannot afford to guess.

Counseling and Treatment

The College encourages any student, faculty, or staff member who may have problems or may know of someone else who has a problem with the use of illicit drugs or abuse of alcohol to seek professional counseling and/or treatment. The College has counselors and support groups available to all members of the Pine Manor community in need of counseling, a referral, education, or information.

The Health and Wellness Center has counselors available for counseling services and referral on a confidential basis, at 617-731-7171. In addition, off-campus counseling and treatment resources are available for students and employees. A list of certain counseling, treatment, rehabilitation, and reentry programs available to students and employees is set forth in a document entitled “Counseling, Treatment, Rehabilitation, and Reentry Programs,” which is available upon request from the Registrar.

Additional Emergency Contact:

Alcoholics Anonymous

617-426-9444

368 Congress Street

Boston, MA 02210

Sexual Assault Policy

The Office of Student Life, Campus Safety Office, Residential Life staff, and Health and Counseling Services work together to provide support for victims of sexual assault and relationship violence and to promote awareness. Programs include presentations for first-year students discussing relationships and sexuality, a workshop for resident students defining abusive and healthy relationships, and training for Residence Life and Campus Safety staff members about working with victims of sexual assault and relationship violence. Students who are victims of an on-campus sexual assault or incident of relationship violence are encouraged to contact the Campus Safety Department for immediate assistance. Students who are victims off campus are encouraged to contact the Brookline Police Department, other local law enforcement authorities, or the Office of Student Life for assistance. The Office of Student Life and the Campus Safety Department are available to assist victims in notifying law enforcement authorities if a student wishes to do so. Law enforcement authorities and College staff will assist a victim of sexual assault in getting medical care, counseling, and other appropriate assistance. Victims of sexual assault and relationship violence are not required to pursue formal criminal complaints or College disciplinary proceedings. However, College policy requires College officials who learn about an incident to urge the victim to report it to law enforcement authorities.

Among the options available to a student who is a victim of sexual assault or relationship violence are on- and off-campus mental health services, immediate relocation to a different residence hall (for students living in on-campus housing), and changes to a victim's academic schedule, if such changes are reasonably available. The Student Life staff are available to assist victims with their academic concerns following an assault.

Students accused of rape, acquaintance rape, or other sex offenses (forcible or non-forcible) are subject to interim suspension and disciplinary action in accordance with the Student Code of Conduct contained in the Student Handbook, whether or not criminal charges have been filed or are being pursued by the alleged victim, and without regard to the pendency of such criminal proceedings. A student found to have committed a sexual assault is subject to disciplinary sanctions, including, but not limited to, loss of College housing and suspension or expulsion from the College. Both the alleged victim and alleged assailant are entitled to the same opportunities to have others (with the exception of an attorney) present during an on-campus disciplinary proceeding and to be informed of the outcome of any campus disciplinary proceeding that involves an allegation of sexual assault.

What to Do if You or a Friend Are the Victim of a Sexual Assault

Community members should contact one of the following offices if they or a friend are the victim of a sexual offense:

- **Campus Safety Department:** Any member of the College community who wishes to file a formal criminal complaint may do by contacting the Campus Department x7777 or x7192. The officer's primary concern will be the safety of the survivor. Reporting the incident to Campus Safety does not mean that a survivor must file criminal charges. The survivor maintains the ultimate decision whether to go forward with an investigation. Massachusetts law protects the confidentiality of survivors of sex offenses.
- **Health and Wellness Center:** The Center has counselors on call to provide assistance and support to survivors of sexual assault. In addition to providing counseling, the professionals at the center inform survivors of medical, legal, judicial, and long-term counseling options. Individuals can contact the on-call counselor during normal business hours by calling the Health and Wellness Center at x7171. After normal business hours you can contact Campus Safety x7192 for assistance.

