



Clark University
Campus Security and Fire Safety Report
2014

Clark University Police Department



Table of Contents

Introduction.....	4
Reporting Crimes	4
Reporting of Criminal Offenses	4
Emergency Telephone Network.....	5
Timely Warnings	6
Policy	6
Procedure	6
Safety and Community Updates	6
Emergency Response, Notification, and Shelter in Place/Evacuation Procedures	7
Emergency Response	7
Emergency Notification	7
Clark Alerts.....	8
Web Communications.....	9
Testing	9
Shelter in Place/Evacuation Procedures.....	9
Emergency Response Testing	10
Missing Student Notification Procedure	11
Emergency Contacts	11
Reporting and Investigating Missing Persons.....	11
Security of and Access to Campus Facilities	12
Campus Law Enforcement Policy Statements	12
The Clark University Police Department's Enforcement Authority	12
Accurate and Prompt Reporting.....	13

Clark University's Response to Reports of Crimes or Emergencies	13
Relationships With Other Police Agencies	13
Awareness Security and Crime Prevention Programs	14
Security Services.....	14
Crime Awareness and Prevention Programs.....	14
Policies Regarding Alcohol and Drugs	15
Policies for Campus Social Events where Alcohol is Being Served.....	16
Sexual Offenses	17
Sexual Harassment.....	17
Sexual Assault.....	17
Sexual Misconduct.....	17
Sexual Exploitation.....	17
Educational Programs	17
Procedures to Follow When a Sex Offense Occurs	18
Confidentiality	19
To Report Confidentially	19
Non-Confidential Reporting Options.....	19
Title IX.....	20
Title IX Responsibilities	20
When Should You Contact the Title IX Coordinators or Deputies?.....	20
Federal Statistical Reporting Obligations	20
Federal Timely Warning Reporting Obligations.....	21
Importance of Preserving Evidence	21
Off-Campus Criminal Justice and Support Services.....	21
Changes in Academic and Living Situations	21
Procedures for Campus Disciplinary Action	22
Sanction Statement.....	23
Sex Offender Registry Information.....	24
Important Telephone Numbers:	24
2013 Campus Security Report: Crime Definitions and Statistics for Calendar Years 2011 - 2013.....	25
Definitions of Crimes.....	25
Crime Statistics for Clark University.....	27
Fire Safety	29

Prohibited Items	29
Cooking Appliances	29
Drills	29
Fire Doors	29
Fire Hazards	30
Smoking	30
Procedures for Student Housing Evacuations	31
Fire Alarms	31
Designated Meeting Areas	31
During a Fire Alarm or Fire Alarm Testing	31
Evacuation Procedures from Non-Housing Buildings	32
Annual Fire Safety Report 2013	34
Definition of a Fire	34
Reported Fires: Calendar Years 2011, 2012 and 2013	34
2011	34
2012	34
2013	34

Campus Security Report 2014

Introduction

This report outlines Clark University's security procedures and policies and is an articulation of the University's commitment to the safety and welfare of its students, faculty and staff. The report also meets the University's obligation to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.*

Clark University's approach to campus security is proactive, with University Police working to build a strong and interactive relationship with the students, faculty and staff they are committed to serving. Outlined below are explanations of such vital issues as the qualifications and responsibilities of Clark University Police, the University's emergency telephone network, its crime prevention and security awareness programs, its policies with regard to the use of drugs or alcohol, and its sexual violence policies and procedures. Clark University encourages discussion of campus security issues and concerns. Any questions about the following report should be directed to Chief Stephen Goulet at (508) 793-7575.

The information contained in the Campus Security Report is gathered and prepared by the University Chief of Police with assistance from the Dean of Students, the Residential Life and Housing Office, University Police Staff, the Athletic Department, Health Services, and the Worcester Police Department.

This report is made available to students, employees and the general public by publishing it on the Clark University website. Each member of the community receives an email providing them with a link to the report and its exact web address. Paper copies of the report may be obtained by contacting the Clark University Police Department at 508-793-7575.

**Some data based on good-faith estimates made in relation to newly added VAWA crimes. These numbers may change in the 2015 ASR after definitions are finalized by the Department of Education.*

Reporting Crimes

Reporting of Criminal Offenses

The Clark University Police urge witnesses or victims of a campus crime or emergency to contact University Police, located in the basement of Bullock Hall, immediately at x7575, or any police officer. Any off-campus incidents should be reported to Worcester Police Department at 911 or 508-799-8606.

In addition to the above, the following persons can provide assistance in reporting serious incidents or crimes:

Dean of Students	Denise Darrigrand	(508) 793-7423
Director, Residential Life and Housing	Adam Keyes	(508) 793-7453
Director of Human Resources	Jacqueline Capomacchio	(508) 793-7397

Emergency Telephone Network

Clark maintains a network of 61 indoor and outdoor emergency telephones. The emergency telephones have been placed in areas where members of the University community could find themselves isolated or without method of communication, and thus more vulnerable.

