

Wellesley College Annual Campus Security and Fire Safety Report 2010



Wellesley College Campus Police

IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

Wellesley College Police	x2121
Emergency	x5555
TDD/TTY	x2303
Health Services (Infirmary)	x2810
Counseling Services	x2839
Residential Life	x2679
Dean of Students	x2322
Religious and Spiritual Life	x2685
Disability Resource Center	x2434

To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where “xxxx” is the extension).

OFF-CAMPUS

TOWN OF WELLESLEY EMERGENCY NUMBERS

Police Department	781-235-1212
Emergency (Police, Fire, Ambulance)	911
Fire Department	781-235-1616
Boston Area Rape Crisis Center	1-800-841-8371
Domestic Violence Hotline	1-800-799-7233
Peter Pan Bus Line	800-334-6464
Veterans Taxi	781-235-1600
The Airporter	877-899-6161
MBTA Commuter Rail	617-222-3200

Contents

3	The Campus Security Act—Legal Requirements
3	Why a Campus Security Report?
4	The Wellesley College Police Department Purpose, Values & Priorities
5	Campus Security and Policing Policies
7	Voluntary & Confidential Reporting of Crime and Other Serious Incidents
8	Monitoring & Recording Criminal Activity at Off-Campus Student Organizations
8	Access to Campus Facilities & Residence Halls
9	Security Considerations in the Maintenance of Campus Facilities
10	Timely Warning Notices (Campus Crime Alerts)
12	Daily Crime Logs
13	Crime Prevention Education & Awareness
16	Alcohol and other drug policies
18	Preventing & Responding to Sexual Assaults
19	Common Circumstances Related to Sex Offenders
19	What to do if You or a Friend are the Victim of a Sexual Assault
23	Sexual Harassment
24	Workplace Violence
25	Crime Statistics
28	Hate Crime Definitions
28	Personal Safety Tips
34	Commending Police Department Members or Filing Misconduct Complaints
35	Residential Hall Fire Prevention Information
36	Fire Alarm Procedures
37	Wellesley College Annual Fire Safety Report
38	Definitions
39	What is the Fire Log?
39	Is the Log Available?
40	To whom do I report?
40	On-Campus Student Housing Fire Safety Systems
41	Training
42	Fire Safety Policies
42	General Guidelines for Decorations in Residence Halls and at Functions/Events
45	Office Evacuation in the Event of a Fire
46	Residence Hall Evacuation Procedures
47	Fire Evacuation Procedures for Individuals with Disabilities and Others Needing Assistance



The Campus Security Act— Legal Requirements

Publish an annual report every year by October 1st that contains 3 years worth of campus crime and fire 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 classrooms. 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.”

Why a Campus Security Report?

The Wellesley College Police Department is responsible for preparing and distributing this report. The Police Department works with many other departments and agencies to compile the information required for this report. The Dean of the College and the Dean of Students are key contributors to this report. Other campus offices such as the Office of Residential Life, the Stone Center Counseling Services, and the Office of Environmental Health and Safety, among others, all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Town of Wellesley Police Department also provides information concerning crime statistics for disclosure in the report. We encourage members of the Wellesley College community to use this report as a guide for safe practices on and off-campus. We make this report available to all current students and employees by publishing it on the World Wide Web. Each member of the community receives a postcard that describes the report and its exact web address. Anyone, including prospective students and employees, may request a paper copy of this report by contacting the Wellesley College Police Department at 781-283-2121.

COLLEGE POLICIES AND PROCEDURES

You can access the following web pages for more information on Wellesley College policies and procedures.

Hazing Policy

<http://www.wellesley.edu/DeanStudent/hazing.html>

Honor Code

www.web.wellesley.edu/web/StudentLife/TheHonorCode.html

No Smoking Policy

www.wellesley.edu/DeanStudent/nosmoking.html

Parking Policies

www.wellesley.edu/Police/parking.html

Sexual Harassment

http://www.wellesley.edu/HR/EEOPolicies/policy_sex.html

The Wellesley College Police Department—Purpose, Values & Priorities

The Police Department, located in the Davis Parking Facility is open 24 hours per day, 365 days each year. The telephone number for Emergency calls is x5555 (off-campus - 781-283-5555); the telephone number for routine business is x2121 (off-campus – 781-283-2121).

The Police Department is comprised of 20 professional police practitioners and other team members dedicated to providing world-class public safety services to the Wellesley College community.

Officers patrol the campus in a proactive manner on foot, on bicycles, and in police cruisers. Generally, there are two officers and one patrol sergeant on duty 24 hours per day. The Communications Center is staffed by trained and certified communications coordinators who answer calls for service, dispatch officers and other emergency services to incidents, and monitor intrusion detection and fire alarms. The department also has a large student workforce in various capacities within the department.

OUR PURPOSE

We are committed to preventing, deterring, and responding to crime, disorder, and the fear of crime in the Wellesley College community. We provide leadership by serving as role models, educators, and problem solvers. We believe in the value of open communication with all members of our community and welcome and encourage continuous feedback.

We constantly strive to our services and commit to implementing innovative approaches to addressing community concerns and meeting community expectations. We care about one another and recognize and respect the importance of individual growth.

OUR VALUES

To accomplish our purpose, we are guided by the values of Integrity, Respect, and Service. In addition to our core values, members of the department have identified these values as critical to our functioning as a professional campus policing organization: responsibility, community, sincerity, fairness, humility, diversity, and family.



The Wellesley College Police Department works with other departments and agencies to compile this report.

Here for You!

Located in the Davis Parking Facility, Campus Police is ready to serve the Community 24 hours a day, 365 days a year.

OUR PRIORITIES

The Wellesley College Police Department has established these priorities to ensure we fulfill our purpose and support the College's mission of providing an excellent liberal arts education for women who will make a difference in the world.

Teach community members strategies and methods to avoid becoming victims of crime, both on and off-campus. Use community and problem-oriented policing to address safety and security concerns of community members. Manage the campus-wide electronic security system to ensure the safety and security of lives and property. Manage traffic and parking on campus to maintain and reinforce the ideal of a pedestrian-friendly environment.

Campus Security and Policing Policies

LAW ENFORCEMENT AUTHORITY & INTERAGENCY COOPERATION

Police officers in the Wellesley College Police Department receive their law enforcement authority from the Commonwealth of Massachusetts. Our law enforcement authority is enumerated in the Massachusetts General Laws, Chapter 22c, Section 63. All officers have full law enforcement authority, including the powers of arrest, as Special State Police Officers, on all property owned or controlled by Wellesley College. The officers are armed and receive extensive and on-going training in various topics throughout the year. In order to become a member of the department, an applicant must first undergo a full background investigation, a psychological evaluation, and successfully complete a state-certified police academy.

All police officers are also granted authority as special police officers in the Town of Wellesley. This authorization allows the officers to exercise their police authority on Town property located adjacent to the College. In emergency situations, the officers may also be asked to respond to incidents in the Town of Wellesley.

Although there are no memorandum of understanding between campus police and other local departments, the Wellesley College Police Department maintains a close working relationship with the Town of Wellesley Police Department, the Town of Natick Police Department, and the Massachusetts State Police. We rely on these relationships to pass critical crime information between one another.

We'll see you
around.

*You'll see our officers
patrol on foot, on bikes,
and in a cruiser.*

See Something? Say Something.

*If something or somebody
looks suspicious, call
Campus Police and we
will check it out.*

REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES

The Wellesley College Police Department is designated as the College department responsible for policing, security, and emergency response at the College.

We encourage all students, employees, and guests to promptly report criminal incidents and other emergencies to the Wellesley College Police Department at x5555. Individuals may also report incidents in person at the Police Headquarters, located on the second level of the Davis Parking Facility.