- **Office of Student Life:** The Vice President of Student Services is available to assist any member of the community who is a victim of a sexual offense. The Office of Student Life has an Area Coordinator on call 24 hours a day year round to respond to emergencies. Individuals may contact members of Student Life during normal business hours at x7108 or x7195. After normal business hours contact Campus Safety x7192. The on-duty staff will be informed of the call.
- **Other Law Enforcement Agencies:** Community members may also contact local law enforcement agencies if they so choose.

Regardless of the survivor's decision regarding the reporting of the incident, it is important for survivors to follow these steps immediately to ensure their personal safety:

- **Go someplace safe.** Go to a friend's residence hall room, house, or somewhere you can get emotional support.
- **Seek medical treatment.** Do not douche, or urinate, if possible, bathe, shower, or change clothes before you go. If oral contact was made, do not eat, drink, smoke, or brush teeth. Preserving evidence is important in later pursuing a criminal or other judicial case. You should try to avoid washing sheets or other bed coverings where critical DNA evidence may reside. The Health Center (when classes are in session) x7171 or Campus Safety x7192 will assist you in getting medical attention.

Note: The more sexual assault is reported, the easier it may be to prevent. Reporting the incident does not mean that the survivor must proceed with a prosecution. Immediately following an attack, the survivor should try to write down everything she or he remembers about the incident, including;

- Physical description of the suspect(s)
- Any additional information about the identity or location of the suspect(s)

There are several reasons why a sexual assault survivor should seek medical attention following an attack. One of the main reasons is the survivor's emotional and physical health. The survivor may experience some or all these emotions:

- You may feel guilty because society has conditioned you to believe you "asked for it" or did not do enough to fight off your attacker.
- You may feel angry and take it out on friends.
- You may be afraid that the attacker will return.
- You may feel ashamed of what has happened.
- You may feel unclean, even after bathing. These feelings may cause you to behave in ways you normally would not.
- You may not be able to sleep, or you may have terrible nightmares.
- You may find your eating habits changing.
- You may not want to be left alone.
- You may not be able to resume your normal sexual relationships.
- You may have trouble concentrating and making decisions.
- You may cry uncontrollably.

Domestic Violence

Domestic violence is any violent or controlling behavior by a person toward a spouse or partner.

Although the partner is the primary target, domestic abuse also affects the children in the household, extended family members, and even the community at large. If anyone has ever been hit or abused by spouse, domestic partner, or boy/girl friend and she or he wants to report it as a crime, she should immediately call the Campus Safety Department. Campus Safety will notify the Brookline Police, and the victim or the police officer will need to go to the magistrate to see about getting an arrest warrant and/or restraining order. If a warrant is issued, the offending spouse or friend will be arrested. An arrest warrant charges someone with committing a crime, usually assault and battery. If you are a student or employee victim, please inform Campus Safety of any such warrant or restraining order.

Dating Violence

Pine Manor College is committed to providing on-campus security, education, training, and victim services to combat violence against all persons. "Dating violence" is defined as violence committed by a person "who is or has been in a social relationship of a romantic or intimate nature with the victim;" and "where the existence of such a relationship shall be determined based on a consideration of...the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship" 20U.S.C. 1152(f) (1).

Survivors can obtain assistance and support following an assault from the sources listed on the next page.

EMERGENCY CONTACTS:

On-Campus Emergency 617-731-7777
 Campus Safety Dept. 617-731-7192
 Brookline Police Dept. 617-730-2222
 Emergency 911

Director of Campus Safety 617-731-7031
 Student Life 617-731-7108
 Health & Wellness Center 617-731-7171
 Norfolk County Sexual
 Assault Unit 781-326-1111

Note: If you call 911 with a cell phone you get the State Police. For Brookline Police dial 617-730-2222 and for the Brookline Fire Department dial 617-730-2277.

Emergency and After Hours Care

Beth Israel Deaconess Medical Center
 330 Brookline Ave, Boston, MA
 Open 24 hours

Emergency Room: (617) 754-2450
 Health Information Line: 1-800-667-5356
 Physician and Health Care Referral Service.