Outdoor phones

Outdoor emergency phones—on blue poles and in yellow-colored boxes—are located in the following places:

- Maywood and Woodland St. parking lots
- by the Higgins Bistro walkway facing Jonas Clark Hall
- on levels of the parking garage
- on Woodland St. near the Carriage House
- the corner of Shirley and Florence Streets
- at the athletic fields
- outside the Downing St School building
- outside of 87 Florence Street
- between Goddard Library and Kneller Athletic Center
- on the corner of Atwood Hall
- outside of 5 Maywood Place
- Woodland St between Wright and Dodd Hall
- Hawthorne St entrance to administration lot
- Birch St parking lot at Maywood and Birch St
- Near the 31 Maywood St. parking lot



To use the outdoor phone, students, faculty and staff should push the emergency button on the blue pole or inside the yellow box (open the steel door first) to create an automatic connection to University Police that cannot be disconnected. University Police automatically know which box has been used. A microphone in the box allows University Police to hear anyone using the phone.

Indoor phones

Indoor emergency phones are red and are located throughout campus buildings and in all elevators. To use the indoor phone, students, faculty and staff should simply pick up the receiver, and the call will immediately ring in to University Police on an emergency line.

The University Police Department is constantly evaluating the effectiveness of the emergency telephone system and identifying possible sites for additional phones.

Timely Warnings

Policy

The campus Timely Warning system is provided to give students, faculty, and staff timely notification of crimes which present an ongoing threat to the community and to heighten safety awareness. The Timely Warning also seeks information that may lead to the arrest and conviction of an offender.

Clark University Police is responsible for the issuance of a Timely Warning when a crime is reported to or brought to the attention of the Clark University Police Department and that crime represents an ongoing threat to the safety of members of the campus community.

Timely warnings are issued as soon as all relevant information is gathered. Warnings are distributed to all students, faculty and staff members via email.

Procedure

The Clark University Police Department will prepare a Timely Warning whenever a report is received of a violent crime against a person or a particularly threatening crime against property that represents an ongoing threat to the safety of students, faculty or staff. Timely Warnings are sequentially numbered, starting January 1 of each year, and provide details of the crime, a description of the suspect(s) if known, information on whom to contact about the investigation and crime prevention tips.

Whenever the City of Worcester Police Department issues a news release about an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff, the University Police Department will assist in publicizing the information on campus.

Information included in Timely Warnings will be:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of suspect(s).
- Composite drawing of suspect(s), if available.
- Date and time the Timely Warning is released.
- Other relevant and important information.

Safety and Community Updates

In addition to Timely Warnings, Safety and Community Updates serve to keep the Clark community informed about issues of personal and property safety on the campus and in the community, as well as events and activities in the community. Safety and Community Updates may address such issues as parking bans, snow removal processes and upcoming events which may impact campus routine. This update is distributed via email several times over the course of the semester so as to communicate important and helpful information.

Emergency Response, Notification, and Shelter in Place/Evacuation Procedures

Emergency Response

The University has developed an Emergency Response Plan which details the steps that will be taken in the event of an emergency situation. In addition, the University maintains several protocols to be following the event of specific emergencies (hurricane, blizzard, water outage, etc.)

The Plan describes the roles and responsibilities of the various departments and personnel during an emergency situation. Personnel with specific responsibilities to be carried out during an emergency at both a department and University level are expected to understand the procedures for which they are responsible.

This Emergency Response Plan is invoked whenever an emergency affecting the campus cannot be managed through normal channels. Response to an emergency will be conducted within the framework of the Plan whenever possible. The Emergency Response Plan is designed to protect lives and property through effective use of University and community resources. The Plan identifies specific departments and individuals that are responsible for emergency response with critical support services and it provides a management structure for coordinating and deploying essential resources. The full text of the plan is available online at clarku.edu/offices/campussafety/documents.cfm.

Staff, faculty and students are instructed to contact the Clark University Police Department (CUPD) regarding any situation or incident that may present an immediate or ongoing threat to the health and safety of the Clark community. CUPD is responsible for responding to, investigating, documenting, and mitigating any situation that may result in a significant emergency or dangerous situation. CUPD may also call upon additional resources (Worcester Police, Fire, State Police, etc.) as necessary. If CUPD determines that the situation poses a threat to the Clark Community, they will initiate steps to notify the community following Clark's Safety and Emergency Communications Plan.

Emergency notification messages may provide specific instructions including "shelter in place" or "evacuate your building". Please familiarize yourself with the following procedures so you will be prepared in the event of an emergency situation:

Emergency Notification

When the University has determined that an emergency situation exists, the University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The Emergency Communications Team (ECT), chaired by the Business Manager, is responsible for issuing mass notification messages at the request of persons authorized to initiate such notices. The team meets on a regular basis to review the communications process and to schedule test messages for training and testing purposes. The Emergency Communications Team is comprised of:

- Police Chief - Stephen Goulet
- Business Manager /Emergency Plan Coordinator - Paul Wykes

- Vice President Marketing & Communications - Paula David
- Assistant Vice President of News and Editorial Services - James Keogh
- University Police Office Manager – Melissa Tula
- ITS Enterprise Systems Engineer – Dan Meyer

The University utilizes three means of community notification, dependent upon the nature of the situation and as decided by members of the Emergency Communications Team; Timely Warnings, Safety Updates and Clark Alerts.

Clark Alerts

The primary vehicle for notifying the Clark community of an emergency situation is through the University’s emergency notification system called Clark Alerts. