



**COLLEGE OF OUR LADY OF THE ELMS**

**PUBLIC SAFETY CLERY COMPLIANCE DOCUMENT**

**ANNUAL REPORT 2010**



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## I. Introduction

### Directors Welcome

The Annual Security and Fire Safety Report is designed to provide you with information about safety and security on the Elms College Campus. Public Safety is committed to assisting the Elms community in maintaining a safe educational environment. The 2010 Annual Campus Security and Fire Safety Report gives our campus community and visitors a one stop location for information about the services provided by Public Safety. It also contains all of the federally required statistical information that helps to make up our CLERY report. Please take a few minutes to familiarize yourself with this information.

Our goal is to provide safety, security, and service to our students, administrators, faculty, and staff. Public Safety will use a strong community policing model to help guide us as we continue to improve our service to you. We will also use new security technology where possible on campus, in our buildings, parking lots, and residence halls. Public Safety will be working closely with the President's Office, the Vice President of Student Affairs, Residence Life, Health Center, Counseling Center, and the Office of Campus Ministry and Community Services. In addition, we will be asking student government and our campus community to help contribute to this effort.

Our goal is to make this a collaborative relationship and to help create a solid working relationship with the Chicopee Police and Fire Departments, municipal services and the residents living around our campus. This model will help guide a process that will make Elms safer and enable us to provide other essential services to the college community. It will also allow for a more timely notification of events affecting our campus, our students and our residents.

Please keep in mind that safety and security is not solely the responsibility of Public Safety. Each member of our community can help prevent crime. Be alert to your surroundings, report suspicious activity, and secure your rooms, offices, and vehicles. Working together we can all make Elms College a safer place to live, work and visit.

*Michael D. Sullivan*  
*Director of Public Safety*

### **Public Safety Mission Statement**

The Public Safety Department exists to serve and support the Elms College community. Our mission is to safeguard members of the college community, to protect institutional and private property on campus and foster safety and inclusion for all.

## II. Providing a Safe Environment

- Timely Notice
- Mass Notification
- Emergency Response & Notification
- Limited Voluntary Confidential Reporting
- Confidential Reporting to Counselors
- Access to Facilities
- Medical Transportation
- Contacting Public Safety: How to Report a Crime or Emergency
- Emergency Response & Evacuation
- Missing Student Notification Procedures
- Sale, Use, Possession of Illegal Drugs or Alcohol and Associated Risks
- Weapons on Campus
- Crime Prevention and Community Outreach Programs
- Public Safety Advisory Committee
- Access to Clery Reporting Data

### **Timely Warning Notice**

The Public Safety Department notifies the Elms College community concerning any incident or crime that poses an immediate threat to the community's safety and welfare. Bulletins may be printed and distributed in a timely fashion to ensure that all concerned are notified of potential danger. In addition, Public Safety will electronically distribute notices to all email addresses on campus when deemed necessary. In compliance with the Massachusetts Open Police Log statute, there is a public log of all reported incidents and crimes at the Public Safety Office. On a regular basis, the Public Safety Log will be published on the college's Public Safety web site.

### **Mass Notification**

Elms College has implemented **Connect-Ed**, a Mass Notification system that allows College officials to reach students and staff with time-sensitive information during unforeseen events or emergencies. The system uses voice, e-mail and text messaging to broadcast pertinent information and, when appropriate, provide directions to those in the affected area(s). Elms College has created a policy defining when the Mass Notification system will be used to address significant emergency or dangerous situations. Elms College tests the Mass Notification system each semester, or twice annually. The test messages are sent to all devices registered with Information Technology.

### **Emergency Response & Notification**

When Public Safety receives a report, security personnel will respond as promptly as possible to evaluate and mitigate the situation; depending on the situation, and when warranted, Public Safety may request local authorities to respond. All personnel are equipped with a two-way radio and can also contact Chicopee Police, Fire and EMS by cell phone as needed. Elms College encourages all community members who become aware of any threat or dangerous situation, to immediately call 911 and Public Safety at (413) 265-2278 or from on-campus phones dial #2278.

Upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the campus community, without delay and taking into account the safety of the community, the college will determine the content of an emergency message and initiate an immediate notification to the campus community; unless issuing the notification would compromise efforts to assist victims, contain the event, or otherwise mitigate the emergency as determined by the professional judgment of responsible authorities.

### **Limited Voluntary Confidential Reporting**

It is the policy of Elms College Public Safety that all crimes should be reported to the public safety office. Anyone who is a victim or witness to a crime on campus is encouraged to promptly report the incident to public safety. Due to the sensitive nature of certain types of crime, victims of sexual assault may choose to confidentially report crimes to the Dean of Students Office, Health Services, or the Counseling Center. These reports are included in the annual crime statistics.

### **Confidential Reporting to Counselors**

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments of 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and "Professional Counselors," when acting as such are not considered to be a campus security authority and are **not** considered to be a campus security authority and are **not** required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Elms College, are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Rule making committee defines counselors as:

#### ***Pastoral Counselor***

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

#### ***Professional Counselor***

An Employee of an institution, whose official responsibilities include providing psychological counseling to members of the institutions community, and who is functioning within the scope of his or her license or certification.

### **Access to Facilities**

The campus and facilities of the College are restricted to students, faculty, staff, alumni, Trustees, guests and invitees of the College, except when all or part of the campus is open to the general public for a designated purpose and time. Guests of students must stay in the student's room in one of the residence halls. All residential, academic and administrative buildings are routinely patrolled and locked at designated times throughout the academic year. Most facilities are kept locked, and both key and electronic card access are restricted to individuals who obtain authorization. Residential Halls are locked twenty-four hours a day. Residence halls are closed during the winter holiday period.

Elms College continuously strives to provide a safe and comfortable environment for the College community. On a regularly scheduled basis, Public Safety conducts thorough inspections of locks on all residence halls and individual rooms.

The Elms College Facilities department and Public Safety oversee the maintenance of all safety and security systems on campus including: locks, doors, window screens, lights, fire safety and life safety measures. Any deficiencies should be reported as soon as possible to the Facilities department or to Public Safety.

Campus telephones are located throughout the campus so that emergency requests for assistance or incidents of suspicious activity can be easily reported. Individuals found on campus without a legitimate purpose are issued trespass notices and directed to leave campus; failure to comply with a warning will result in arrest.

### **Medical Transportation**

The Public Safety Department provides transportation for routine medical purposes to the Elms College Health Center, when necessary from on campus locations. Transportation to other medical facilities is not available from Public Safety unless unusual circumstances require it. Emergency care and transportation is provided by the Chicopee Fire Department Ambulance.

### **Contacting Public Safety: How to Report a Crime or Emergency**

The Elms College Public Safety Department encourages you to report suspected crimes as promptly and as accurately as possible. If you need to report a crime or other emergency, you should call 911 and then call the emergency telephone number for Public Safety, **413-265-2278**. You can also contact Public Safety from any campus phone by dialing **#2278**. Public Safety can be reached for emergency response, 24 hours a day, and seven days a week. All crimes should be reported to the Public Safety Department. All of the Blue Light emergency phones on campus call directly to Public Safety. When calling for either emergency or non-emergency service, be prepared to: clearly identify yourself, identify the location you're calling from, and explain the nature of your call.

### **Daily Crime Log**

Elms Public Safety Maintains a Daily Crime Log that records, by date the incident and activity reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, or within the departments patrol jurisdiction. This log is also posted monthly on the Public Safety portion of the college web at <http://www.elms.edu/student-Life-/Public-Safety.xml>,

### **Missing Student Notification Procedures**

Any individual who believes that a currently enrolled Elms student is missing should immediately notify Public Safety at (413) 265-2278 or from a campus phone #2278. Following receipt of this information, Public Safety will begin an investigation.

Should the investigation result in the conclusion that the student has been missing for 24 hours or more, Public Safety will notify the Chicopee Police Department and/or the appropriate local law enforcement agency, as well as the student's designated emergency contact within a span of time not to exceed 24 hours from the time the student was determined to be missing.

If the missing student is under the age of 18, and not an emancipated individual, Public Safety and the Dean of Students Office, will notify the students parent or legal guardian immediately after Public Safety determines the student is missing.

Upon receipt of information a student might be missing, Public Safety along with the Dean of Students Office, will recruit the aid of various college departments to assist in determining if the student is in fact missing. These various college departments include, but are not limited to, Dining Services, Information Technology Services, and other departments as needed.