New England Baptist Hospital
 125 Parker Hill Ave, Boston, MA
 Walk-In Clinic: Mon.–Fri. 9 am–6 p.m.
 Weekends and Holidays 10 am–4 p.m.

Ambulatory Services: (617) 754-5248

Brigham & Women's Hospital
 75 Francis Street, Boston, MA
 Open 24 hours

Emergency Room: (617) 732-5636
 Physicians Referral Line: 1-800-294-9999

Newton-Wellesley Hospital
 2000 Washington Street, Newton, MA

Emergency Department: (617) 243-6193
 Care Finder: (617) 243-6566
 Physician and health care referral service.

Rape Crisis

Rape Crisis Intervention Program

(617) 667-4645

Boston Area Rape Crisis Center (BARCC)

(617) 492-RAPE

Sex Offender Registration

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Pine Manor College Campus Safety Department is providing a link to the Commonwealth of Massachusetts Sex Offender Registry Board. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board.

On Tuesday, August 3, 2004 the Supreme Judicial Court of Massachusetts cleared the way for the State to post the names, addresses, and photos of the most dangerous known sex offenders on the Internet. This information is accessible at the Commonwealth of Massachusetts Sex Offender Registry Board, (www.mass.gov/sorb).

Massachusetts will limit its registry to Level 3 offenders, those the state Sex Offender Registry Board considers most likely to commit a crime again. According to the SJC, “The registration information of Level 3 sex offenders, lawfully determined to pose a high risk of danger to others, may be posted on the internet to protect society.

SORB web sites users must be at least 18 years old, must use the site only to protect themselves or children under their care, and believe they are likely to encounter an offender who may be posted on the site. The site shall not be used to commit a crime or to engage in illegal discrimination or harassments of any offender.

Brookline residents who wish to receive information about sex offenders who live or work in Brookline or who committed their crimes in Brookline may come to the Public Safety Building to complete a “request for sex offender information” form. This form will be forwarded to the Detective Division’s Identification Unit. The resident will then be contacted when the information is ready to be picked up. In additions, The Brookline Police Department’s Community Service Division periodically distributes information on local Level 3 sex offenders, including Boston’s Level 3 sex offenders who live or work within two miles of Brookline, to local newspapers, schools, public buildings, and day care centers. (www.brooklinepolice.com).

Sexual Harassment Policy

A. Statement of Philosophy

Pine Manor College is committed to providing an environment that is free of discrimination and all forms of harassment or coercion that impedes the academic freedom, security, or well-being of any member of our community. The College respects the dignity and worth of all members of the PMC community, and sexual harassment of students, staff, and faculty is unacceptable conduct that will not be tolerated. Furthermore, any discriminatory actions, words, or comments based on an individual's sex, race, ethnicity, sexual orientation, age, or religion will not be tolerated.

It is the policy of Pine Manor College that no member of the College community (faculty/students/staff) may sexually harass another. Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of PMC, and is strictly prohibited.

B. Definition of Sexual Harassment

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

1. submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as basis for employment decisions; or
2. such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or conduct to physical contact. At times, the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct that could be considered sexual harassment include:

1. persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
2. sexually suggestive jokes or gestures directed toward another or sexually oriented or degrading comments about another;
3. preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment benefits or advancement for refusal to consent to sexual advances;
4. the open display of sexually oriented pictures, posters, or other material offensive to others; and
5. retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct that might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use the complaint procedure set forth in this policy.

Such behaviors may interfere with an individual's performance, create an intimidating environment, or indicate discriminatory hostility.

C. Individuals Covered Under the Policy

This policy covers all members of the College community, including faculty, staff, and students. The College will not tolerate sexual harassment engaged in by non-employees or people attending official or unofficial College functions.

