Bay Path College

Longmeadow Campus

Annual Campus Security & Fire Safety Report 2012

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

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Campus Public Safety

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

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

Campus Law Enforcement at Bay Path College

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

Philosophy

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

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

Mission Statement

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

Vision Statement

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

Department Values

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

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

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

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

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

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

Campus Public Safety Contact Information

Captain: Vincent Rossi

Telephone Number: (413) 565-1225

Fax Number: (413) 565-1110

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

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

Emergency Phone Numbers

Police/Fire/Emergency	911
Campus Public Safety	(413) 565-1225
Bay Path Health Services	(413) 565-1391 or (413) 565-1392
Bay Path Counseling Center	(413) 565-1276
Longmeadow Town Police	(413) 567-4315
State Police	(413) 736-8390
National Suicide Prevention	(800) 273-8255
Bay State Medical Center	(413)794-0000
Mercy Medical Center	(413) 748-0000

Campus Community Standards of Conduct

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

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

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

Reporting a Crime and other Emergencies

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

To aid in the prevention of similar crimes or serious incidents, Campus Public Safety, in conjunction with other departments on campus, issues campus alerts in a timely manner to notify community members about certain crimes in and around our campus community. Campus members who know of a crime or other serious incident should report that incident as soon as possible to Campus Public Safety so that a campus alert can be issued, if warranted. Campus alerts are primarily issued through the e2 Campus System (learn more about e2 Campus on page #9). The College has also installed emergency two-way call boxes throughout the campus for use during an emergency.

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

The Office of the Vice President for Student Planning and Development located in the Breck Fitness Center can assist students in reporting serious incidents. Alternatively, community members may report crimes or other serious incidents to the Town of Longmeadow Police Department, or one of the following:

1. Vice President for Planning and Student Development
2. Dean of Student Success
3. Director of Counseling
4. Director of Health Services
5. Director of Human Resources

Missing Student

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

In addition to providing a general emergency contact, students residing in on-campus housing have the option to identify (confidentially) an individual to be contacted by Bay Path in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual on their residence hall housing contract, Bay Path will notify that individual no later than 24 hours after the student is determined to be missing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Campus Public Safety determine that the student has been missing for 24 hours, Campus Public Safety will notify the Longmeadow Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Bay Path will notify the student's parent or legal guardian immediately after Campus Public Safety has determined that the student has been missing for 24 hours.

Access to Campus Facilities

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

Maintenance of Campus Facilities

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

Jeanne Clery Act and Campus Crime Statistics

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

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

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

Crime Statistics for the Longmeadow Campus

Offense	Location	2009	2010	2011
Murder/Non-negligent manslaughter	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Negligent manslaughter	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Sex Offenses - Forcible	On Campus	0	1	0
	Residence Halls	0	1	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	1	0
Sex Offenses – Non-forcible	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Robbery	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Aggravated assault	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Burglary	On Campus	0	4	1
	Residence Halls	0	1	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	4	1
Motor Vehicle Theft	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Arson	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Hate Crimes	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Illegal Weapons possession	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	On Campus	0	0	0
Liquor Law Violations Referred For Disciplinary Action	On Campus	2	2	0
	Residence Halls	2	2	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	2	2	0

Offense	Location	2009	2010	2011
Drug Law Arrests	On Campus	0	0	0
	Residence Halls	0	0	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	1	2	1
	Residence Halls	1	2	0
	Public Property	0	0	0
	Noncampus	0	0	0
	Total	1	2	1

To view our Jeanne Clery Act Statistics online please go to:
http://ope.ed.gov/security/getoneinstitutiondata.aspx

Definitions Used for Reportable Crimes

1. Murder and Non-negligent Manslaughter. The willful (Non-negligent) killing of one human being by another.
2. Negligent Manslaughter. The killing of another person through gross negligence.
3. Sex Offenses-Forcible. Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
   a) Forcible Rape. The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
   b) Forcible Sodomy. Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   c) Sexual Assault With an Object. The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
   d) Forcible Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
4. Sex Offenses – Non-forcible. Unlawful, non-forcible sexual intercourse.
   a) Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   b) Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.
5. Robbery. The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
6. Aggravated Assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
7. Burglary. The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
8. Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
9. Arson. Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

10. Liquor Law Violations. The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
11. Drug Abuse Violations. Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbituates, benzedrine).
12. Weapon Law Violations. The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Bay Path College ID

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

Parking Regulations

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

Designated Parking Areas

LOT A: Commuters, One-Day Saturday and Graduates students. There is no overnight parking for students in this lot at any time.
LOT B: Staff/Faculty parking daily until 5:00 P.M.; Open parking on weekends, holidays and after 5:00 P.M.
LOT C: Student parking
LOT D: Student parking
LOT E: Student parking

Emergency Notification - e2 Campus System

In the event that a situation arises, either on or off campus, that in the judgment of the Campus Public Safety Department constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the e2 Campus Alert System to students, faculty and staff that have self-registered through the e2 Campus link (see link below).

The e2 Campus System is the most effective way of communicating emergency information to the entire campus population. With e2 Campus, students, faculty and staff are notified of weather delays or cancellations, emergencies and safety alerts through text messages on their cellular phones. e2 Campus is convenient, easy to use, effective and free. Campus Public Safety strongly encourages all students, faculty and staff to register for the e2 Campus service.

Please go to http://bp-web.baypath.edu/e2campus/e2campusnewuser.htm.

Alcohol and Drug Policy and Prevention Programs

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

Possession of alcohol:

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

Possession, use, or sale of illegal drugs:

First offense - Suspension or dismissal from the College.

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

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

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

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

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

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

Firearms and Weapons

Firearms and weapons are not permitted on campus. Anyone bringing a firearm or weapon on campus or in possession of a firearm or a weapon will be expelled. Students must possess a Massachusetts Firearms Identification Card (obtainable from the Longmeadow Police Department) to carry mace or pepper spray. Disciplinary action will be taken in the event mace or pepper spray is discharged inappropriately on campus.

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

Hazing

The College forbids the hazing or harassment of any student on or off the campus. Hazing refers to any conduct or activity, which willfully or recklessly endangers the physical or mental health of any Bay

Path student or other person. Any student who organizes or participates in hazing will be subject to dismissal. Further, hazing is a criminal offense in the Commonwealth of Massachusetts and is punishable by fine and/or imprisonment.

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

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

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

Fees, Fines, Charges and Sanctions

Possession of Alcohol:	
First offense	Community Service
Second offense	Community Service & Fine
Possession, distribution, or use of illegal substances:	Immediate suspension or dismissal
Residence Hall Damage Deposit: (refundable upon graduation if no damage and no items are missing from your room)	$150
Unauthorized residence hall code or access card distribution	
First offense	$ 50
Second offense	$100
Illegal smoking inside any campus building	$ 50
Illegal cooking in residence hall room	$ 50
Lost residence hall key or mailbox key	$ 10
ID replacement	$ 10
Residence Hall Lockout	
First offense	$ 5
Second offense	$ 5
Third offense	$ 10
Resident student parking permit	$ 300
Parking and Driving Violations:	
Parking in Deepwood Circle	$ 10
Parking in a reserved space	$ 10
Parking in a handicap space	$ 10
Illegally parked vehicle	$ 10
Failure to display hangtag	$ 10
Not parked within a marked space	$ 5
Speeding	$ 5

Failure to stop for stop sign	$ 5
Tampering with or pulling a Fire Alarm Box or discharging a fire extinguisher in a non-emergency	$100
Removal or tampering with room window screens	$100
Candle use	$ 50
Incense use	$ 50
Unauthorized pets on campus	$ 25/per day
Propping open door of residence hall	$ 50
Halogen Lamp use	$ 50
Guests in student room after visitation hours or unescorted males in halls First offense: Second offense:	 $50 visitation privileges revoked
Deliberate falsification of information provided for visitation log	$ 25
Unauthorized use of emergency exit	$ 50

Anti-Discrimination Policy

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

Should any student complaints arise despite Bay Path's policies of non-discrimination on grounds of race, color, age, religion, national origin, sex, sexual orientation, handicap, ancestry, participation in discrimination complaint related activities, genetics or active military or veteran status, the review and appeal procedures which follow should be utilized as grievance procedures for prompt and equitable resolution of the dissatisfaction. This policy incorporates by reference the requirements of Title VI, Civil Rights Act of 1964; Title IX, the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and all other applicable federal and state laws, statutes, regulations, and executive directives. Any inquiries regarding these matters may be directed to Bay Path's Title IX Coordinator and Affirmative Action Officer, the Vice President for Planning and Student Development.

Anti-Harassment / Anti- Discrimination

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

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

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

Definition of Sexual Harassment

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

Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or,

Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Under these definitions, direct or implied requests for sexual favors in exchange for actual or promised educational opportunities or benefits constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances-whether they involve physical touching or not;

Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding one's sex life;

Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences;

Unwelcome discussion of one's sexual activities.

All students should take special note that, as stated above, retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint is unlawful and will not be tolerated by this organization.

Procedure for Complaints

If any student believes she or he has been the victim of discrimination or harassment, the student has the right to file a complaint with the College. This may be done in writing or verbally.

If you would like to file a complaint you may do so by contacting the Vice President for Planning and Student Development, Bay Path College, 588 Longmeadow Street, Longmeadow, MA 01106, telephone 413-565-1333. The Vice President is also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

Complaint Investigation

When we receive a complaint, we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with the witnesses. We will also interview the person alleged to have committed the discrimination or illegal harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the alleged offense of the results of the investigation.

If we find that the allegations in the complaint have been established by the investigation, we will act promptly to eliminate the offending conduct and, where it is appropriate, we will also impose disciplinary action.

Disciplinary Action
If it is determined that inappropriate conduct has been committed we will take such action as is appropriate under the circumstances. Action may include such forms of disciplinary action as we deem appropriate under the circumstances.

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

Massachusetts Commission Against Discrimination ("MCAD")

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

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

Equal Employment Opportunity Commission
One Congress Street, 10th Floor
Boston, Massachusetts 02114
(617) 565-3200

Campus Sex Crimes Prevention Act

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

Emergency Preparedness/Disaster Plan

Emergency Phones are located at various points on campus:
The following phones are directly linked to Campus Public Safety. When the receiver is picked up the phone automatically rings CPS at extension 1225. These phones are for students in need of immediate assistance.

Elliott House, ext. 1794 - Located on the Elliott Building, to the left of the rear door, facing Catok.
Blake Student Commons, ext. 1769 - Located on the north side of Blake Student Commons next to Lot A.
Theinert Hall, ext. 1786 - Located on the Theinert building to the left of the main entrance.
Wright Hall, ext. 1768 - Located in the foyer of the main entrance.
Bollum Hall, ext. 1787 - Located in the foyer of the main entrance.

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

Responsibility of Campus Public Safety and Student Services
The Director of Campus Life is the administrator on duty weeknights and weekends, unless **Campus Public Safety** is notified otherwise. The Director of Campus Life can be reached by cell phone at 575-3854 (24 hours a day).

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

1. Determine if the illness or injury necessitates transportation to the hospital by the Longmeadow Fire Department. If a student is transported, CPS will notify the Director of Campus Life. Please see below for instructions on other administrators to contact. CPS will ask the student to call her parents before the transport (situation permitting) to advise them that she is being taken to the Emergency Room. If the student is an international student, please inform an administrator of the situation immediately.

2. Escort a resident student who becomes ill in the dining room, classroom, or other location on campus to her campus residence room. CPS Officer will notify the RD on duty of the student's condition.

3. Assist a commuter student who becomes ill on campus to contact a family member for transportation home, if necessary.

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

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

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

Bomb Threat

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

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

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

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

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

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

Explosion on Campus

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

Fire Safety

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

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

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

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

Fire Evacuation Drills

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

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

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

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

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

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

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

Annual Fire Safety Statistics for Residence Halls

Location	2009			2010			2011		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Bollum Hall	0	0	0	0	0	0	0	0	0
Theinert Hall	0	0	0	0	0	0	0	0	0
Wright Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

Flooding

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

Fumes and Vapors

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

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

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

Hazardous Substance Spills

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

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

Identifying Suspicious Mail Packages

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

Medical Emergency - Community Health Issues

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

Student Crisis

In the event of crisis situations involving students, immediately contact the Vice President for Planning and Student Development, extension 1333, Director of Campus Life, extension 1467 or Campus Public Safety, extension 1225. These offices will make appropriate contacts and referrals. In the event that a Bay Path College student, staff or faculty becomes aware that a student sustained a serious injury or has threatened to do violent harm to others on campus, the Longmeadow Police (911) must be contacted immediately.

Crisis situations could include:

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

Telecommunications Failure

Emergency situations causing telecommunications failure can be the result of a variety of incidents from a power outage to a natural disaster. Since telecommunications are the primary source of campus-wide communication in emergencies, suggested alternate procedures are listed below for individual employees and for Campus Public Safety to follow if there is a telecommunications failure. These sources include broadcast messages, e-mail, fax, and telephone calls. Although the college

depends heavily on technology sources for communication we have developed a back-up plan in the event of power failure. The College's 2-way radio communication system would not be affected by a power outage. The 2-way radio system will be our primary means of communication during a power failure. Cell phones will also be used as a means of communication in a power outage. There are a total of 14 2-way radios on campus distributed to the departments of Public Safety, Facilities, Information Technology Services, Student Services and the Switchboard.

The College has four telephone lines that will continue to be active in the event of the main switchboard becoming incapacitated.