The college has developed a policy for students to confidentially identify and register an individual to be contacted within 24 hours after the investigation has determined they are missing. In the event a student goes missing, this contact information will be accessed and notification made to the listed individual within 24 hours after a missing determination has been made. Confidential designation forms are available through professional staff in Residence Life, and in the Dean of Students office. All students living on campus are required to file an emergency contact information form with the Dean of Students office.

### **Sale, Use, and Possession of Illegal Drugs or Alcohol and Associated Risks**

Elms College complies with, and will enforce, all federal and state laws which prohibit the use, sale, and possession of illegal drugs. Further, Elms College will enforce Massachusetts laws regarding underage drinking. The sale or use of illegal drugs or alcohol is subject to College discipline as well as criminal prosecution. The College will not shield any student, faculty member, employee or visitor from action by law enforcement agencies. Information regarding the College's sanctions concerning alcohol and drug violations can be found in the Student Handbook or Staff Handbook. Please refer to your copy for specific State Law and College Policy information.

You will be held accountable for the information found in the Handbook, so you should read it carefully and call the office of the Vice President of Student Affairs, Public Safety or the Human Resources Office with questions.

In addition to disciplinary consequences, there are a number of safety issues directly related to drug and alcohol consumption. The use of these substances will cause impaired judgment, which can lead to vulnerability or poor decision making. It is extremely common for drugs or alcohol to be factors in date rape or acquaintance rape incidents. Operating a vehicle while impaired by drugs or alcohol is not only a serious criminal offense, but poses a threat to your personal safety and the safety of others in the community as well. Drugs and alcohol can give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others. As mentioned previously, the effects of drugs and alcohol will often lead to unsafe consensual or non-consensual sexual relations.

Elms College Public Safety encourages the student body to make educated and responsible decisions. To assist you in making decisions that protect your personal safety, we have included information (see list that follows) regarding the health risks involved in drug and alcohol abuse, and the resources available to individuals who may be struggling with these problems on our campus. Please read this carefully.

### **The Effects of Drugs on Your Body**

#### **Narcotics (Heroin)**

- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed appearance
- Highly addictive
- Signs of overdose or prolonged use include: slow shallow breathing, clammy skin, loss of appetite and weight and possible death.

### **Depressants (Barbiturates, Tranquilizers)**

- Addiction
- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Signs of overdose or prolonged use include: shallow breathing, clammy skin, weak and rapid pulse, coma and possible death.

### **Stimulants (Cocaine, Methamphetamine)**

- Addiction
- Increased heart rate and respiratory rate
- Elevated blood pressure
- Decreased appetite, weight loss
- Blurred vision, dizziness, insomnia, anxiety
- Impaired decision making
- High doses can cause physical collapse, irregular heartbeat, stroke and possible death.

### **Hallucinogens (LSD, PCP, Mushrooms)**

- Hallucinations
- Confusion, panic, anxiety, depression and poor perception of time and distance
- Respiratory failure
- Death due to careless behavior.

### **Cannabis (Marijuana, Hashish)**

- Increase in heart rate, bloodshot eyes, dry mouth and throat, increased appetite
- Interferes with memory, speech, coordination, motivation, and perception of time
- Increased risk of lung cancer, weakened immune system and affects to the reproductive system
- Impaired decision making which can lead to harm or death.

The effect that any drug has on the human body has a lot to do with how it is ingested. The method in which the drug enters your body can add new risks and health concerns above and beyond those associated with the drug itself. Many drugs are taken through the digestive system in a pill or added to a food; others however, are inhaled or injected. Inhaling a drug is dangerous because you are replacing the oxygen that your body needs with a harmful substance. Inhalation can happen through smoking, snorting or "huffing." Huffing is a method involving the inhalation of solvents or other volatile substances directly from the container or from rags that have been soaked in the substance. This is an extremely dangerous practice and can often result in brain damage or death.

When a drug is injected, it enters the body through your blood stream, thus carrying it throughout your entire body very quickly and doing a lot of damage in the process. Injecting drugs can result in health problems associated with blood borne infections such as hepatitis and HIV.

### **The Effects of Alcohol on Your Body**

- Impairment of brain function, judgment, alertness, coordination and reflexes
- Attitude and behavioral changes such as uncharacteristic hostility or increased risk taking
- Inability to safely operate a vehicle
- When combined with other drugs, alcohol can intensify or alter the effect of the drug, cause nausea, sweating, severe headaches, convulsions and overdose

- Memory blackouts
- Uncharacteristic family, school, work, legal problems

## Resources Available

### **Elms College Wellness Center/Elms College Counseling Center**

The Health Center is open 35 hours a week. Hours of Operation are posted there. Voice mail can be left by calling 2288 or 413-265-2288. After Hours: Contact Public Safety and officers will assist you in getting in touch with staff or professional services. The Counseling Center is open 35 hours a week and by appointment. They can be contacted at 413-265-2272 or in an emergency after hours, through Public Safety at (413) 265-2278.

### **The State of Massachusetts Office of Alcohol and Drug Education and Services**

A wide range of information regarding laws, health effects and penalties is available through this office. They can be contacted at (413) 748-3345.

### **Public Safety**

Public Safety is available twenty-four hours a day, seven days a week for services or referrals to services. They can be reached by calling 2278 on campus or by calling (413) 265-2278 from off campus. In a serious emergency you should contact the Chicopee Police directly by calling 911.

### **Vice President of Student Affairs**

The Vice President of Student Affairs and his staff can be contacted by calling 413-265-2210. In an emergency they can be contacted through Public Safety by calling 413-265-2278.

### **Weapons on Campus**

The General Laws of the Commonwealth of Massachusetts prohibits the possession of the following on the campus of any college or university: any firearm, stiletto, dagger, dirk knife, any knife having a doubled-edge blade, a switch knife or any knife having an automatic spring release, any knife having a blade of over one and one-half inches, a sling shot, black jack, metallic knuckles or knuckles of any substance with a similar effect as metallic knuckles.

Only law enforcement officers are authorized to possess firearms on campus. The possession or storage of any dangerous weapon on Elms College property is unlawful and may lead to judicial/criminal action against offenders. The Commonwealth also requires anyone possessing a rifle or shotgun to have on his/her person either a Massachusetts Firearms Identification Card or a Massachusetts License to Carry a Firearm. Firearms Identification Cards and Licenses to Carry a Firearm can be obtained by application to the Chief of Police of the Massachusetts municipality in which you reside.

Out-of state students should be cautioned that they must be in possession of a Massachusetts Firearms Identification Card or License to Carry a Firearm before bringing a firearm into the Commonwealth.

Out-of-state students are also advised to become familiar with the firearm regulations of any state through which they travel before attempting the interstate transportation of a firearm. The Commonwealth of Massachusetts firearms laws are strictly enforced. In Massachusetts, conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence. The College will also take judicial action against students who possess firearms on campus.

## **Crime Prevention and Community Outreach Programs**

Elms College Public Safety is committed to a pro-active approach, which enables us through education, officer presence, and community awareness, to stop many potential incidents before they occur. It is with the cooperation of our community and the integration of our Crime Prevention and Community Outreach efforts that we will be able to create a partnership between public safety and community members. This partnership enables us to unite our efforts and encourages each member of our community to take an active role in their own safety and the safety of others.

## **Public Safety Initiatives and Ongoing Activities**

- Conducts safety discussions at each residence hall at the beginning of every academic year.
- This year we will offer Basic R.A.D. (Rape Aggression Defense) classes for our female students, staff and faculty. This is an opportunity to gain empowerment and education as well as self defense technique training.
- Staffing an information and resource table at the College Center, where we provide safety and security information and promote our self defense and alcohol awareness programs and activities.
- Conduct public speaking and crime prevention programs at community forums about issues such as hate crimes, alcohol awareness, sexual assault, relationship violence or general safety.
- Active in the training of Residential Assistants.
- Is involved in meetings and task forces throughout College and on local committees and professional organizations.
- Works with student organizations such as the ALANA and the LBGTA to discuss issues which are of particular concern to these groups and to identify ways in which our department can provide the safest possible environment for every member of the College community.
- Post notices and posters about fire safety, room security and local alcohol and noise ordinances which may affect our students.
- Conducts alcohol awareness training to raise awareness about alcohol and impairment.
- Makes available to members of the college community Operation Identification engraving tools at no cost. Operation Identification allows members of the community to engrave numbers or owner recognized numbers on their computers, stereo equipment, bicycles or other valuables.
- Maintains emergency telephones located throughout the campus and a list of those locations is provided in the campus directory. Conducts a lighting tour to identify and prioritize areas on campus where more lighting may need to be added for a higher level of visibility and overall safety.
- Distribute pamphlets about all types of crime and crime prevention issues at outreach events and in our office area.
- Creates and distribute Safety Alerts when a specific safety issue arises and requires public notification. Will, upon request of the individual departments, give specific crime prevention and safety talks to staff members in their facilities.
- Provides safety escort to and from on campus locations and to the Health Center during hours of darkness when personal safety is a concern.
- Monitors the College's electronic access security system, which is located in all residential halls and many in the future include some academic and administrative building locations.
- Conducts periodic surveys of our community to assess whether or not we are meeting their needs and expectations.
- The doors in all of the residence hall rooms should have a peep hole installed. In the event one is not present students are offered the option of having a "peep hole" installed in the door to their rooms so that they can identify who is outside before they open the door.