The College has also installed emergency two-way call boxes throughout the campus for use during emergencies. By depressing the red button on the call box, users can communicate directly with the campus police during an emergency.

The Office of the Dean of Students, located in Green Hall, can assist students in reporting serious incidents. The Office of Residential Life, located in Billings, can also assist students with reporting serious incidents. The Office of Human Resources, located in Green Hall, can assist employees.

Alternatively, community members may report crimes or other serious incidents to the Town of Wellesley Police Department or their local law enforcement agency. Those agencies will inform the Wellesley College Police Department of the report.

CAMPUS SEX CRIMES PREVENTION ACT

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

NOTIFICATION OF MISSING STUDENTS POLICY

If a member of the Wellesley College community has reason to believe a student who resides in on-campus housing is missing, he or she should immediately notify campus police at 781-283-5555 (x5555 from on-campus phone). Campus police will generate a missing person report and initiate an investigation. However, you may notify the Office of the Dean of Students, your class dean, the Office of Residence Life, or your Area

Coordinator. The important thing to remember is, if you believe a student might be missing, to report it.

Campus police will check various methods in determining if a student is missing. After investigating the missing person report, should campus police determine that the student is missing and has been missing for more than 24 hours, campus police will notify the Town of Wellesley Police Department (as well as any other police department of relevant jurisdiction) and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, Wellesley College will notify the student's parent or legal guardian immediately after campus police has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Wellesley College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wellesley College will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

Voluntary & Confidential Reporting of Crime and Other Serious Incidents

Wellesley College has established several methods for individuals to report crimes and other serious incidents on a voluntary and confidential basis.

ANONYMOUS REPORT OF SEXUAL ASSAULT

This form allows victims or witnesses to anonymously report an incident of sexual assault. It assists the Police Department in evaluating whether a Campus Crime Alert should be issued and in collecting valuable information about sexual assaults that are not ultimately reported to the police. It is a valuable tool that is available to any member of the community. You can obtain the form by contacting the Wellesley College Police Department, any SAAFE Advocate, Area Coordinator, or the Stone Center Counseling Service.

LIAISON WITH THE STONE CENTER COUNSELING SERVICE

The Police Department has developed a strong working relationship with the staff and counselors who work in the Stone Center. This relationship has allowed the two departments to develop a protocol that encourages all counselors to avail their clients to the opportunity to voluntarily and confidentially report crimes or other serious incidents to the Police Department. The Wellesley College Police Department will use this information to better inform the community of crime on campus.

Monitoring & Recording Criminal Activity at Off-Campus Student Organizations

Although there are no off-campus officially recognized student organizations at Wellesley College, the College still relies on its close working relationship with local law enforcement agencies to receive information about criminal incidents that Wellesley College students and employees may be involved in. Through our participation in the Massachusetts Association of Campus Law Enforcement Administrators, we are routinely notified of incidents of mutual interest that occur at colleges and universities in the greater-Boston area. The Wellesley College Police Department will actively investigate any crime information it receives involving a member of the Wellesley College community. If the College is notified of a situation in which a Wellesley College community member is a victim of a crime, the Police Department may issue a Campus Crime Alert, detailing the incident, and providing tips so other community members may avoid similar incidents.



The residence halls at Wellesley College are among some of the most beautiful buildings on campus. Their beauty, however, does not negate the need for solid security policies and procedures, including 24-hour card access.

Access to Campus Facilities & Residence Halls

Access to campus buildings and grounds is a privilege extended to students, faculty and staff, and guests. The College encourages an open environment with limited constraints to ensure the adequate protection of all members of the College community. Except for residence halls, most campus facilities are open during College business hours. Individuals who wish to access Wellesley College buildings or property during non-business hours or for special events should contact the applicable Dean or department head, the Wellesley College Police Department (x2121) or the Office of Special Events (x2375).

SPECIAL PROCEDURES FOR RESIDENCE HALLS

All residence halls are equipped with a state-of-the-art automated card access system. Unlimited access is available to students and other authorized visitors via the card access system. Guests and other visitors may visit residence halls as long as an authorized member of the community, including residents of the particular hall, escorts them in the building. The exterior doors to student residence halls remain locked 24 hours a day.

In addition to the automated card access system, all doors in the residence halls are equipped with a centrally monitored electronic alarm system. Campus police officers will respond to any alarm that indicates a forced open or held open door. The Wellesley College Technology Shop (x3999) maintains the electronic portion of the alarm system.

Security Considerations in the Maintenance of Campus Facilities

Wellesley College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various campus departments conduct regular and periodic security surveys to identify areas throughout the campus where lighting appears inadequate or that may require additional landscape control. Police officers conduct routine checks of lighting on campus during their regular-assigned patrol duties. If they locate lights that are out, or appear dim, they will initiate an immediate work order, which is acted upon by a representative of the applicable Physical Plant office within 24 hours. We encourage community members to report any lighting or other mechanical deficiency to the Maintenance Services (x2767).

The Police Department, in conjunction with representatives from the Lock Shop, work together to identify all inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency to the Police Department by calling x2121.

Maintenance staff is available 24 hours per day throughout the year to respond to all calls for service concerning unsafe facility conditions or those raising concerns for personal safety and property protection. In addition to the conditions cited above, these conditions may also include unsafe steps or handrails, unsafe roadways on campus, unsecured equipment, and other hazardous conditions.



Timely Warning Notices (Campus Crime Alerts)



Wellesley College Police Department is located in the front of the Davis Parking Facility on Floor 3 which is street level.

To aid in the prevention of similar crimes or serious incidents, the Wellesley College Police Department, in conjunction with other departments on campus, issues Campus Crime Alerts in a timely manner to notify community members about selected crimes in and around our community. Community members who know of a crime or other serious incident should report that incident as soon as possible to the Wellesley College Police Department so that a Campus Crime Alert can be issued, if warranted.

Alternatively, community members can report crimes or other serious incidents to the Office of the Dean of Students or the Office of Residential Life. Representatives of these offices will promptly notify and collaborate with the Police Department to issue a Campus Crime Alert, if warranted. We encourage other College administrators who know of an occurrence of a crime or other serious incident to report the matter promptly to the Police Department.

DISTRIBUTION OF TIMELY WARNING NOTICES

The Wellesley College Police 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 Police Department prepares the Alert and posts it on the FirstClass Email “Official Announcements.” The department may also post the Alert to several other FirstClass conferences. In addition to the postings, the Alert will also be posted on the Police Department web site (www.wellesley.edu/Police/Alerts.html). The department also works in conjunction with the Office of Residence Life to post Alert flyers on bulletin boards located throughout campus residence halls. Members of the Police Department also post the flyers on bulletin boards located in other administrative and academic buildings on campus. Finally, the department posts the Alerts in the Campus Police Station so visitors to the station have an opportunity to view the notices. These varied methods ensure that the maximum number of people will read the notice and pass it on to other community members.

NOTIFICATION TO THE WELLESLEY COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT

A threat is most commonly reported to the campus police department. However, information regarding a threat can also come from various other departments including, but not limited to, Environmental Health and Safety, Dean of Students, and the Wellesley College community itself. In a majority of the cases, the WCPD will respond to reports of threats. Once the responding officer(s) confirm there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all of the Wellesley College community, various offices, depending upon the threat and those responding, will collaborate to determine the content of the message and will issue a Mass Notification to the Wellesley College community. The departments that could issue a mass notification include, but are not limited to, Public Information, The Dean of Students, and Campus Police. The Mass Notification will include phone calls, emails, and text messages. The message will be delivered without delay and taking into account the safety of the community, determine the content of the notification and initiating the notification system, unless issuing the notification will, in the judgment of first responders (including, but not limited to: WCPD, WPD, and/or WFD and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Wellesley College community, the College has various systems in place for communicating information quickly. Some of all of these methods of communication may be activated in the event of an immediate threat to the Wellesley College community. These methods of communication include phone messages, emails, and text messages delivered via the Mass Notification system. Pop-up emails sent via network email. Police cruisers are equipped with PA systems and can locate at various areas on campus and relay messages to the community.