If anyone is the victim of sexual harassment by a non-employee or visitor, he or she should call the Campus Safety Department, which may escort the individual off campus and/or take any further appropriate action. You may also bring the matter to the attention of the College pursuant to the procedures set forth in this policy. If any person's behavior is illegal (e.g., disturbance of the peace, vandalism, sexual assault, etc.), he or she is subject to arrest. The best way to reduce sexual harassment is for all members of the community to make it clear that such behavior is not acceptable at PMC. The College encourages reporting all incidents of harassment regardless of who the offender may be, in accordance with section D below.

D. Complaints of Harassment

If any College employee or student believes that he or she has been subjected to sexual harassment or other unlawful harassment, he or she is encouraged to clearly and promptly notify the offender that his or her conduct is unwelcome. The employee or student also has the right to file a complaint with the College. This may be done orally or in writing.

If a staff or faculty member of the College has a complaint of harassment, it should be brought to the attention of either the Director of Human Resources at 617-731-7143, Vice President for Finance and Administration at 617-731-7098, or the Vice President for Academic Affairs at 617-731-7106.

If a student has a complaint of harassment, it may be brought to the attention of the Vice President of Student Services at 617-731-7195. A student may also bring the complaint to either the Director of Residence Life at 617-731-7136, or the Vice President for Academic Affairs at 617-731-7106.

In many cases, attempts to resolve complaints of harassment can be accomplished through conciliation, mediation, and other informal means, and the results of such attempts shall be reduced to writing.

However, pursuing such informal means is not a prerequisite to the formal procedures set forth herein.

All persons receiving complaints will refer them to the Director of Human Resources, who is the Title IX Coordinator.

E. Investigation of Formal Complaints

1. Confidentiality

Any allegation of harassment brought to the attention of the College will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances, although it cannot be guaranteed.

2. Investigation by Investigators

Complaints will be investigated by the Director of Human Resources, unless the College determines another person should be the investigator. The College may appoint a person or persons not employed by the College to conduct the investigation.

3. Investigation Process

The investigation process shall ascertain all facts in connection with the alleged incident and may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. When the investigation is completed, the College will, to the extent appropriate, inform the reporting individual and the person alleged to have committed the conduct, of the results of that investigation.

4. Protection Against Retaliation

The College will not retaliate against any individual who makes a report of harassment, nor permit any employee or student to do so. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting sexual or other unlawful harassment, or against anyone participating in the investigation of a complaint, will be subject to appropriate disciplinary procedures as described below.

5. Resolving the Complaint

If it is determined that inappropriate conduct has occurred, the College will act promptly and take measures to end the harassment, and if appropriate, the College may require counseling or may impose disciplinary action. Such disciplinary action may include, but not be limited to, withholding of a promotion, written reprimand, re-assignment, suspension without pay, termination, or dismissal from the College.

F. Agencies to Contact

The state and federal agencies empowered to enforce antidiscrimination laws, including those prohibiting sexual harassment, are set forth below, together with their addresses and telephone numbers:

State Agency:

The Massachusetts Commission Against
Discrimination (MCAD)

Boston Office: 1 Ashburton Place
 Room 610
 Boston, MA 02108
 617-727-3990

Springfield Office: 424 Dwight Street
 Room 220
 Springfield, MA 01103
 413-739-2145

Federal Agency:

The United States Equal Employment
Opportunity Commission (EEOC)
One Congress Street, 10th Floor
Boston, MA 02114
617-565-3200

Questions About Sexual Harassment Policy

Any questions regarding this policy should be directed to the Director of Human Resources at 617-731-7143.

Workplace Violence

Pine Manor College is committed to maintaining a safe, healthy, and secure work environment. It is the College's goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Employees play a major role in the College's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

The College will treat all reports of threatening behavior or violence seriously and will fully investigate them. The College has the right to search any area in order to investigate reports of workplace violence.