## **Public Safety Advisory Committee**

The Security Advisory Committee is comprised of faculty, administration and student representatives. This committee meets to discuss security-related issues, make suggestions and recommendations, and acts as an agent through which the community concerns about security can be addressed. Permanent members of the Committee include the Vice President of Students Affairs, the Associate Dean of Students, a faculty member, the Director of Campus Operations & Public Safety.

Two students are chosen to serve on this committee through the student election process, or an appointment through the Vice President of Students Affairs Office. Anyone who is interested in serving on this committee should speak to the president of the Student Government Association.

Any member of the college community should feel free to contact a member of the Committee with any security-related question or concern.

## **Access to Clery Information**

Elms College provides an annual safety report to all students, employees and prospective students upon request. This report is commonly referred to as the Clery Report. Current statistics may be found at the end of this document. This document is on file in the following locations; office of the president, public safety, human resources, admissions, dean of students, and the alumni library. It can also be accessed from the web at the following locations, [www.elms.edu/clery](http://www.elms.edu/clery) <http://www.elms.edu/student-Life-/Public-Safety.xml>, [http://www.elms.edu/-About-/Administrative\\_Offices/Human\\_Resources.xml](http://www.elms.edu/-About-/Administrative_Offices/Human_Resources.xml) .

In addition, a hard copy of the Elms College Clery report has been sent to the Satellite Locations at Holyoke Community College and Berkshire Health Systems. Members of the community may also obtain a copy of the report at the Public Safety Office, College Center, or by calling 265-2278. All prospective employees may obtain a copy from Human Resources, Berchmans Hall or by calling 265-2365.

## **III. Recommended Safe Practices**

- Responding to an Active Shooter
- What you Can Do to Protect Yourself
- Residence Halls and Private Residences
- Walking
- Athletic Facilities
- In the women's locker room
- Elevators
- Driving

### **Active Shooter**

#### ***Secure Immediate Area***

- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection i.e., behind concrete walls, thick desks, filing cabinets (cover may protect you from bullets).

### ***UnSecuring An Area***

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses -vs.- the safety of a few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

### ***Contacting Authorities***

- Use the Emergency Number 2278 from all campus phones.
- Use 911 from all non-campus phones, including cell phones to summons the Chicopee Police, Fire, and EMS Public Safety.

### ***What to Report***

- Your specific location: building name and office/room number
- Number of people at your specific location
- Injuries: number of injured, types of injuries
- Assailant(s): location, number of suspects, gender/race, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

### ***Police Response***

- Their objective is to immediately engage assailant(s), to stop the incident.
- Evacuate victims.
- Facilitate follow-up medical care, interviews, and statements.
- Investigation.

### ***What You Can Do To Protect Yourself***

Your involvement is essential to the prevention of crime on campus. Disinterest and complacency are the prime contributors to the success of crime. The burden of crime prevention rests not only with Public Safety but also with each member of the Elms College community. Public Safety cannot be everywhere at once. Therefore, the community is dependent upon you to recognize and report incidents of suspicious and criminal activity. The extent of your cooperation will greatly influence Public Safety's effectiveness in combating crime.

Doing your part means:

- Being aware of your vulnerability and following the suggestions outlined in this document to protect yourself and your property.
- Being alert for suspicious or criminal activity and conditions that may represent a hazard to the community.
- Getting involved by becoming more security conscious and by reporting all incidents of suspicious or criminal activity, no matter how insignificant they appear, to Public Safety immediately.
- Remember that unreported crimes cannot be solved and that, by not reporting crimes, you allow the perpetrators to commit additional and perhaps more serious crimes. Many times crime solving depends upon how accurately and promptly the incident is reported. It is important that you be able to provide as much of the following information as possible:

1. Nature of the incident and When and Where is occurred.
2. Persons involved (names, sex, race, age, height, hair style/color, complexion, distinctive characteristics, i.e., facial features, scars, physical defects, glasses, clothing, etc).
3. Direction and method of travel, number of occupants.
4. Vehicles involved (color, type, make, model, license plate number and state, distinctive characteristics, i.e., decals, bumper stickers, damage, etc.).
5. Description of stolen property (item, manufacturer, model number, serial number, value, color, dimensions, etc.).

### **Residence Halls and Private Residences**

- Keep the door(s) and windows accessible from the outside locked at all times.
- Report defective locks on windows and doors IMMEDIATELY to the Facilities at 265-2231, or after hours to Public Safety 265-2278. If off campus, contact your landlord or the building management.
- NEVER sleep in an unlocked room or house.
- Do not put your name and address on key rings.
- Do not put room keys on a ring holder that contains your identification card.
- Do not keep your residence and vehicle keys on the same ring.
- If you lose the keys to your residence, have the lock(s) changed. On campus residents should notify Public Safety immediately. For a fee, arrangements can be made to have your locks changed.
- Do not study in poorly lit, secluded areas.
- Require visitors to identify themselves before you open your door. Off-campus residents should require official identification from all repair or service personnel.
- Do not let strangers in to use your telephone. Direct them to a public telephone.
- If you receive obscene or harassing telephone calls or several calls with no one on the other end, immediately notify Public Safety (college housing) or the city police (private residences).
- If you find your room has been entered, DO NOT GO INSIDE. Go to a neighbor and call Public Safety (college housing) or the city police (private residences). If you are already inside, DO NOT TOUCH ANYTHING. You may disturb evidence that is important to a police investigation.
- If you are awakened by an intruder in your room, do not try to apprehend him or her. He/she may be armed or may easily arm themselves with something inside the room. If he/she appears to pose an immediate threat, get out of the room.
- If you see a suspicious person or vehicle on campus or in your neighborhood, IMMEDIATELY contact Public Safety or the Chicopee Police. Try to get a license plate number.
- Students in private residences should consider installing "peep holes" and "intruder chains" on outside doors. Also, if returning after dark, leave a light on at the entrance to your residence.
- Students in residence halls may already have "peep holes" installed. If so, USE THEM! If not, you may request one through Residence Life; they will contact facilities to arrange installation as quickly as possible.
- Students living in campus housing are advised against blocking open the entrance to residence halls or other College buildings.

## Walking

- Avoid traveling alone at night.
- Confine walking to well-lit, regularly traveled walks and pathways. Avoid short cuts and keep away from shrubbery, bushes, alleyways, or other areas where an assailant might be lurking.
- Avoid the athletic fields after dark if you are not with other people.
- Do not hitchhike or accept rides from casual acquaintances.
- When walking to your vehicle or residence, have your keys ready and in hand.
- When being dropped off at your residence by taxi or private vehicle, ask the driver to wait until you get inside.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before being able to follow.
- When getting out of a car at a public convenience (phone, rest stop, etc.), take a look around to make sure that you are not being followed. If you think you are being followed, cross the street and if necessary, keep crossing back and forth. If you are pursued, call for help and run to a lighted business or residence; enlist the aid of a passerby; flag down a passing motorist; or, as a last resort, break a window in a residence or pull a fire alarm. Do anything that might attract attention or summon assistance. If you are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.
- Call Public Safety for an escort if you do not feel safe walking alone at night.

**Above all you must keep your head and assess the situation before choosing your course of action.** Whether or not the assailant is armed or has made threats against your life will, obviously, be a determining factor in your decision. The key word in this type of situation is **survival**.