Wellesley College community members are encouraged to notify the Wellesley College Police Department of any situation or incident that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. WCPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, WCPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or appropriate segments of the community that may be affected by the situation.

EMERGENCY EVACUATION PROCEDURES

An evacuation drill is coordinated by the WCPD each semester for all residential facilities on campus. Thus the emergency response and evacuation procedures are tested at least twice a year. Students learn the locations of the emergency exits in the building and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. WCPD does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WCPD and the Office of Residence Life will communicate information to the students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. At Wellesley College, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to the building.

Evacuation drills are monitored by the WCPD to evaluate egress and behavioral patterns. Recommendations for improvements are then to the appropriate department for consideration.

WCPD conducts announced and unannounced evacuation drills each semester, as described above, to test emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Wellesley College will publish a summary of its emergency response and evacuation in conjunction with at least one drill each year.

Daily Crime Logs

The Wellesley College Police Department maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, on or in a non-campus building or property, on public property, or within the patrol jurisdiction of the Wellesley College Police Department.

The Daily Crime Log is open for public inspection and available at the Wellesley College Police Station, located in the Davis Parking Facility (Monday through Friday from 8:30 am to 4:30 pm).

THE DAILY CRIME LOG INCLUDES:

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

The Wellesley College Police 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.

Crime Prevention Education & Awareness

PREVENTING CRIME THROUGH COLLABORATION AND COOPERATION

Crime Prevention is a top priority of the Wellesley College Police Department. Together with other College offices, the Police Department provides a number of programs designed to enhance personal safety, teach proactive crime reduction strategies, and help community members develop self-esteem, which contributes to a healthy community.

The College's crime prevention strategy rests on a multi-layered foundation of proactive area patrol of the campus, crime prevention education and training, building and area security surveys, and property registration. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging community members to take responsibility of their own and other's safety.

Members of the Police Department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Listed below are some of the umbrella programs offered by the Department:

Community Policing Officer Program

This program assigns a police officer to each residence hall. The assigned officer serves as the primary liaison for all policing services for the residents of the halls. Some of the activities that community policing officers are involved in include special topic and general crime prevention seminars, building surveys, distribution of department literature, conducting customer satisfaction surveys, problem solving, and developing substantive relationships with members of the residence hall.

Lock Out Crime.

Always shut and lock your room door even when just going down the hall for a few minutes. It only takes seconds for somebody to take your belongings.



Operation Identification

This nationally organized program encourages the engraving of a personal identification number on valuable property. It has been shown that thieves tend to shy away from property with engraved numbers due to the difficulty of selling them on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agents return the item to the rightful owner.

Crime Prevention promotions, flyers, and other advertisements

The Department publishes a general crime prevention brochure that outlines the many crime prevention programs and strategies available in the community. In addition, the department will periodically choose a special topic to highlight in flyers and on the Police Department web site.

Campus Crime Alerts

Released by the Police Department any time a crime or other serious incident affects the safety of the Wellesley College community. The alert may outline a specific incident or may offer advice about a series of situations that could affect members of the community. In addition to detailing the incident or situation, the Alert will also offer tips on avoiding becoming a victim of a similar crime or incident. The Alerts are usually printed on bright paper, to draw attention, released as an official email notice, and posted on the Police Department's web site.



Emergency Blue Light Phones

These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly with a member of the Police Department. The officer or communications coordinator will dispatch the appropriate emergency response team to the caller.

Campus Escort Program

The campus escort program is a safe, reliable way to travel throughout the campus during hours of darkness if you must travel alone. The program consists of a Shuttle Van, augmented by police officers when the van is not running. The Shuttle Van makes pre-designated stops along a route. Both



services are designed with safety in mind, and should not be used when traveling to and from social events. Community members traveling to social events should walk with friends or make other arrangements.

Security Surveys

These surveys are conducted on a regular basis with other members of the College community, including members of the College Government. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one's safety. The Police Department works with the applicable Physical Plant office to address any concerns noted during the surveys.

Safety Whistle Program

This program provides members of the program with free safety whistles to be used in the event of an emergency or unusual incident on campus or in the greater community. Recipients are instructed on the proper use of the whistle and other pertinent safety tips.

New Student Orientation

Each year, the department conducts a major crime prevention program for all new Wellesley College students. This program gives students a basic orientation to the Police Department and steps to preventing crime at Wellesley College and the greater community.



Rape Aggression Defense (RAD) Training

This self-defense class, designed specifically for women, is a nationally recognized course that gives women the skills they need to prevent and survive a violent attack. The Police Department generally offers two RAD programs each semester.

Fatal Vision Program

The Fatal Vision Program is a new student-oriented program for the current academic year. The purpose of the program is to demonstrate to students the results of alcohol impairment in a hands-on environment. Participants will wear goggles that simulate the effects of alcohol and drug impairment. It is our hope that this program will decrease the impaired driving incidents.



Students attending the first year orientation program.



Members prepare for a RAD demonstration



Students drive "under the influence" in the Fatal Vision Program under the watchful eye of Sgt. Rich Palumbo

Alcohol and other drug policies

Wellesley College policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the Wellesley College community. All community members are expected to fulfill their obligations and responsibilities pursuant to the College's policy, federal, state, and local laws. Any disciplinary action imposed by the College may be in addition to any penalty imposed by an off-campus authority. Both students and employees are subject to prosecution under applicable state or federal laws. Wellesley College reserves the right to require the withdrawal of any student or termination of any employee whose continued presence in the community constitutes a risk to the health, safety, or general well being of the college community or themselves.

In accordance with state and federal laws, Wellesley College has established the following priorities regarding alcohol use on campus:

- To stress moderation, safety and individual accountability for those 21 or over who choose to drink.
- To provide an atmosphere free from coercion for those who choose not to drink.
- To discourage and prohibit underage drinking.
- To prevent problem behavior and to combat alcohol abuse.
- To provide prevention and intervention information and education for all students, faculty and staff.
- To inform students about confidential and effective guidance and counseling for those with special concerns and needs related to alcohol use or abuse.

We encourage all students and employees to read the entire Wellesley College Alcohol Policy. It is available at

<http://www.wellesley.edu/DeanStudent/alcoholpolicy.html>

The Wellesley College Drug Policy can be found at

<http://www.wellesley.edu/DeanStudent/drugpolicy.html>

Employees should refer to the Administrative Manual

<http://www.wellesley.edu/HR/Adminhandbook/toc.html> for additional policies specifically applicable to employees of Wellesley College.

INDIVIDUAL RESPONSIBILITY

Wellesley College emphasizes the responsibility of each community member to be law abiding, knowledgeable, and thoughtful about any decisions regarding alcohol or other drug use. The College provides information

about alcohol and other drug use and abuse and urges all community members to take advantage of this opportunity to become informed.

Wellesley College encourages those with concerns about their own or others possible difficulties with alcohol and/or other drugs to seek confidential and private assistance on or off campus. The College offers several resources to assist members of the community:

Stone Center Counseling Services. Available to provide short-term counseling and referral for long-term care, x2839.

Health Services. Available when classes are in session, x2810.

Office of Religious and Spiritual Life. Members of the religious life staff, serving several different denominations and faiths, are available to provide confidential counseling and guidance, x2685.

Office of Residence Life. Heads of House are available to provide guidance regarding services that available both on- and off-campus.