Prohibited Behavior and Conduct

The College will not tolerate any workplace violence, whether carried out by co-workers, students, visitors, former employees, or other individuals. The College expressly prohibits violence, threats, harassment, intimidation, and other disruptive behavior on its property. Violence or threatening behavior can include physical acts of violence, gestures, intimidating presence, oral or written statements, sexual assaults, and weapons possession.

Personal Safety Tips

There are many steps we can take to protect ourselves from crime. Many crimes occur because there is an opportunity for them to happen. For example, we know that most crimes of theft and burglary are random and not calculated. Crimes occur because community members are sometimes careless. For example, they leave a residence hall door propped open, a car window down, or a door unlocked. On a beautiful campus like ours, it is easy to get lulled into a false sense of security. The reality is that crime can happen anywhere, anytime, especially if we create the environment for it to happen. We ask you to follow these simple tips to reduce your chances of becoming a victim.

When You're Walking or Running

Before You Leave

- Plan your outing. Always tell someone where you're going and when you'll return. Tell friends or family about favorite exercise routes.
- Know where telephones are located along the course.
- Wear an identification tag or carry a driver's license. If you don't have a place to carry your ID, write your name, phone number, and blood type and other medical information on the inside of your athletic shoe.
- Don't wear jewelry or carry cash.
- Wear reflective material.

On the Road

- Stay alert at all times.
- Run or walk with a partner.
- Don't wear headsets. If you wear them you won't hear an approaching car or attacker. Listen to your surroundings.
- Consider carrying a cellular phone. Program it with the emergency number of Campus Safety or 911.
- Exercise in familiar areas. Know which stores are open.
- Vary your route.
- Avoid unpopulated areas, deserted streets, and overgrown trails. Especially avoid poorly lighted areas at night.
- Run clear of parked cars or bushes.
- Ignore verbal harassment. Use discretion in acknowledging strangers. Look directly at others, but keep your distance.
- Run against traffic so you can see approaching automobiles.

- Trust your intuition about a person or an area. React based on that intuition, and avoid areas you feel unsure about.
- Be careful if anyone in a car asks you for directions—if you answer, keep at least a full arm’s length from the vehicle.
- If you think you are being followed, change direction and head for open stores or populated areas.
- Have your door key ready before you reach your residence.
- Call police immediately if something happens to you or someone else, or you notice anyone out of the ordinary.

Stay Alert

- Runners and walkers often get lulled into a “zone” where they are so focused on their exercise they lose track of what’s going on around them.

In Your Car

Getting In

- Walk with purpose and stay alert.
- Approach your car with the key in hand. Look around and inside the car before getting in.
- Be wary of people asking for directions or handing out flyers. Trust your instincts—if something makes you feel uneasy, leave the area.

On the Road

- Keep your doors locked and windows rolled up (at least partway, if it’s hot and you don’t have air conditioning), no matter how short the distance or how safe the neighborhood.
- When you are coming to a stop, leave enough room to maneuver around other cars.
- Drive in the center lane to make it harder for would-be carjackers to approach the car.
- Avoid driving alone. Go with someone whenever possible.
- Don’t stop to assist a stranger whose car is broken down. Help instead by driving to the nearest phone and calling police to help.

Getting Out

- Park in well-lighted areas, near sidewalks or walkways. Never park near dumpsters, woods, or anything that limits your visibility.
- Never leave valuables in plain view, even if the car is locked. Put them in the trunk.
- Try to park in a garage with an attendant. Leave only the ignition key.
- Even if you are rushed, look around before you get out and stay alert to the surroundings.

At the ATM

- If you drive to the ATM, keep your car locked when using the ATM. Keep your keys handy so you can enter the car quickly after completing your transaction.
- Be alert for anything suspicious, especially two or more people nearby in a vehicle, particularly if no one else is at the ATM, or someone who just appears to be “hanging” around the area.
- If you sense something wrong, leave the area immediately and use another ATM.
- When you are using the ATM and someone is closer than you would like, ask him or her to step back a few steps. If they do not step back it may be best to cancel your transaction and wait in your locked vehicle until that person leaves, or go to another ATM.
- Have everything ready before you approach the ATM: have your card ready, know your code, fill out your deposit envelope before approaching the ATM.
- Report all ATM crimes to the local police and the financial institution.

In Your Residence Hall Room or Apartment

- Get acquainted with your neighbors on your floor and in your building as quickly as possible. Every resident has a role to play in security. Part of that role is to know who belongs and who doesn't.
- Always lock your door. Whether you are at home, “just down the hall for a minute,” or out of the building, always keep your door locked. Ask your roommates to do the same. If your roommate is taking a nap when you leave, lock the door.
- Recognize strangers and do something about them. If you feel comfortable doing so, ask them if you can help them. Report them to the Campus Safety Department at x7777, your RA, or your Area Coordinator.
- Secure your personal property, especially expensive and easily transportable items. Lock them up. Use cables to secure electronic components; check with Campus Safety for ideas. Engrave items with unique identifiers—call Campus Safety for information about Operation ID.
- Do not allow entry into your residence hall or house to those whom you do not know. Don't let them “tail-gate” when you use your key to access entrance doors. Refer them to a guest telephone or Campus Safety. Have your key out and ready to use before you reach the front door.

- Be assertive where security is concerned. You have both rights and obligations in this regard. You have a right to expect your neighbors to follow good security practices and to do things that protect your interests. You have an obligation to do the same for them.
- Use your door viewer if you have one. Know who is on the other side before opening the door.

Security Tips for Office Personnel (STOP)

Follow these tips to reduce the risk of having items stolen from your office.

- Lock personal items such as wallets, purses, or pocketbooks in desk drawers or file cabinets.
- If you intend to be away from your office for any length of time, lock your office door.
- Secure electronic items such as copiers, computers, and fax machines to non-movable desks or counters. Contact the IT Department if you need to get a cable for these items.
- If you see someone in your building, office, or area who looks lost or simply “out of place,” immediately contact Campus Safety at x7777.
- Keep petty cash or other money secured in a controlled area. Develop sound procedures for accounting for the money at the end of each business day.
- Develop a policy requiring the last person out of the office to secure all ground-level windows and doors and turn off selected lights.

Dealing with Annoying or Obscene Telephone Calls

- Hang up. As soon as you hear an obscenity, improper question or no response, HANG UP! It may take the caller five or six times to get the message, but be consistent and hang up every time. They usually get tired of getting no response and stop calling.
- Don't talk to strangers. Be careful when the caller says he is taking a survey. If you have any concern about the legitimacy of a person asking for personal information over the phone, ask the person for his name, firm name, and telephone number. Say that you will call back after you verify the authenticity of the survey.
- Don't play detective. Don't extend the call trying to figure out who is calling. This or any type of reaction is exactly what the caller wants.
- Keep cool. Don't let the caller know you are upset or angry.
- Don't try to be clever. A witty response may be interpreted as a sign of encouragement.
- Don't try to be a counselor. The annoying or obscene caller certainly needs professional help, but he will only be encouraged by your concern and will continue calling.
- Don't tell everyone about the calls. Many calls of this type are actually made by friends, family members, and even your closest friend.

- Place ads with caution. When placing an ad in a newspaper or on a bulletin board, use a newspaper or post office box number if possible. If you must use your phone number, do not list your address. Crank callers are avid readers of the classified ads.
- Don't let your answering machine or voice mail give you away. Don't say: "I'm out of the office"; "I'm not at home at the present time"; "I'm away for the weekend." Also, refrain from using names or giving out the phone number. If the prank call is random, you've just given the caller a name and a return phone number.
- Suggestions: "Your message is important to me. Please leave your name and number"; "I'm glad you called. Please leave your name and number"; "I'm not available at the present time, but will return your call as soon as possible."
- Report threats of violence or harm right away. While the vast majority of obscene and annoying phone calls are simple pranks, threats of violence must be taken seriously. Immediately after you receive a call in which there are threats of physical harm or violence, report the call to the Campus Safety Department or to your local police agency if you are at home or away from campus.

If Someone Tries to Rob You

- Don't resist. Give up your property. Don't give up your life.
- Report the crime to the police. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims

Learn More About Preventing Crime

- Visit the National Crime Prevention Council Web site to learn more about reducing your risk and creating safe communities.

Emergency Procedures

Fire:

If the fire alarm sounds, ALL persons must evacuate the building immediately. DO NOT call Campus Safety. Close your door but do not lock it, bring your room key and student ID with you. Move away from exits/entrances. Stay at least 100 feet away from building and go to the nearest Commons building or as directed. You will be notified when to re-enter the building. If you see a fire, call Campus Safety immediately at x7777 on a campus phone or 617-731-7777. If the fire is small and you have the training, use a proper fire extinguisher to combat the fire. DO NOT endanger yourself or others by trying to extinguish a large, well developed fire. Evacuate the area.

Medical Emergency:

Call Campus Safety at x7777 on a campus phone or 617-731-7777. Give your name, location and describe medical emergency. Avoid leaving the injured/ill person except to summon help. Do not move person unless he/she is in danger. Render first aid if trained. If you are exposed to another's bodily fluids, inform Campus Safety when they arrive.

Fights - Disruptive or Criminal Behavior:

Stay calm. Do not confront subject if doing so puts you in danger. Immediately call Campus Safety at x7777 on a campus phone or 617-731-7777. Please report all incidents and suspicious people to the Campus Safety Department.

Prank or Suspicious Phone Calls:

Notify Campus Safety immediately at x7777 on a campus phone or 617-731-7777 if you receive prank or suspicious phone calls. HANG UP IMMEDIATELY; DO NOT STAY ON THE PHONE! Check the caller ID on your phone and note where the call came from, if possible.

Bomb or Bomb Threat:

If you observe a suspicious device, DO NOT touch it or move it. Clear the area and call Campus Safety immediately at x7777 on a campus phone or 617-731-7777.

Active Shooter:

Secure immediate area:

- You will be notified to either evacuate or shelter in place. If a situation does occur use this information as a reference:
- Lock and barricade doors. Turn off lights, television, and radio(s). Close blinds and block windows.
- Keep calm, quiet, out of sight and take adequate cover/protection i.e. concrete walls, desks.
- Silence cell phones but DO NOT turn off.
- Remain in position until authorities arrive and escort you out.

What to report:

- Your specific location - building name and room number.
- Identify/description of assailant(s): Location, number of suspects, race/gender, physical features, clothing description, backpack, weapons (number and type) etc.
- Number of people at your specific location.
- Number of injured, types of injuries if any.

Commendations or Complaints

Commending Campus Safety Department Members or Filing Misconduct Complaints

The Pine Manor College Campus Safety Department members strive to continually improve the service we provide the community, and we would like to hear from you. If you would like to make a suggestion for improving any department process or procedure, please contact a member of the department, either in person, by telephone, or by e-mail.

Commendations

If you would like to commend a member of the department for outstanding performance or duty, you can contact the Director at x7031, or e-mail smithdana@pmc.edu. Please give the name of the officer, the action you would like to commend, and the approximate time it occurred. The Director will record and forward the commendation to the appropriate member.

Complaints

If we have somehow failed to meet your expectations, or you feel that a department member has performed poorly, or broken a department or College policy, we want to hear from you. You can contact the Director of Campus Safety directly or file a complaint with the Vice President of Student Services.

The Director or Vice President will contact you regarding your allegation. Following an informal or formal investigation into the allegation, we will contact you regarding the final disposition of your complaint.

If for some reason, you feel uncomfortable filing a complaint directly with the Director or the Vice President, you may contact the Office of Human Resources. Whatever avenue you elect to take, your complaint will be thoroughly investigated and someone will notify you concerning the final disposition of the complaint.