## Athletic Facilities

- Avoid using athletic facilities alone, especially after dark or during off hours.
- Use the "buddy system." Work out with a friend, and make arrangements to go to and from the gym together.
- Confine your running and jogging to the daylight hours and to open well-traveled areas.
- Avoid showering alone in the locker room. Shower back at your residence if necessary.
- Avoid bringing cash, wallets, watches, or other valuables to the athletic facilities.
- Avoid storing valuable sports equipment in your locker.
- Keep your locker locked whenever unattended. This includes those times when you leave briefly to shower, visit the trainer's, or the equipment room, etc. Most of the thefts from athletic facilities are from unlocked lockers.
- Report suspicious persons and incidents of theft to Public Safety immediately.

## In Locker Rooms

- Become familiar with where the emergency telephones are located in the athletic complex area.
- If there is another woman in the locker room, ask her to wait for you. If you are with a male companion, ask him to wait for you just outside the locker room.
- If you encounter a male intruder inside the women's locker room:
  - Call for help.
  - Keep out of intruder's way, and do not attempt to prevent him/her from leaving.
  - Formulate a description of the intruder in your mind.
  - Notify Public Safety by dialing 2278 on the emergency phone.
  - Report all acts of voyeurism to Public Safety.

## Elevators

- If, while waiting for an elevator, you find yourself alone with a stranger, let him take the elevator and wait for its return.
- If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
- Always stand near the control panel, where you have access to the alarm and floor buttons.

## **Driving**

- Do not pick up hitchhikers.
- Whenever possible, limit traveling to well-lit, well-traveled roads.
- Keep your windows closed and doors locked.
- When stopped at traffic lights or stop signs, keep your vehicle in gear. If threatened, sound your horn and drive away as soon as possible.
- Consider installing an alarm system with a panic switch.
- Avoid stopping in poorly lit, out-of-the-way places.
- If your vehicle breaks down, signal for assistance by raising your hood and by tying a white cloth to the radio antenna or door handle. Stay inside your vehicle with the windows closed and the doors locked. If a roadside Samaritan stops, roll down your window just enough to ask him/her to call the police. If the person appears to be a threat, sound the horn and flash your lights.
- If you think you are being followed, keep out of desolate areas. Look for places where there are people, then stop and let the vehicle pass you.
- If the vehicle continues to follow, drive to the nearest location where you can get assistance, i.e., gas stations, shopping centers, police or fire stations, etc.
- If you are followed into your driveway or parking lot, stay locked inside your vehicle until you can identify the occupants of the vehicle. If threatened, sound your horn until you attract attention or the vehicle leaves.
- When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people loitering.
- Always remove your ignition keys. Lock the vehicle whenever it is unattended.
- Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

## **Protecting Your Property**

More than 60% of the crimes committed on the Elms College campus involve the theft of personal property. Larcenies are crimes of opportunity and occur primarily when property is left in unlocked or unattended areas. In an attempt to alleviate this problem, Public Safety makes the following suggestions for the listed locations:

- Residence Halls and Private Residences
- Offices and Laboratories
- Motor Vehicles
- Also see: Emergency Phone Locations and Blue Light Map

## **Residence Halls and Private Residences**

- Avoid bringing large amounts of cash or valuables to campus or your residence.
- Keep items of value out of sight.
- Never lend the key to your residence.
- Do not hide keys under mats, above doors, in mailboxes, or anywhere else where they can be easily found.

- If you live in a dormitory, take your room key into the shower with you. Do not leave it in your robe or clothing, where someone going through your pockets can find it.
- When leaving your vehicle at a service station or parking garage, leave only the ignition key.
- For private residences, if you must have duplicate keys made, have them made in your presence. If you live in a residence hall, a duplicate key must be obtained through Residence Life.
- Participate in Operation Identification (see page 16).
- When leaving for vacation or Interterm, store valuables such as stereo equipment, televisions, etc., out of sight.
- Check with your family insurance agent to determine if your property is covered under your parents' homeowner's insurance. If not, you should consider purchasing your own.

**The following suggestions apply especially to those in private residences:**

- When advertising something for sale in the newspaper, do not include your name and address.
- Invest in an electric timer, which can be pre-set to turn lights and other appliances on and off. This device can be used when you go out for the evening or when your residence is unoccupied for extended periods.
- Do not give strangers information about your neighbors, particularly how long they will be away.
- When leaving your residence unattended give it the "occupied" look.
- Do not leave notes advertising your absence (example "Gone to Mall be back later").
- When gone after dark, leave a light and a radio or television on.
- Take time to check that all the windows and doors are secure.
- Leave shades and blinds partly open.
- Close the garage door.
- Take additional precautions during extended absences.
- Stop all deliveries (mail, newspapers, etc.).
- Inform your neighbors that you are leaving and ask them to keep an eye on your residence.
- Place all valuables in a bank safe deposit box.
- Do not publicize your plans.

**Offices and Laboratories**

- Keep all offices and laboratories locked when not in use.
- Make sure that all locking devices are in proper working order.
- Utilize a key control system. All department keys should be signed out and collected when not in use. Keys should be issued only when absolutely necessary.
- Do not label keys with their use. Use a code system instead.
- Keep desks, cabinets, etc., locked when not in use.
- Computers and other portable office machines should be bolted or locked down. Smaller items, such as calculators, tape recorders, etc., should be kept locked up when not in use.
- Avoid bringing valuable personal property with you.
- Petty cash should be kept to a minimum.
- Women should keep their pocketbooks locked up, and men should not hang up coats or jackets with wallets or other valuables in the pockets.
- Before leaving, check to make sure that no one is hiding and that your area is properly secure.
- Watch out for your neighbor. If someone forgets to secure his/her area or property, keep an eye on it. Public Safety will assist in securing unattended areas.
- Report all suspicious persons or improperly secured areas to Public Safety immediately.

## **Motor Vehicles**

- Report all suspicious persons or vehicles seen around parking areas to Public Safety immediately.
- Keep your vehicle locked and the windows rolled up tightly.
- Never leave your vehicle running when unattended.
- When parking, choose a well-lit, heavily traveled area.
- Packages, luggage, and other valuables should be locked in the trunk.
- Electronic accessories should be mounted either out of sight or with slide out brackets.
- These brackets will permit the removal of the unit so you can secure it in the trunk when the vehicle is unattended.
- Electronic accessories should be marked with an identifiable number and registered under Operation Identification (see page 15).
- Keep spare keys in your wallet or purse, not inside the vehicle where a professional thief can easily find them.
- Consider the installation of anti-theft devices such as alarm systems, hidden ignition or fuel "kill" switches, steering column ignition switch protectors, steering wheel to brake pedal bar locks, tapered door lock buttons, and locks on the hoods and accessory items, such as gas caps, mag wheels, spare tires. etc.
- Do not keep insurance documents or title certifications in the glove compartment.
- Keep a record of your vehicle identification number (VIN), registration plate number, and title certificate number.

## **IV. Emergency Telephone Locations**

Emergency telephones located around the campus to facilitate the reporting of crimes or to request assistance from Public Safety. The telephones are identified by a blue light and direct dial the Public Safety when the emergency button is pushed.

### **Telephones are located in the following areas:**

- GAYLORD PARKING LOT closest to the Faculty House
- GAYLORD PARKING AREA at the entrance to the Gaylord Street Access.
- SPRINGFIELD STREET SIDE of the Mary Dooley Center by the Alumni Library rear lot.
- C LOT PARKING AREA by Softball Field
- C LOT PARKING AREA by the Facilities Building
- REAR OF DEVINE HALL by Soccer Field
- SPRINGFIELD STREET ENTRANCE by Admissions Office

## **V. Operation Identification**

Operation Identification is a nationwide crime prevention program. The program involves the permanent marking of valuables with a unique number, symbol or combination, recording of

identification information and affixing a decal to the exterior of your residence warning potential thieves that the property is registered with the police. This program not only deters theft by making stolen property more difficult to sell and easier to identify, but also expedites insurance claims in the event of a loss. The program is open to all members of the Elms College community, and all students, faculty and Staff, is encouraged to participate. The program works as follows:

Come to the Public Safety office during business hours and you will be provided with:

- An electric engraver and/or diamond pen. You will be required to sign for these items and to return them within three days.
- A property inventory sheet on which you record identification information for each item of value.
- Engrave your number on all moveable items of value.
- Methodically inventory the contents of each room and record pertinent identification information on the property inventory sheet.
- Return the electric engraver and/or diamond pen, along with your completed inventory sheet to the Campus Police office. The property sheet will be retained by the student.

### Lock Outs

Public Safety will assist students in gaining access to their rooms when inadvertently locked out. There is a \$10.00 dollar fee for this service.

## VI. Sexual Assault & Confidential Reporting

Elms College has established a prescribed procedure to assist and support victims of rape or sexual assaults. Public Safety will assist you in obtaining medical, counseling, and police services. The College offers educational programs on rape, sexual assault, and sexual harassment through Public Safety, Health Center and the Counseling Center; all three are available to students for individual consultation and referral. The College may impose the full range of disciplinary sanctions, up to and including expulsion, on students who are found guilty of having committed infractions involving sexual harassment, sexual assault, rape or other sex offenses. Students who are considering bringing such charges should speak with the Vice President of Student Affairs who administers the Code of Conduct, and can be contacted at #413-265-2210.

Students who request assistance in changing their academic or living situation after an incident of sexual assault will receive such assistance immediately. Students seeking academic assistance should speak with their academic advisor; students seeking changes in their housing should speak with the Director of Residential Life.

You are encouraged to immediately report any incidents of this nature via the Public Safety emergency line at #413-265-2278, even if you do not wish to pursue the matter further. Keep in mind that an assailant who is allowed to go un-pursued is a potential future danger, not only to you but also to other members of the community.

If you are a victim of a sexual assault, it is important that you seek medical attention. The medical exam has two goals: first, to treat the full extent of any injury of physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy and second, to obtain legally correct evidence in case you decide to prosecute.

### **IMPORTANT:**

Do not bathe, douche, brush your teeth, drink or change your clothing, as you may be destroying evidence you will need if you decide to prosecute. All information that you give will be held in the strictest confidence in accordance with our own policy as well as the General Laws of the Commonwealth of Massachusetts. If you wish to report information concerning a rape or sexual assault anonymously, you may do so. When you report a rape or sexual assault, it will be your choice whether or not to file charges with the District Attorney. If you choose to do so, Public Safety will assist you in every way, but no action will be taken without your expressed consent.

If you think you are being followed, you can call out for assistance and run to a lighted business or residence; enlist the assistance of a passerby or flag down a passing vehicle, break a window in a residence or pull a fire alarm. Do anything that might attract attention or summon assistance.

If you find yourself confronted by an assailant, you must remember that, while screaming and struggling may, in some instances, frighten off an assailant, in other instances such action may further antagonize an assailant and bring forth a more violent action.

An assailant may be someone that you know. In dating and acquaintance situations be very clear about your sexual limits. **NO is NO.**

If you notice that your date or acquaintance is not respecting those limits, leave and call someone for assistance. If you are a victim of a rape or sexual assault by a stranger or an acquaintance, you will be encouraged to use all available support services:

### **Public Safety**

Emergency and Regular Business #413-265-2278; Director's Phone #413-265-2494. Public Safety can provide a public safety officer to speak to at any time. We have access to female officers and trained rape investigators employed through the Chicopee Police Department; we will provide any information or assistance that would be useful to you at anytime.

### **Rape Crisis Counselors**

#### **Everywoman's Center**

Provides confidential crisis counseling 24 hours a day relating to rape or sexual assault, 413- 545-0800.

#### **Arch**

Rape Crisis Center, 413-733-7100

#### **Elms College Counseling Center**

Available during regular office hours and on an emergency call basis, 413-256-2288

#### **Victim's Witness Program,**

Accessible (through the Hampden County District Attorney's Office,) to victims of rape or sexual assault that are going through the court process. Chicopee (413) 594-7657 and Springfield Office #413-747-1065, Springfield Office Spanish Speaking 413-747-1067

### **VII. Crime Statistics**

#### **Statement of Policy**

The Public Safety Department is the centralized reporting authority for Elms College. The Director of Public Safety collects statistics from the Vice President of Student Affairs, the Director of Residence Life,

and the Health Center, for the annual report. Statistical information for alcohol, drug and weapons referrals is compiled through the Vice President of Student Affairs and Public Safety records.

Public Safety also collects statistical information from the City of Chicopee Police Department for all publicly held properties adjacent or contiguous to the campus as defined by federal law. Elms College does not recognize any off campus student organizations and does not collect statistical data for private off campus student residences, except those that appear in the City of Chicopee police reporting statistics.

In addition, Elms College collects data from the Pittsfield Police Department and the Berkshire Medical Center for an Elms College satellite location at #165 Tor Court in Pittsfield, MA.

The Health Center collects data from **confidential** reports of sexual assault and rape and forwards those statistics to Public Safety. Public Safety reports statistical information to Health Services to prevent counting incidents more than once. Elms College reports crimes using the definitions as described in the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program.

Elms College also reviews all crimes for manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, religion, sexual orientation, gender, ethnicity, or disability. Statistics for these crimes are reported as Hate Crimes.

Crimes may be reported to the following offices or departments that will, in turn, notify Public Safety.

- Vice President of Student Affairs, (413) 265-2210
- Student Health Center, (413) 265-2281
- Counseling Center, (413) 265-2275
- Chicopee Police Department, (413) 592-6341
- Pittsfield Police Department, (413) 448-9700
- Holyoke Community College Police Department, (413) 552-2400

### Additional Reporting Sources

• *Any Official of the College with "significant responsibility for students and campus activities."*  
Officials of the College that meet this definition are required by federal law to notify Public Safety of crimes that are defined under the "Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act". Public Safety will actively seek out reports from such officials, such as Athletic Coaches, Advisors, etc. Public Safety keeps a complete list of persons noted as CSA's on file. All are contacted in writing by the office of the President, to notify them of their CSA reporting responsibilities.

***All crimes should be reported to Public Safety.***

### **Sex Offenders**

#### **Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offender may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state, at which the offender is employed, carries on a vocation, or is a student.

### **How to Inquire**

Members of the Elms College community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone (978) 740-6400 or <http://www.state.ma.us/sorb> or the Chicopee Police Department at 413-592-6341.

### **Penalties For Improper Use Of Sex Offender Registry Information**

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in the house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.

### **Crime Statistics Collection Sources**

- On Campus
- Residence Halls
- Non-Campus Buildings and Property
- City of Chicopee Property
- Hate Crimes

### **Clery Act Definitions**

The Clery Act is provided to assist in the classification of crimes. Clery definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR) as required by the Clery Act regulations.

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. This includes death or injuries received in a fight, argument, quarrel, assault or commission of a crime.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Forcible Sex Offense:** 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. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

**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.

**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.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. This includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; and safecracking.

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

**Arson:** Any willful or malicious burnings or attempts to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes:** Offenses and crimes involving bodily injury due to prejudice of race, gender, religion, sexual orientation, ethnicity/national origin, disability.

**Arrest:** Persons processed by arrest, citation or summons. An arrest has occurred when a law enforcement officer detains an adult with the intention or seeking charges against the individual for the specific offense(s) and a record is made of the detention. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.

**Referred for Disciplinary Action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This also includes the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and attempts to commit any of the above.

**Drug Law Violation:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation or any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium, or cocaine, and the derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics, manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violation:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. This includes: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

**The table shown provides crime statistics for: residence halls, on-campus locations, and public property (City of Chicopee).**

### **Residence Halls**

The following statistics are reported for “Residence Halls” crime and includes those crimes that were reported to have occurred in residence halls.

### **On Campus Locations**

The following statistics are reported for all "On Campus" locations, which are defined as "any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls, and property that is within the same reasonably contiguous geographic area of the institution that is owned by the institution.

### **City of Chicopee Public Property**

The following statistics are reported for public property, including thoroughfares, streets, sidewalks and parking facilities, and is within the campus or immediately adjacent to and accessible from the campus.

Public Safety has received statistics from the City of Chicopee Police for public and privately held properties that meet this definition.

Year	In College Housing				On Campus Location				On Public Property			
	2007	2008	2009	2010	2007	2008	2009	2010	2007	2008	2009	2010
Murder/non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	1	2	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	1	0	0
Aggravated Assault	1	0	0	0	1	0	0	1	0	2	1	0
Burglary	6	4	2	0	3	8	3	4	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Larceny (theft of personnel property)*	3	3	6	0	4	3	5	5	0	0	2	0
Larceny (theft of college property)*	4	5	0	0	4	5	0	0	0	0	0	0

**A forcible sex offense** is "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" and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non forcible sex offenses** are acts of "unlawful, non forcible sexual intercourse," and including incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category. (includes incidents reported to non police officials).

\*Larcenies have been adjusted to reflect changes in the reporting laws.

The following are **Arrest Statistics** for three offense categories for the calendar years listed.

Crime	Number of Arrests		
	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

The following are **Disciplinary Referral Statistics** for the three offense categories for the calendar years listed.

Offense	Number of Disciplinary Referrals		
	2008	2009	2010
Liquor Law Violations	29	43	31
Drug Abuse Violations	0	5	1

Weapons Possession	0	0	0
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*Caveat:* Referrals for Alcohol Violations include being a minor in possession of alcohol and procuring alcohol for a minor.

### Hate Crimes

The following statistics are reported for crimes that have manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, religion, sexual orientation, gender, ethnicity, or disability.

#### Hate Crimes Main Campus

Year	In College Housing				On Campus Location				On Public Property			
	2007	2008	2009	2010	2007	2008	2009	2010	2007	2008	2009	2010
Murder/non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

**A forcible sex offense** is “any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent” and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non forcible sex offenses** are acts of “unlawful, non-forcible sexual intercourse,” and include incest and statutory rape. Depending on circumstances, acquaintance rape could be in either category.

#### Non-Campus Buildings and Property

The following statistics are reported for Non Campus Buildings or property; any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes and is not within the same reasonable contiguous geographic area of the institution.

#### Elms College Satellite Locations

**Location: Hillcrest Campus of Berkshire Health Systems, # 164 Tor Court, Pittsfield, MA 01201**

Crimes	2008	2009	2010
Murder and Non Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0

Sex Offenses: Forcible	0	0	0
Sex Offenses: Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny (theft of personnel property)	0	0	0
Larceny (theft of college property)	0	0	0

\* Statistical Information for the BHS location begins in the calendar year 2008.

**A forcible sex offense** is "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" and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non forcible sex offenses** are acts of "unlawful, non forcible sexual intercourse," and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category (includes incidents reported to non police officials).

The following are **Arrest Statistics** for three offense categories for the calendar years listed.

Crime	Number of Arrests BHS Site		
	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

#### Disciplinary Referrals BHS Site

	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

Caveat: Referrals for Alcohol violations include being a minor in possession of alcohol and procuring alcohol for a minor.

#### Hate Crime Reporting BHS Site

Year	On Campus Location			On Public Property		
	2008	2009	2010	2008	2009	2010
Murder/non Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0

▫ Statistical Information for the BHS Location begins in calendar year 2008.

▫ There are no Residence Halls at BHS location.

**A forcible sex offense** is "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" and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non forcible sex offenses** are acts of "unlawful, non forcible sexual intercourse," and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category (includes incidents reported to non police officials).

- **Public Safety Contact at Berkshire Health Systems, Director Kevin M. Jester (413) 447-2311**

**Location: Holyoke Community College 303 Homestead Avenue Holyoke, MA 01040**

**\*\* On August 27<sup>th</sup>, 2009 Elms College in conjunction with Holyoke Community College began offering courses for completion of a bachelor's degree at the Holyoke Community College site. This program allowed students with an associate degree to remain on campus and continue their studies toward an advanced degree from Elms. Elms and HCC offer these courses on Friday evening and Saturday during the day. The crime information posted in this section reflects the data that was collected on Friday from 4:30pm until 9:30pm, and on Saturday from 8:00am until 5:30pm. It reflects the hours an Elms College program is in progress and included a thirty minute window outside of the class hours as well. It also included all classified events that would have occurred in the parking lots adjacent to the Kittredge Center during those hours. It reflects 52 weeks of the year in that time frame.**

Kittredge Center Rooms: # 403, #418, #420 and adjacent parking lots.

Crimes	2010
Murder and Non Negligent Manslaughter	0
Negligent Manslaughter	0
Sex Offenses: Forcible	0
Sex Offenses: Non-Forcible	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Larceny (theft of personnel property)	0
Larceny (theft of college property)	0

\* Statistical Information for HCC location begins in the calendar year 2009. There are no residence halls at HCC.

**A forcible sex offense** is "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" and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non forcible sex offenses** are acts of "unlawful, non forcible sexual intercourse," and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category (includes incidents reported to non police officials).

The following are **Arrest Statistics** for three offense categories for the calendar years listed.

Crime	Number of Arrests HCC Site
	2010

Liquor Law Violations	0
Drug Abuse Violations	0
Weapons Possession	0

#### Disciplinary Referrals HCC Site

	2010
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons Possession	0

Caveat: Referrals for Alcohol violations include being a minor in possession of alcohol and procuring alcohol for a minor.

#### Hate Crime Reporting Holyoke Community College

	On Campus Location	On Public Location
Year	2010	2010
Murder/non Negligent Manslaughter	0	0
Forcible Sex Offenses	0	0
Non-Forcible Sex Offenses	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Negligent Manslaughter	0	0

▫ Statistical Information for the HCC Location begins in August of the calendar year 2009.

**A forcible sex offense** is "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" and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non forcible sex offenses** are acts of "unlawful, non forcible sexual intercourse," and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category (includes incidents reported to non police officials)

- Public Safety is located in Building E on the HCC Campus, Contact Chief Ralph Gould (413) 552-2400

#### IX. Annual Fire Safety Reports on Student Housing

- College Commitment to Fire Safety
- Fire Safety Policies and Rules
- Important Phone Numbers
- Fire Safety Training
- Policies & Standard Operating Guidelines
- Emergency Procedures
- Fire Alarm Procedures

- Fire Reporting Procedures
- Fire Evacuation Procedures
- Fire Evacuation Procedures for Persons with Disabilities
- Infractions

### **College Commitment to Fire Safety**

Elms College is committed to providing a healthy and safe educational and working environment for our students, faculty, and staff. In order to meet this goal the College has developed a number of policies and procedures to protect the campus community. The success of the program depends on each one of us.

### **Fire Safety Policies and Rules**

Elms College fire safety regulations are intended to prevent injuries to members of the college community and physical damage to facilities. Because of the seriousness of the regulations that cover fire safety, Elms College takes disciplinary action for the first offense. The following are the Fire Safety Policies and Standard Operating Guidelines for Elms College. These rules and regulations comply with those of local, state, and federal regulatory agencies, including the State Building Code, the Massachusetts Fire Prevention Regulations and the recognized fire safety standards such as the National Fire Protection Agency (NFPA).

### **IMPORTANT PHONE NUMBERS**

#### **Public Safety**

265-2278

#### **Facilities**

265-2231 (non emergency)

#### **Chicopee Police Department**

911 (emergency)

592-6341 (non emergency)

#### **Chicopee Fire Department and Ambulance**

911 (emergency)

594-1600 (non emergency)

### **Fire Safety Training**

Elms College conducts training for all residence advisors as well first year student residents. This training covers:

- Evacuation and emergency preparedness
- Organizational mandates
- Fire inspection programs
- Kitchen safety in residence halls

- Life safety systems

First Year orientation training covers:

- Organizational mandates
- Kitchen fire safety
- Life safety systems
- Evacuation

## **EMERGENCY PROCEDURES**

### **Fire Alarm Procedures**

1. All faculty, staff, and students are required to evacuate the building during a fire alarm.
2. If a fire alarm sounds, close the door to your room. Proceed to the nearest exit. If smoke hampers your means of egress, find an alternative route.
3. Do not use the elevator to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. Use the stairs in order to evacuate safely.
4. If you observe other people in the building who may be unfamiliar with the alarm, advise them of the fire alarm and suggest that they evacuate. **DO NOT** force them to leave or become confrontational.
5. Proceed to a pre-designated assembly area, away from the building. Do not stand in front of or near the entrances to the building since fire department access to the building should not be obstructed.
6. Do not re-enter the building until the fire alarm has been silenced and Elms College Public Safety or the Chicopee Fire Department has indicated that it is safe to re-occupy.

### **Fire Reporting Procedures**

#### **Follow these procedures if you discover a FIRE:**

1. Close the door to the room involved. This will contain the fire and make it easier to extinguish.
2. Activate the closest fire alarm. Pull stations are normally located next to the exit or stairwell door.
3. Report the fire to Elms College Public Safety (ext. **2278**). Call from a safe location, away from the fire. Never assume that someone else has called. Extinguish the fire using the appropriate fire extinguisher, if possible. Do not place yourself at risk. Use the fire extinguisher only if you have been properly trained and the fire is small.

### **Fire Evacuation Procedures**

1. When evacuating the building, use the most direct means of egress possible.
2. Before you open a door, feel the door with the back of your hand. If the door is hot, or you can see fire or smoke in the corridor, do not pass through. Stay in the room. Pack towels (preferably wet) under the door to prevent smoke entry. Telephone Public Safety (ext. 2278) and report your location. If a telephone is not available, go to the window and wave a brightly colored cloth to draw

attention to you. Open the window; do not break the window. If you break the window, smoke may enter from the floor below.

3. If the door is cool, open it slowly. If there is no smoke, proceed to the nearest exit. If the smoke is light, crawl low to the closest exit. If you encounter smoke along the way, choose an alternative escape route. Make sure the doors close behind you to prevent the spread of smoke.
4. Once outside, proceed to the designated area, away from the building and doors. Make sure that everyone is accounted for. If occupants were unable to get out of the building, or if they cannot be found, report this to Elms College Public Safety, who will arrive on the scene as soon as possible.

### **Emergency Evacuation Procedures for Persons with Disabilities**

1. If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
2. If the occupant, resident, or visitor is located above or below the ground floor, **do not use the elevator**. Stay in your office or room, or see specific examples below.
3. Call Elms College Public Safety (ext. 2278) and give the officer your name, exact location, room number, and telephone number. Remain by the phone until contacted by Elms College Public Safety. Firefighters will assist persons who are unable to evacuate.
4. Persons with hearing impairments can be assisted out of the building, provided that they are made aware of the activation of the fire alarm.
5. Persons with visual impairments can be safely helped out of the building, provided that a person is there to assist them, and that most of the other building occupants have already left the building. The evacuation of persons with disabilities at the same time as everyone else might increase the risk of accident or otherwise endanger all persons trying to vacate the building.
6. Persons with mobility impairments should most often remain in their rooms until assisted by the Fire Department. Untrained occupants should not attempt to carry people from the building. This could cause stairway restriction for other evacuees and may also result in serious injury.

### **Infractions**

- Failure to Evacuate
- Fire Department Access
- Fire Detection and Suppression
- Equipment Tampering
- False Fire Alarm
- Malicious Burning of Building Component(s) or a Building
- Smoke Bombs or Bomb Threats
- Fire Hydrants and Fire Lanes
- Fire Hazards
- Fireworks
- Fire Drills
- Inspections
- Bunk Beds and Lofts
- Other Construction
- Fireplaces
- Candles, Open Flame Devices, and Smoking
- Holiday Decorations
- Electrical and Extension Cords
- Fire Doors, Escapes, and Exits
- Bonfires

### **Failure to Evacuate**

Except for emergency response agencies (i.e. Chicopee Fire Department and Elms College Public Safety), all occupants in the building will evacuate when a fire alarm has been activated. Individuals or groups failing to evacuate will be subject to judicial action, fines, or expulsion from college housing and / or criminal prosecution.

- Fines for failing to evacuate are \$500 per event.

Elms College Public Safety will perform floor and building sweeps for the health and safety of residents. Residents found in their rooms during a fire or fire alarm will be reported to the Dean of Students Office for disciplinary action. Elms College has adopted this approach to help prevent "false alarm" apathy.

### **Fire Department Access**

Persons who intentionally block or otherwise hamper the duties of the Chicopee Fire Department or Elms College Public Safety during a fire or medical emergency will be subject to judicial action, fines, or expulsion from college housing and / or criminal prosecution.

- Fines for obstructing emergency response agencies are \$500 per event.

### **Fire Detection and Suppression Equipment Tampering**

Unauthorized modifications of or tampering with the fire detection and / or suppression system (including fire extinguishers) in any building or room will result in judicial action, fines, or expulsion from college housing and/or criminal prosecution.

- The fine for tampering with fire detection and suppression equipment is \$500.

### **False Fire Alarm**

Any person who, without proper justification, turns in a false fire alarm by activating a fire alarm pull station or calling in a report of fire may be punished with judicial action, fines, or expulsion for college housing, and/or criminal prosecution.

- Fine for false alarms is \$500.

### **Malicious Burning of Building Component(s) or a Building**

Any person who knowingly sets fire to components of a building (i.e., doors, bulletin boards, and furniture) and/or the building itself will face judicial action, fines, or expulsion for college housing, and/or criminal prosecution.

- Fine for malicious burning is \$500.

### **Smoke Bombs and Bomb Threats**

Any person who possesses and/or activates a smoke bomb in a building without the permission of Elms College Public Safety, or any person who initiates a bomb threat, will be subject to judicial action, fines, or expulsion from college housing and /or criminal prosecution.

- Fines for possessing or activating a smoke bomb range from \$100 to \$500. Calling in a bomb threat or planting a bomb or other incendiary device will result in criminal prosecution.

### **Fire Hydrants and Fire Lanes**

No vehicle except for emergency response apparatus or cars shall park in designated fire lanes or in front of a fire hydrant. Elms College shall not be responsible for any damage to a motor vehicle that obstructs the response of the Chicopee Fire Department or other emergency response agency.

### **Fire Hazards**

Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids and other similar items are not allowed in buildings other than those facilities specifically designed for that intended purpose and shall be removed at the owner's expense. Fire Hazards such as those associated with poor housekeeping, electrical hazards, and improper use of cooking equipment are addressed in a later section.

### **Fireworks**

Any person possessing and/or discharging fireworks on campus will face judicial action, fines, or expulsion for college housing, and/or criminal prosecution.

- The minimum fine for possessing or discharging fireworks on campus is \$100.

### **Fire Drills**

Fire Drills at Elms College will be conducted at least twice during the academic year. Fire drills are performed to familiarize occupants in the building with the sound of the fire alarm, to verify that the system is working as required, and to test the evacuation systems for faculty, staff, and students.

### **Inspections**

Most residence hall fires start in a student's room. The cause of the fire could be careless disposal of smoking material, cooking equipment, candles, or improper lights and wiring. Residents often believe that a fire will not take place in their building because the dormitory is constructed of brick and/or concrete. While it is true that the exterior is fire resistant, the contents inside are not. Wastepaper baskets, sheets, futons, wall hangings, and furniture are fuel sources for a potential fire; if ignited, each will allow smoke and flame to spread throughout the room, floor, or building. Ignition sources include but are not limited to: candles.

For health and safety reasons Elms College will inspect each means of egress, electrical room, recycling closet, student storage area, and individual room at least twice annually to help maintain a healthy and safe living environment for all building residents. In addition, if the College receives a complaint about an area or room within a residence hall relative to health and safety; the College can and will inspect and rectify the hazardous condition at the resident's expense. Elms College Public Safety or the Vice President of Student Affairs can inspect, correct, and if necessary, confiscate any item found within an area or room that poses a risk to the occupants of the area, room, or building. Elms College will inspect for the following:

#### **Improper Appliances**

- Air conditioners
- Coffee makers
- Crock pots
- Doughnut makers
- Electric frying pans/woks
- Gas appliances
- Grills
- Halogen lamps
- Hotplates
- Waffle irons
- Satellite dishes or antennas
- Waffle irons
- Immersion heaters
- Microwave ovens
- Popcorn poppers with oil
- Power strips without built-in breakers or fuses
- Refrigerators larger than 4.5 cubic feet
- Space heaters
- Sun lamps
- Toaster oven

#### **Improper Wiring**

- Overloaded extension cords
- Overloaded electrical outlets
- Outdoor lighting
- Decorative lights improperly installed

Appliances found in violation of these regulations will be confiscated.

**Bunks must:**

- be in compliance with all state building and fire prevention regulations
- be free standing and not attached to the floor, wall, or ceiling
- have a sleeping surface at least 4 feet beneath the ceiling
- Not have more than two sides enclosed by wall or partition
- Not block or obstruct windows, doors, smoke detectors, network outlets, or emergency exits
- Not cause damage to the room or its contents (the owner will be financially responsible for any damage to College property)

**Other Construction**

Students may not construct partitions, subdivide their rooms, construct additions or install or modify electrical wiring or plumbing, or alter "means of egress" (i.e. emergency exits). Each of these modifications increases the risk of fire or personal injury accidents.

**Fireplaces**

The Elms College Facilities department inspects fireplaces in common areas. Only those fireplaces found to be in proper working order can be used. They may only be used with written permission from the Facilities Manager.

**Candles, Open Flame Devices, and Smoking**

Open flame devices are prohibited in residence halls. Candles for religious services and birthday parties must be approved in advance by facilities or public safety. This policy excludes the College chapel. Candles, incense, and similar items may not be burned or lit in any residence hall. If lit or previously burned candles or incense are found or reported they will be confiscated.

- The minimum fine for lit candles or incense is \$25.

**Smoking**

Smoking is prohibited in all academic buildings and residence halls. Smoking is not permitted in buildings or within 25 feet of a building entrance or air intake. Do not dump smoking materials into plastic waste containers or dumpsters without properly extinguishing them with water.

**Holiday Decorations**

In accordance with the Massachusetts Fire Prevention Regulations, the following decorative items shall not be permitted in Elms College buildings and residence halls:

- Candles (*except those approved by Facilities and Public Safety*)
- Christmas or other sawn trees (*except UL or FM-approved artificial Christmas or decorative trees or garland*)
- Corn stalks or shucks
- Paper streamers
- Christmas or other decorative wreaths (*except UL or FM-approved artificial Christmas or decorative wreath*)
- Cotton or confetti

- Dry moss or leaves
- Hay or straw
- Sawdust or wood shavings
- Tree branches and leaves

Only UL or FM-approved lighting for indoor use can be used in academic and residential buildings. If used, the lights cannot be run over ceiling tiles or grids, or through walls or doorways. The lights must be hung below the ceiling using non-conductive material (i.e. string or tape). The lights cannot restrict means of egress and can be removed by the Facilities, Public Safety, or the Director of Residence Life if a hazardous condition exists. Not more than three (3) sets of lights can be attached to a single extension cord. Lights must be turned off when the area is unattended.

### **Electrical and Extension Cords**

Electrical Cords (primary and extension) must not pass through walls, floors, or above suspended ceilings. Electrical Cords (primary and extension) cannot be beneath carpets or across corridors or fire escapes. This type of placement could cause a fire or be responsible for a personal injury accident. If temporary wiring is required, the cord must be run along the wall, not across an aisle or overhead. It must be held up with a non-conductive material such as string or tape, and may not run above a concealed space such as a drop ceiling.

Electrical and mechanical closets and rooms are hazardous locations. They are not to be used for general storage and they must be kept clean at all times to reduce the risk of fire. Electrical panels shall be properly maintained in accordance with Massachusetts Electrical Code, there must be at least three square feet of space around all electrical panels, boxes, disconnects, fuses, and associated equipment.

Students who have questions about electrical closets, disconnects, panels, rooms, or service should contact the Facilities at 265-2231 during business hours Monday to Friday. For health and safety reasons, Facilities shall have full and final control over their respective spaces.

### **Fire Doors, Escapes, and Exits**

For health and safety reasons, all means of egress and their components must be properly maintained at all times in accordance with the requirements of the State Building and Fire Prevention Regulations. A means of egress shall include but is not limited to corridors, doorways, fire escapes, and stairwells. They incorporate an "exit access" (corridors and stairs that lead to an exit), an "exit" (the door itself), and the "exit discharge" (the exterior side of the door, which could include a fire escape, another building, or sidewalk). Each corridor and stairwell in our residence halls has the following equipment: emergency lighting, exit signs, fire extinguishers, fire alarms, and smoke detectors. Fines for tampering with or otherwise damaging the above referenced equipment can range from \$100 to \$500.

The corridors in the residence halls are required to be free of hazard and obstructions. Corridors, fire escapes, hallways, and stairwells cannot be used for the placement or storage of combustible material (i.e. boxes, cardboard and/or paper), bicycles or furniture, waste receptacles, personnel belongings (including shoes) or any other item or equipment that would hinder a safe means of egress or firefighting operations. Corridors, fire escapes, hallways, and stairwells cannot be used as runways for extension cords, telephone wires, or television cables that could create a personal injury hazard.

- Fire escapes cannot be used for storage of grills, regardless of size or fuel.
- Fire doors in corridors and stairwells cannot be chocked open (except smoke-activated fire doors that close when fire alarm is activated)

- You could be fined for obstructing a means of egress.

## Fire Safety Data

### Building Sprinkler Statistics

	Sprinkler System	% Sprinkler	Monitored Fire Alarm	Smoke Detection	Extinguisher Devices	# Annual Evacuation Drills	Date and Time of Drills
Devine Hall	Yes	100	Yes	Yes	Yes	2	1/21/10 20:15hrs. 9/14/10 21:15hrs.
Rose Williams Hall	Yes	100	Yes	Yes	Yes	2	1/21/10 20:15hrs. 9/14/10 21:15hrs.
O'Leary Hall	Yes	100	Yes	Yes	Yes	2	1/21/10 20:15 hrs. 9/14/10 21:15 hrs.

### Building Alarms

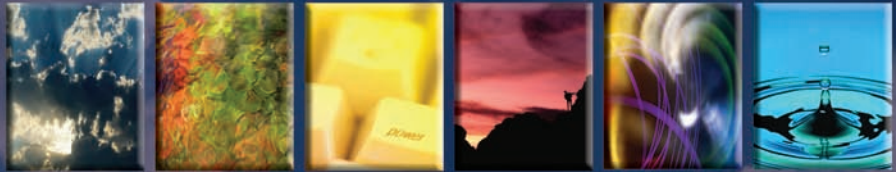
Alarms			
	2008	2009	2010
Devine Hall	1	0	1
Rose Williams Hall	4	5	4
O'Leary Hall	1	3	0

### Building Fires

Fires			
	2008	2009	2010
Devine Hall	0	0	0
Rose Williams Hall	0	0	0
O'Leary Hall	0	0	0

### Fire Statistics

Building	Date and Time of Incident	Cause of Fire	Fire Related & Medically Treated, Injuries			Fire Related Deaths			Value of Property Damage		
			2008	2009	2010	2008	2009	2010	2008	2009	2010
Devine Hall	N/A	N/A	0	0	0	0	0	0	0	0	0
O'Leary Hall	N/A	N/A	0	0	0	0	0	0	0	0	0
Rose Williams Hall	N/A	N/A	0	0	0	0	0	0	0	0	0



**FROM MASSACHUSETTS TURNPIKE,  
EAST OR WEST**

Massachusetts Turnpike to Exit 4, West Springfield.

Take Route 91 South to Exit 12.

Take Route 391 North towards Chicopee.

Take Exit 2 (the first exit after leaving Route 91)  
on to Center Street, Route 116 North.

At the end of the exit ramp, turn right.

Go through the traffic light, and take your first  
right onto to South Street.

Proceed up the hill to the next traffic light and  
take a right onto Springfield Street.

The College will be on your left.

**FROM ROUTE 91 SOUTH**

Route 91 South to exit 12

Take Route 391 North towards Chicopee.

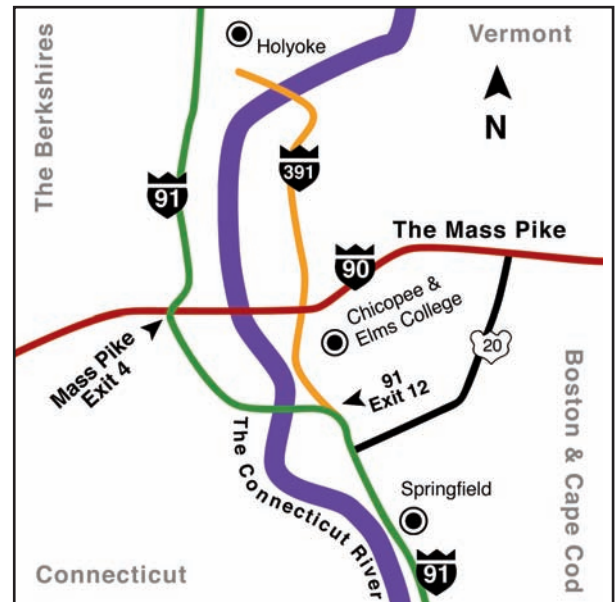
Follow as above.

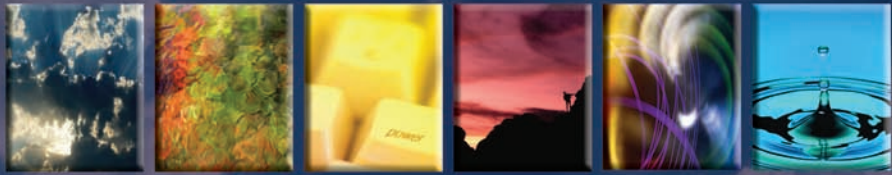
**FROM ROUTE 91 NORTH**

Route 91 North to Exit 12

Take Route 391 North towards Chicopee.

Follow as above.





1. Mary Dooley College Center

2. Alumnae Library

3. Berchmans Hall

4. Maguire Center for Health, Fitness, and Athletics

5. Devine Hall

6. College Chapel

7. Rose William Dormitory

8. O'Leary Hall

9. Marion Hall

10. Leary Athletic Field

11. Dooley Softball Field

12. Spaulding House

13. Gaylord House

14. 35-37 Gaylord Street