In addition to the many resources outlined above and in the Wellesley College Alcohol Policy, individuals who may have a problem with alcohol or other drugs can take advantage of these resources:

Wellness Corporation

1-800-828-6025

Alcoholics Anonymous

617-426-9444

368 Congress Street

Boston, MA 02210

Al-Anon/Adult Children of Alcoholics

508-366-0556

Al-Anon Family Groups of Mass., Inc.

57 East Main Street, Suite 109

Westborough, MA 01581

Newton/Wellesley Hospital/Chemical Dependency Program

617-243-6006

2014 Washington Street

Newton, MA 02462

Metro West Medical Center/Leonard Morse Campus

508-650-7380

67 Union Street

Natick, MA 01760

COLLEGE POLICIES AND PROCEDURES

You can access the following web pages for more information on Wellesley College policies and procedures.

Hazing Policy

<http://www.wellesley.edu/DeanStudent/hazing.html>

Honor Code

www.web.wellesley.edu/web/StudentLife/TheHonorCode.html

No Smoking Policy

www.wellesley.edu/DeanStudent/nosmoking.html

Parking Policies

www.wellesley.edu/Police/parking.html

Sexual Harassment

http://www.wellesley.edu/HR/EEOPolicies/policy_sex.html

Preventing & Responding to Sexual Assaults

Wellesley College's policies for responding to sexual assaults are designed to provide the appropriate medical and psychological support for survivors of sexual assault while simultaneously observing the appropriate State and Federal laws. The policy also supports the privacy of the individuals involved in any report of a sexual assault.

SEXUAL ASSAULT AWARENESS AND EDUCATION

The College has established a number of programs designed to teach members of the community about rape and other forms of sexual assault.

SAAFE (Sexual Assault Awareness for Everyone) Advocates

The Wellesley College SAAFE Advocates are a group of Wellesley College students who work to educate the campus about rape and other forms of sexual assault. The SAAFE Advocates bring different speakers to campus, organize student panel discussions, and present programs like the "Take Back the Night" rally and the Ribbon Project. Some members of the SAAFE Advocates have been trained to serve as allies and to offer resources for crisis intervention to students and friends of students who have survived a sexual assault. The SAAFE Advocates can be contacted at any time during the academic year to help a student in need of assistance. The SAAFE Advocates will maintain confidentiality. You can contact the SAAFE Advocate advisor (x9176), the Police Department (x2121), or Counseling Services (x2839) for a list of SAAFE Advocates.



Communications Coordinator Nancy Maloney hands out a safety orientation package to students attending the annual First Year Orientation

Sexual Health Peer Educators (SHEs)

The SHEs are Wellesley College students specifically trained to discuss issues such as abstinence, safer sex, relationships, intimacy, contraception, STI's, and HIV/AIDS with students. The SHEs offer workshops, open houses, information tables, and are available to answer questions. You can get a list of SHEs from the Health Services (x2810).

Common Circumstances Related to Sex Offenders

Most sex offenses involving college and university students involve sexual contact between persons who know one another. Many of these offenses involve the consumption of alcohol or other drugs by one or both parties. Increasingly, these acts are accomplished with the aid of so-called “date-rape drugs” – Rohypnol, gamma hydroxy butyrate (GHB), or Ketamine (Special K or K), to name the most common.

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 a victim of a sexual offense:

WELLESLEY COLLEGE POLICE DEPARTMENT

Any member of the college community who wishes to file a formal criminal complaint may do so by contacting the Police Department at x5555 (x2121). The police officers primary concern will be the safety of the survivor. The department has a number of officers, including women police officers, who have specialized training in investigating sexual assaults. Reporting the incident to the police 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.

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

Go someplace Safe. Go to a friend’s residence hall room, house or somewhere that you can get emotional support.

SEEK MEDICAL TREATMENT

DO NOT douche, bathe, shower, or change clothes before you go. 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 Services and/or Campus Police will also assist you in getting medical attention (call x5555); alternatively you may call 911.

REPORT THE RAPE TO THE AUTHORITIES

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).

STONE CENTER COUNSELING SERVICES

The Stone Center has counselors on-call 24 hours per day 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 by call Health Services at x2810.

OTHER LAW ENFORCEMENT AGENCIES

Students may also contact local law enforcement agencies if they so choose. The Wellesley College Police Department and other officials of the College will assist the student in notifying the appropriate agency in the applicable jurisdiction.

GENERAL JUDICIARY

Any Wellesley College student who wishes to file an internal complaint for disciplinary action against an alleged offender who is a Wellesley College student may do so by following the General Judiciary Guidelines outlined in the Student Handbook.

<http://www.wellesley.edu/GeneralJudiciary>

The College has established an anonymous and confidential system for reporting alleged sexual assaults. A survivor or witness can complete the form and forward the information to the Wellesley College Police Department. A member of the department will assist you in filling out the form, if you request. Community members can get this form by contacting the Police Department, x2121, Health Services, x2810, or the Stone Center Counseling Services, x2839.

SEEK COUNSELING

Even if you do not report the rape or press charges, you should contact the Sexual Assault Hotline for information about counseling.

YOUR EMOTIONAL HEALTH

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 should seek professional counseling as soon as possible after the incident.

As a survivor of a violent crime, you will probably experience strong emotional reactions. The survivor may experience some or all the 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.

CONTACT THE STONE CENTER COUNSELING SERVICES

If you have not already contacted the Counseling Services, call x2839. Professional counselors are available for short-term counseling and support, and will refer the survivor for long-term care, if needed.

Boston Area Rape Crises Center (BARCC). Trained Rape crisis counselors and advocates are available 24 hours per day. Call 1-800-841-8371.

Beth Israel Hospital Rape Crisis Center. 617-667-8141

RAINN. A 24-hour confidential Rape Hotline. 1-800-656-HOPE

FILING AN INTERNAL COMPLAINT WITH THE GENERAL JUDICIARY OR OFFICE OF THE DEAN OF STUDENTS

Any student of Wellesley College who wishes to file an internal complaint for disciplinary action against an alleged offender who is a Wellesley College student may do so by following the General Judiciary Guidelines outlined in the Student Handbook <http://www.wellesley.edu/GeneralJudiciary>.

The following principals will be strictly followed in any judicial or other administrative hearing:

Both the accuser and accused are entitled to the same opportunities to have others present during the hearing.

Both the accuser and accused will be notified of the outcome of any disciplinary hearing regarding a sexual assault.

POSSIBLE SANCTIONS

The General Judiciary has several penalties available for those found in violation as a result of a General Judiciary Hearing. These include:

Probation

A student is subject to a trial period to ascertain her/his fitness for upholding the Honor Code.

Suspension

The rights and privileges of being a student at Wellesley College are suspended for a specified period of time. The individual is required to leave the campus.

Dismissal

The individual is no longer a student at Wellesley College and must leave the campus. The individual may apply for readmission but should not expect the application to be considered for one full semester after dismissal.

Expulsion

The individual is no longer a student at Wellesley College and must leave the campus. She is not eligible for readmission.

CHANGING LIVING & ACADEMIC SITUATIONS

If a Wellesley College student, who is a survivor of a sexual assault or relationship violence, requests a change in her living arrangements or academic schedule, the Office of the Dean of Student will assist the student.

The Dean will, in conjunction with the Dean of the College, the Office of Residential Life, and the Housing Office, make changes to a student's living or academic arrangements, as long as those changes are reasonably available.