(413) 567-0621 Deepwood Security
(413) 567-0622 Hatch Library
(413) 567-0623 Theinert Health Services (must connect available analog phone)
(413) 565-0624 Maintenance (must connect available analog phone)

Terrorism/Biological/Chemical Attacks

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

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

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

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

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

Utility/Mechanical Failures

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

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

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

Violent or Criminal Behavior

Actions to Take:

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

Preventive Measures:

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

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

Severe Weather/Tornado Conditions

Severe Weather/Tornado Watch: A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. The National Weather Service will issue a watch bulletin to local authorities and local radio and television stations.

Severe Weather/Tornado Warning: When a severe weather/tornado sighting occurs, the National Weather Service alerts weather stations and local authorities. If severe weather or a tornado is approaching Campus Public Safety will issue a broadcast warning through the e2 Campus System.

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

Illness or Injury

If you become ill or are injured, please call the Director of Health Services immediately. If your medical problem occurs after health service hours, call the Director of Campus Life or your Residence Director. After Health Services office hours, students can be seen at the Baystate Medical Center in Springfield. Maps with directions to the emergency room are available at the residence hall desks. Transportation must be arranged either with a friend, by taxi, or by ambulance. Taxi service can be provided via a voucher that can be obtained through the Office of Student Life. The cost of this service is deferred for 10 business days. If there is any question, please contact the Longmeadow Police Department at 911 for assistance in making the determination as to whether or not the patient should be transported by ambulance.

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

Emergency/Disorientation/Suicide Attempts

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

- is or becomes unconscious
- has trouble breathing or is breathing in a strange way
- has chest pain or pressure
- is bleeding severely
- has severe pressure or pain in the abdomen that does not go away
- is vomiting or passing blood
- has seizures, a severe headache, or slurred speech

- appears to have been poisoned
- has injuries to the head, neck, or back
- has possible broken bones

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

Frequently students feel comfortable with faculty and staff to discuss personal issues. If you become aware of any student attempting or contemplating suicide or are fearful of them doing any sort of personal harm, please contact Campus Public Safety immediately. If the situation warrants, call the Director of Campus Life at x1467 or 575-3854.

In the event that a Bay Path College student, staff or faculty member becomes aware that a student has sustained a serious self-inflicted injury or has threatened to do violent harm to others on campus, 911 should be contacted immediately. Campus Public Safety should also be contacted at ext. **1225.** Emergency medical personal may transport a student in acute emotional distress to Baystate Hospital for evaluation.

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

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

TAKE A BITE OUT OF CRIME®

Enabling people to prevent crime and build safer, more caring communities.

Learn more about NCPC at: www.ncpc.org

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

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

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

- Only release your Social Security number (SSN) when it is absolutely necessary, do not have your SSN printed on your checks or on your license. Order your Social Security Earnings and

Benefits Statement once a year to check for fraud by calling (800) 772-1213. If your SSN has been fraudulently used, report it to the Social Security Hotline at (800) 269-0217.

- Reduce the number of credit cards used and cancel unused accounts. If a fraudulent charge appears on one of your accounts, report it to the Consumer Credit Counseling Service at (800) 388-2227. Always shred pre-approved credit applications, credit receipts, bills and any other financial information before throwing it away in the trash.
- Consider removing your name from marketing lists; this will reduce the number of pre-approved credit card applications that are received in the mail.
- Check your credit report once a year for inaccuracies and fraudulent use of your accounts. The easiest way to do this is AnnualCreditReport.com. This website has links to all three credit bureaus. You can also send a written letter of request for your credit report to each credit bureau. If you choose to send a written letter, you must also supply the company with proof of identity and address (for example a copy of your telephone bill or driver's license.)

    - Equifax Credit Reporting Bureau, P.O. Box 740250, Atlanta, GA 30374. To obtain your credit report, call (800) 685-1111 and to remove your name from marketing lists, call (800) 567-8688.
    - Experian Credit Reporting Bureau, P.O. Box 1017, Allen, TX 75013. To obtain your credit report, call (888) 397-3742 and to remove your name from marketing lists, call (800) 353-0809.
    - Trans Union, P.O. Box 6790, Fullerton, CA 92634. To obtain your credit report, call (800) 916-8800 and to remove your name from marketing lists, call (800) 680-7293.

- If an error is found or to dispute any information in your credit report, you must contact all three credit bureaus. Always keep a copy of your correspondence in case the information reappears on your report. Be sure that all correspondence is sent by certified mail and a return receipt is requested.
- If your credit card is stolen or you are a victim of identity fraud, immediately contact all three credit bureaus and tell them to place a "security alert" on your file.

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

-- End of Report --