Sexual Harassment

Wellesley College is committed to ensuring a safe and productive learning and working environment for all its members, free from sexual harassment or intimidation. Sexual harassment is against the law and is explicitly prohibited by Title VII of the 1964 Civil Rights Act, as well as by Massachusetts's law. Below is the College's definition of Sexual Harassment:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when;
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Wellesley College will vigorously investigate any report of sexual harassment that allegedly occurs in or out of the classroom. The following Investigators are designated as persons charged with investigating charges brought by Community members who feel they have been or are being sexually harassed:

Eloise See McGaw, ext. 2890
Room 136 Green Hall
Assistant Vice President and Director of Human Resources
and Equal Opportunity

Andrew Shennan, ext. 3583
Room 349 Green Hall
Provost and Dean of the College

Michelle Lepore, ext. 2370
Room 342 Green Hall
Associate Dean of Students

Kathryn Howe Stewart, ext. 2214
Room 136 Green Hall
Deputy Director of Human Resources

Carolyn M. Slaboden, ext. 2216
Room 136 Green Hall
Associate Director of Human Resources and Equal Opportunity

If any student, employee or faculty member believes that he or she has been subjected to sexual harassment, that person has the right to seek resolution through any of those steps enumerated in Wellesley College's Equal Opportunity Grievance Procedures. Specifically, that person may seek resolution through:

1. Informal Resolution
2. Negotiated Procedure
3. Formal Grievance Procedure

Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee of Wellesley College, the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action deemed appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with several governmental agencies. You can contact the Office of Equal Opportunity at x3566 for additional information.

Workplace Violence

Wellesley 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.

Wellesley 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 or in order to investigate reports of workplace violence.

PROHIBITED BEHAVIOR AND CONDUCT

Wellesley College will not tolerate any workplace violence, whether carried out by coworkers, 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.

Crime Statistics

HOW DO WE COMPILE THESE STATISTICS?

The Wellesley College Police Department collects the crime statistics disclosed in the following charts through a number of different methods.

First

Wellesley College Police officers enter all reports of all crime incidents reported directly to the department in an automated case management software program called ARMS (Automated Records Management System). Once an officer enters the report in the ARMS program, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook (sex offenses only).

Second

The department sends a letter to all “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 police department. The department examines these reports to ensure that none of the incidents reported by the campus security authority was also reported to the police department to avoid possible 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 Wellesley College Police maintains a close relationship with the Wellesley Police Department to ensure that we are notified of any crime report that is made directly to the Town of Wellesley Police. The Wellesley College Police will disclose any crime report made directly to the Town of Wellesley by a member of the Wellesley College community.

DEFINITIONS USED FOR REPORTABLE CRIMES

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

6. **Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
7. **Burglary.** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
8. **Motor Vehicle Theft.** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
9. **Arson.** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
10. **Liquor Law Violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
11. **Drug Abuse Violations.** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbituates, benzedrine).
12. **Weapon Law Violations.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Hate Crime Definitions

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exception to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

NOTE: A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias.

See Crime Statistics chart, Arrests and Referrals chart, and Hate Crime Statistics chart on pages 50-51.

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 door unlocked. On a beautiful campus like Wellesley College, 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 of your favorite exercise routes. WE DO NOT recommend running around Lake Waban.
- Know where telephones are located along the course.

Take Us with You.

Be sure to enter our phone number in your cell phone 781-283-2121.

- 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 or a dog.
- 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 for the Campus Police Department.
- 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.
- 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 car.
- 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 home.
- 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 fliers. 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're 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.
- Even if you're rushed, look around before you get out and stay alert to the surroundings.

AT THE ATM

- If you drive to the ATM, keep car locked when using the ATM. Keep your keys handy so you can enter your car quickly after completing your transaction.
- Be alert for anything suspicious, especially two or more people in a nearby 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 you could 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 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 Police Department at x5555, your RA, or your Head of House.
- Secure your personal property, especially expensive and easily transportable items. Lock them up. Use cables to secure electronic components; check with your Community Policing Officer for ideas. Engrave items with unique identifiers - call your Community Policing Officer 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 "tailgate" when you use your Wellesley OneCard to access entrance doors. Refer them to a guest telephone. Have your Wellesley OneCard 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 IS Department if you need to get a cable lock for these items.
- If you see someone in your building, office or area that looks lost or simply “out of place,” immediately contact the Police Department at x5555.
- 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.
- Contact the Police Department to have a survey conducted in your office or area.

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 5 or 6 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 well be interpreted as a sign of encouragement.
- Don't Try to Be a Counselor. The annoyance 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 Wellesley College Police Department or to your local police agency if you are at home or away from the campus.

IF SOMEONE TRIES TO ROB YOU

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



Commending Police Department Members or Filing Misconduct Complaints

For many decades, the men and women of the Wellesley College Police Department have rendered loyal and dedicated service to the Wellesley College community.

We strive to continually improve the service we provide the community and would like to hear from you. If you would like to make a suggestion for improving any police department process or procedure, please contact a member of the department, either in person, by telephone or by email.

COMMENDATIONS

If you would like to commend a member of the department for outstanding performance of duty, you can contact the on-duty sergeant at x2121. Give the sergeant the name of the department member, the action you would like to commend, and the approximate time the action occurred. The sergeant will give this information to a member of the administrative staff who will 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 Chief of Police directly, or file a complaint with the on-duty sergeant. The on-duty sergeant will ask you to complete a statement outlining the allegation. He/she will then forward a formal complaint to the Office of the Chief. The Chief of Police or Lieutenant will contact you regarding the allegation.

Following an informal or formal investigation into the allegation, the Chief or Lieutenant will contact you to discuss the final disposition of your complaint.

If for some reason, you feel uncomfortable filing a complaint directly with the Police Department, you may contact the Dean of Student (students) or the Office of Human Resources (employees). Whatever avenue you elect to take, your complaint will be thoroughly investigated and someone will notify you concerning the final disposition of the complaint.



Wellesley College police officers work with students each and every day, and are dedicated to creating a safe environment on campus.

Residential Hall Fire Prevention Information

Throughout the years Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff.

All of the residence halls have sprinkler systems (with the exception of 5 of the smaller houses) and smoke detectors. There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to our Campus Police Department. The Wellesley Fire Department requires four fire drills (evacuations) throughout the academic year.

Every dorm has a student acting as a “Fire Chief.” These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and participate in scheduled fire drills. In addition, the Heads of House and Resident Assistants receive training every year.

The Town of Wellesley Fire Department (WFD) supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The WFD, being stationed on the edge of the campus, responds within minutes of all alarms. Typically Wellesley College experiences false alarms due to smoke activating a smoke detector from overcooked popcorn or other cooking activities in the student kitchenette areas. This is atypical as compared to other institutions where deliberate acts, such as pulling the fire alarm, account for a number of false alarms.

The College does require complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain student’s diligence when it comes to their response to all alarms.

Fire Alarm Procedures

IF YOU DISCOVER A FIRE:

- Pull the nearest alarm. (The alarms or ‘pull stations’ are linked to Wellesley College Police and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response). Know the location of at least 2 pull stations.
- Yell out “FIRE” as you are going to the pull station to alert others in the area.
- Call the Wellesley College Police, x5555, 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 of an area as possible). Never prop open fire doors. This action will prevent safe evacuation of all building occupants.
- Don’t forget your 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 pre-determined locations for your floor/building. Never go to another location during an evacuation.
- NEVER block roadways or entrances into buildings. The WFD must have free and clear access to the building and all entrances.
- Move away and remain a safe distance from the building. Do not re-enter the building until permitted by Fire Department officials.

WHAT TO KNOW AHEAD OF TIME:

- Several exit routes from your floor/area.
- The locations of at least 2 pull stations.
- Individuals in your area that may need assistance in getting to a safe area during an emergency.

Wellesley College Annual Fire Safety Report

Beginning on October 1, 2010, Wellesley College, in accordance with the Higher Education Opportunity Act of 2008, must prepare an annual fire safety report that contains, at a minimum, the following information:

- Fire statistics for each on-campus student housing facility for the three most recent years for which data are available;
- A description of each on-campus student housing facility fire safety system;
- The number of fire drills held during the previous calendar year;
- Wellesley College's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility;
- Wellesley College's procedures for student housing evacuation in the case of fire;
- The policies regarding fire safety education and training programs provided to students and employees (these policies must describe the procedures that students and employees should follow in the case of fire);
- A list of the titles of each person or organization to which students and employees should report that a fire occurred;
- Plans for future improvements in fire safety, if determined to be necessary by Wellesley College.

Wellesley College must also report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available concerning:

- The number of fires and the causes of each fire;
- The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
- The number of death related to a fire; and
- The value of property damage caused by a fire.

These statistics must be submitted to the Secretary of the Department of Education on an annual basis.

IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

Wellesley College Police	x2121
Emergency	x5555
TDD/TTY	x2303
Health Services (Infirmary)	x2810
Counseling Services	x2839
Residential Life	x2679
Dean of Students	x2322
Religious and Spiritual Life	x2685
Disability Resource Center	x2434

To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where "xxxx" is the extension).

OFF-CAMPUS

TOWN OF WELLESLEY EMERGENCY NUMBERS

Police Department	781-235-1212
Emergency (Police, Fire, Ambulance)	911
Fire Department	781-235-1616
Boston Area Rape Crisis Center	1-800-841-8371
Domestic Violence Hotline	1-800-799-7233
Peter Pan Bus Line	800-334-6464
Veterans Taxi	781-235-1600
The Airporter	877-899-6161
MBTA Commuter Rail	617-222-3200

Definitions

FIRE:

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

FIRE DRILL:

A supervised practice of a mandatory evacuation of a building for a fire.

CAUSE OF FIRE:

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

FIRE-RELATED INJURY:

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

FIRE-RELATED DEATH:

Any instance in which a person is killed as a result of fire, including death resulting from natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

FIRE-SAFETY SYSTEM:

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

VALUE OF PROPERTY DAMAGED:

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

What is the Fire Log?

Since Wellesley College is an institution that maintains on-campus student housing, it must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. The fire log must include the nature, date, time, and general location of each fire.

Any entry or addition to an entry to the fire log must be made within two (2) business days of receipt of the information.

Wellesley College is expected to collect information about, and report on, all fires regardless of whether they were reported to a campus fire authority.

The following chart is an example of what information the fire log will make available

See Sample Fire Log on page 51.

Is the Log Available?

Wellesley College must make the fire log for the most recent 60-day period open to public inspection during normal business hours. Any portions of the log older than 60 days must be made available within two (2) business days of a request for public inspection.

While the Wellesley College Police Department is open 24 hours a day every day of the year, the Department's normal business operating hours are as follows:

MONDAY	8:30 a.m. - 4:30 p.m.
TUESDAY	8:30 a.m. - 4:30 p.m.
WEDNESDAY	8:30 a.m. - 4:30 p.m.
THURSDAY	8:30 a.m. - 4:30 p.m.
FRIDAY	8:30 a.m. - 4:30 p.m.

To whom do I report?

You should always report any fire-related concerns or information to the Wellesley College Police Department (WCPD) and/or The Wellesley College Department of Environmental Health and Safety (EHS). The Department of Campus Police is located in the Davis Parking Facility and is staffed 24 hours a day every day of the year. You can contact WCPD on campus by dialing **x2121** or, in case of an Emergency, **x5555**.

EHS is located in the Physical Plant building and can be contacted on campus by dialing **x3882**.

On-Campus Student Housing Fire Safety Systems

A fire safety system is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, listing elements including, among others, sprinkler systems, fire detection devices, stand-alone smoke alarms, and fire doors and walls. This section will describe the fire safety system in each residence hall, as well as information about how often these systems are inspected and maintained.

Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff. We appreciate your concern when it comes to fire safety and hopefully this posting can answer your questions.

All of the residence halls have sprinkler systems (with the exception of 2 of the smaller houses) and smoke detectors. There are smoke detectors in each student room which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to our Campus Police Department. Four fire drills (evacuations) are required by the Wellesley Fire Department throughout the academic year.

Every dorm has a student acting as a “Fire Chief.” These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and participate in scheduled fire drills. In addition, the Heads of House and Resident Assistants receive training every year.

The Town of Wellesley Fire Department (WFD) supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The WFD, being stationed on the edge of the campus, responds within minutes of all alarms.

The College requires complete evacuation of buildings during **ANY** alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain students' diligence when it comes to their response to all alarms.

See the chart on page 52 which details the current fire safety systems in student housing facilities.*

Training

During orientation, students receive presentations on fire safety and prevention. These presentations cover a variety of topics, including:

- Personal safety;
- Residence hall fire prevention and quick reporting; and,
- Emergency response

New employees receive training and information similar to that provided at student orientation. Additional training for employees is provided as requested or needed. Throughout the year, Campus Police in conjunction with EHS sponsor additional fire safety training sessions. Often these training sessions are hosted along with various student organizations or College departments. Individual departments, and/or student organizations may request special training sessions by contacting EHS or Campus Police.

Both departments welcome your input and suggestions to make training educational, interactive, and fun.

Fire Safety Policies

The safety of College employees, faculty, students and visitors is paramount. It is crucial that the college facilities are maintained in a condition that will allow for quick and safe evacuation in the event of an emergency. This policy will outline the state and local regulatory requirements designed to provide good fire prevention practices as well as maintaining safe exit routes.

DEFINITIONS

Decorations

As defined by state code, include all materials such as curtains, draperies, scenery, plastic shields, upholstery materials, streamers, surface coverings applied over the building interior finish for decorative effect, and also cloth, cotton batting, straw vines, leaves, trees and moss used for decorative effect, bamboo and other wood fibers. (Excluded from this definition are ordinary window shades).

Combustibles

Include any material that will readily ignite when heat sources are present. Some examples are cardboard, paper products, some plastics, wood products, etc.

General Guidelines for Decorations in Residence Halls and at Functions/Events

The quickest and easiest way to ensure that appropriate guidelines and approvals are obtained for decorations or events is to plan ahead. Please contact the Environmental Health & Safety Office, x3882, for further information.

Candles and other Open Flames

- Candles and other open flames are prohibited.
- Candles may be used for normally recognized religious services only if pre-approved by EH&S and Housing (for Residence Halls) and a fire extinguisher is close by.

- The use of flash pots, smudge pots, incense, pyrophoric materials, or fire works of any kind for recreations, art, or entertainment is strictly prohibited.
- Fog type devices are prohibited by WFD. Any items using or creating mist or smoke for theatrical effects must be approved by the WFD through the EH&S Office.
- By state law no gasoline, propane, or other internal combustion engines are permitted inside the buildings.
- Fireplaces should only be used according to the College guidelines available from the EH&S or the Housing Office.

Exits and Corridors

- Never block, hide, or disguise an exit.
- Keep exits free and clear from combustibles and obstructions.
- Decorations or furnishings must not constrict or obstruct corridors.
- Never place combustibles in corridors, lobbies, stairwells or on corridor walls.

Materials used for Decorating

- Plastics, Styrofoam, and polyurethane foams can not be used for decorations or furnishings.
- Fabrics and other combustibles should not be hung from the ceiling.
- Massachusetts Fire Prevention Regulations prohibit flammable decorations such as natural greens, straw, crepe paper, streamers, and surface coverings on building interior finish in school buildings and places of public assembly.
- Fabrics such as curtains, drapes, furniture coverings, floor coverings, and other fabric hangings must be fire retardant. A certificate of flame proofing is required.
- Exotic lighting or unusual visual effects utilizing lasers or others unusual optical devices must be approved by the EH&S Office.
- Avoid the use of decorations with sharp edges or corners.
- The use of existing conduit, cables, or piping to hang items or equipment is prohibited unless permission is granted. Contact the EH&S Office for further information.
- Wood frame or other combustible construction on Campus is not permitted without EH&S Office and Physical Plant approval.
- Combustible materials should be kept at a safe distance or be shielded from sources of heat such as radiators and light bulbs.

Let's Keep it Clear.

Keep hallways and exits free of clutter or other objects that could obstruct one from exiting the building during a fire alarm.

Electrical-related concerns

- Temporary wiring such as extension cords and multiple outlet strips must be approved by the EH&S Office for use with lighting or sound equipment and lighted decorations.
- Extension cords are for temporary use only. During the holiday season they should not be used in a way that will create a fire, tripping, or electrical hazard.
- The cords must be UL listed, be a minimum of 16 gauge wire (this excludes #18 lamp wire also known as “zip” cord), and be properly plugged into a wall outlet. Extension cords can not be connected to each other
- ALL activities requiring pre-approval must be made at least 2 weeks in advance. Inquiries made after that time are not guaranteed of review for approval.

WINTER HOLIDAY SEASON

In addition to the College’s Decoration Policy, the following guidelines are issued by the EH&S Office for seasonal decorations.

Trees and Decorations

- Artificial flame-proofed trees and related decorations are permitted in offices, enclosed lounges (but not those connected to lobbies, corridors, or open public areas), and other non-public areas.
- Trees are not permitted in corridors, aisles, passageways, or stairways. They must not obstruct an exit or narrow a pathway to the exit. Trees and related decorations are not allowed to obstruct the usual view of exit signs or emergency lighting.
- Only labeled flame retardant, UL listed, or classified artificial trees, wreaths, boughs, greenery, and other decorations are permitted. All trees and decorative boughs must be artificial with an approved flame retardant label. Noncombustible decorations are permitted.
- Natural trees (cut or alive), natural wreaths, boughs, or greenery are not permitted.
- The use of Holiday cards, wrapping paper, and streamers to decorate exit corridor walls is prohibited.
- Flammable decorations are prohibited.

Tree Lights

Only UL approved lights rated for use on artificial trees are to be used. They are often called “mini-lights” or “twinkle lights”. Larger tree lights

normally used on natural trees generate enough heat to melt plastic and ignite decorations. Remote spotlights are recommended for use with metal trees to avoid an electrical shock hazard from electrical lighting. The use of tree lights, electric ornaments, and extension cords in corridors and over exit doors are prohibited. Lights cannot remain in place for more than 60 days while school is in session.

General Requirements

- All exit doors shall not be blocked/obstructed and be readily opened.
- Obstructions of any kind, including tables and chairs, shall not be permitted in aisles, corridors or passageways.
- Candles and other open flames are prohibited. Open flame devices, such as lanterns, etc., intended to be used for decorative purposes, are prohibited.
- Dispose of wrappings immediately.
- In case of fire, immediately pull the alarm and call Campus Police, x5555.

Office Evacuation in the Event of a Fire

At Wellesley College we all have responsibility for fire and life safety. **In the event you see or suspect a fire, contact campus police immediately at x5555.** An important part of each person's responsibility is being familiar with your surroundings and following these guidelines to ensure the safe and timely evacuation of all building occupants during a man-made or natural emergency:

- Locate the two exits from your office. Count the number of doors between your office and the exits. This can assist you during an emergency evacuation.
- Know where the fire alarm pull stations on your floor are so they may be activated in the event of a potential life-threatening emergency.
- Do not block fire extinguishers and other fire safety equipment – maintain these areas for quick and easy access at all times.
- Keep egress paths clear - this includes hallways and stairwells. Do not store furniture, file cabinets, etc in these areas.
- Ensure that fire doors are kept closed at all times. If you find them open remove wedges or other items keeping them open.

Campus Safety Means Fire Safety.

Know your surroundings and nearest exits. Know the locations of the fire alarm pull stations.

IMPORTANT TELEPHONE NUMBERS

ON CAMPUS

Wellesley College Police	x2121
Emergency	x5555
TDD/TTY	x2303
Health Services (Infirmary)	x2810
Counseling Services	x2839
Residential Life	x2679
Dean of Students	x2322
Religious and Spiritual Life	x2685
Disability Resource Center	x2434

To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where "xxxx" is the extension).

OFF-CAMPUS

TOWN OF WELLESLEY EMERGENCY NUMBERS

Police Department	781-235-1212
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Fire Department	781-235-1616
Boston Area Rape Crisis Center	1-800-841-8371
Domestic Violence Hotline	1-800-799-7233
Peter Pan Bus Line	800-334-6464
Veterans Taxi	781-235-1600
The Airporter	877-899-6161
MBTA Commuter Rail	617-222-3200

Residence Hall Evacuation Procedures

FIRE/EVACUATION PROCEDURES

Emergency response procedures have been established to insure the safety of all concerned in the event of an emergency evacuation. Experience has proven that strict and consistent observance of fire prevention rules saves lives and property. It is incumbent upon all individuals at Wellesley College to comply with the following procedures for a safe evacuation. Evacuation of all occupants of the building is expected during fire alarms.

If you discover a fire:

- Pull the nearest alarm. The alarms or 'pull stations' are linked to Campus Police and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response. Know the location of at least 2 pull stations.
- **Yell out "FIRE"** as you are going to the pull station to alert others in the area.
- Call Campus Police, **781-283- 5555**, from a safe location. Although the alarm has already been activated, this back-up call will ensure that Campus Police has been notified of the emergency.
- Follow the evacuation procedures outlined below. Be available to the responders (i.e., Campus Police and Wellesley Fire Dept.) in order to answer any questions they may have about the fire.

If you hear the alarm sounding in your building:

- Start evacuation procedures at once.
- If you can do so without putting yourself at risk, assist individuals who may need help evacuating the building. If you cannot, notify emergency response personnel of the person's location.
- Close all doors behind you. This action helps to contain the fire to as small of an area as possible. Never prop open fire doors.
- **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. (By not going to your assigned meeting place you will jeopardize an accurate head count which may result in time-consuming and dangerous search/rescue activities.)

- **NEVER block roadways or entrances** into buildings. The WFD 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 2 pull stations. (Hint: In most buildings the pull stations are located near an exit stairwell or door).
- Individuals in your area that may need assistance in getting to a safe area during an emergency.

In Summary:

- Alarm (pull the alarm)
- Rescue (only if you are not putting yourself at risk)
- Contain (close doors behind you)
- Evacuate (get out safely and quickly)

Fire Evacuation Procedures for Individuals with Disabilities and Others Needing Assistance

The following procedures, suggestions, and resources are a supplement to the College's plans in the event of an emergency evacuation. Evacuation of all occupants of the building is expected during fire alarms. It is also recognized that some individuals with temporary or permanent disabilities and others may have difficulty evacuating and may need assistance. As in all cases, but especially with individuals likely to need assistance in evacuating, it is important to develop a personal plan. Below, after a listing of "factors to consider", are procedures the College has in place and resources available to customize an evacuation plan to meet individual needs.

FACTORS TO CONSIDER:

There are many questions to ask when considering evacuation strategies for individuals with disabilities and others who need assistance. Below are a few to consider:

- Are you able to safely evacuate using stairs? If you are not confident on the stairs and others are evacuating, are you likely to fall, injure yourself, or cause others to be injured?
- If you are blind or visually impaired, will you need assistance finding or using the stairs to evacuate?
- If you are hearing impaired and you are in a building without a visual alarm, will you need someone to notify you in case of evacuation?
- If you use a wheelchair and decide to be assisted on the stairs, do you know how to instruct someone (ideally Campus Police or Wellesley Fire Dept. staff) in how to safely move you?

Evacuation plan for individuals who require assistance or are concerned with their safety evacuating by stairs:

The College has identified safety areas in buildings that are known to Campus Police and Wellesley Fire Department staff. The spaces are generally staircase landings that are marked as safety areas. These can be used while you follow the procedures below:

- If there is time, notify Campus Police by phone that you are evacuating to a designated safe area providing them with a location.
- If others are with you, have them notify evacuation staff outside the building that you are in a designated safe area providing them with a location.
- Evacuate to the designated safe area if you are unable evacuate the building. Keep the doors shut to prevent smoke or fire from entering. Evacuation staff will be looking in designated safe areas regardless of whether or not you were able to contact them. Wait for assistance.

Evacuation plan for individuals who are blind or visually impaired and are not concerned with safety on stairs but may still need assistance:

Evacuation procedures will generally be the same as for others using the stairs. Note that power/lighting may be lost in a fire as well as visibility may decrease due to smoke.

- If there is time, notify Campus Police by phone (x5555) that you are evacuating by stairs and may need assistance.
- If others are with you, have them guide you to and down the stairs, if needed, or have them notify evacuation staff outside the building that you are evacuating.

Evacuation plan for individuals who are deaf or hearing impaired and need assistance:

Evacuation procedures will generally be the same as for others using the stairs. In planning for an evacuation, you should let others know to inform you if there is an audible fire alarm. Contact the Environmental Health and Safety Office, x3882, for more information on which buildings have visual alarms and to request one for your work area.

Resources available to customize an evacuation plan to meet individuals with disabilities needs:

Some individuals with disabilities will find it beneficial to meet with a professional to create an individualized evacuation plan. Specific plans must be determined in advance in order to properly and safely evacuate the building during emergencies. Contact the Environmental Health and Safety Office, x3882, for assistance creating an individualized plan. The Environmental Health and Safety Office may also include College Disability Services' staff in the planning process.

See charts on page 53 for statistics on fires at Wellesley College for years 2008 and 2009.

COLLEGE POLICIES AND PROCEDURES

You can access the following web pages for more information on Wellesley College policies and procedures.

Hazing Policy

<http://www.wellesley.edu/DeanStudent/hazing.html>

Honor Code

www.web.wellesley.edu/web/StudentLife/TheHonorCode.html

No Smoking Policy

www.wellesley.edu/DeanStudent/nosmoking.html

Parking Policies

www.wellesley.edu/Police/parking.html

Sexual Harassment

http://www.wellesley.edu/HR/EEOPolicies/policy_sex.html

Crime Statistics

Offense		Year	Crimes by Geographical Location				Total
			On Campus	Residential Facility	Noncampus Building or Property	Public Property	
Criminal Homicide	Murder and Non-Negligent Manslaughter	2007	0	0	0	0	0
		2008	0	0	0	0	0
		2009	0	0	0	0	0
	Negligent Manslaughter	2007	0	0	0	0	0
		2008	0	0	0	0	0
		2009	0	0	0	0	0
Sex Offenses	Forcible Sex Offenses	2007	1	0	0	0	0
		2008	1	1	0	0	1
		2009	1*	1	0	0	1*
	Nonforcible Sex Offenses	2007	0	0	0	0	0
		2008	0	0	0	0	0
		2009	0	0	0	0	0
Robbery	2007	0	0	0	0	0	
	2008	0	0	0	0	0	
	2009	0	0	0	0	0	
Aggravated Assault	2007	2	1	0	0	2	
	2008	2	0	0	0	2	
	2009	0	0	0	0	0	
Burglary	2007	17	15	2	0	17	
	2008	16	16	0	0	16	
	2009	7	7	0	0	7	
Motor Vehicle Theft	2007	0	0	0	0	0	
	2008	0	0	0	0	0	
	2009	1	0	1	0	1	
Arson	2007	0	0	0	0	0	
	2008	0	0	0	0	0	
	2009	0	0	0	0	0	

*Anonymous report of sexual assault

Arrests and Referral For Selected Offenses

Number of Arrests/Referrals for Selected Offences											
Offense	Year	Arrest					Judicial Referral				
		On Campus	Residential Facility	NonCampus Property	Public Property	Total	On Campus	Residential Facility	NonCampus Property	Public Property	Total
Liquor Law Violations	2007	0	0	0	0	0	4	0	0	0	4
	2008	0	0	0	0	0	9	9	0	0	9
	2009	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	2007	0	0	0	0	0	2	2	0	0	2
	2008	0	0	0	0	0	1	1	0	0	1
	2009	0	0	0	0	0	1	1	0	0	1
Weapons Violations	2007	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0

Hate Crime Statistics

	Year	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability			
		OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP
Murder/Non-Negligent Manslaughter	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences, Forcible	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences, Non Forcible	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	2007	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2008	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Destruction of Property	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Legend: OC = On-Campus, RF = Residential Facility, NC = Non-Campus Property, PP = Public Property

Sample Fire Log

Date	Location	Type/Cause	Number of related injuries treated at medical facility	Related Deaths	Property Damage	Value of damaged property

The following chart details the current fire safety systems in student housing facilities*:

Residence Halls**	Fire Extinguishers	Sprinklers	Alarm to Town	Alarm to Campus Police	CO Dectector (Battery or Hardwire)	Number of CO Locations	Evacuation Placards	Annual Fire Drills
Bates	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Beebe	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Cazenove	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Cedar Lodge	Yes	Yes	No	Yes	Hardwire	3	Yes	2
Cervantes	Yes	Yes	No	Yes	Hardwire	1	Yes	2
Claflin	Yes	Yes	Yes	Yes	Hardwire	4	Yes	2
Dower (Orchard)	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Freeman	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
French House (Main)	Yes	Yes	No	Yes	Hardwire	3	Yes	2
French House (Carriage)	Yes	Yes	No	Yes	Hardwire	1	Yes	2
Homestead/Instead	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Lake House	Yes	Yes	Yes	Yes	Hardwire	1	Yes	2
McAfee-Hemlock	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Munger	Yes	Yes	Yes	Yes	Hardwire	5	Yes	2
Pomeroy	Yes	Yes	Yes	Yes	Hardwire	3	Yes	2
Severance	Yes	Yes	Yes	Yes	Hardwire	3	Yes	2
Shafer	Yes	Yes	Yes	Yes	Hardwire	2	Yes	2
Simpson West	Yes	No	Yes	Yes	None	0	Yes	2
Stone-Davis	Yes	Yes	Yes	Yes	Hardwire	4	Yes	2
Tower Court	Yes	Yes	Yes	Yes	Hardwire	6	Yes	2

*Each room is equipped with an audible smoke detector alarm.

**Fire drills are conducted at each Residence Hall twice yearly.

2008 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Clafin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Shafer	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Tower Court	0	N/A	N/A	N/A	N/A	0	0	0	N/A

2009 Statistics Regarding Fires at Wellesley College Residential Facilities

Residence Hall	Total Fires	Fire Number	Date	Time	Case of Fire	Injuries Treated at Medical Facility	Deaths Related to Fire	Value of Property Damage	Case Number
Bates	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Beebe	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cazenove	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cedar Lodge	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Cervantes	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Clafin	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Dower (Orchid)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Freeman	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Main)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
French House (Carriage)	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Homestead/ Instead	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Lake House	0	N/A	N/A	N/A	N/A	0	0	0	N/A
McAfee-Hemlock	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Munger	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Pomeroy	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Severance	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Shafer	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Simpson West	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Stone-Davis	0	N/A	N/A	N/A	N/A	0	0	0	N/A
Tower Court	0	N/A	N/A	N/A	N/A	0	0	0	N/A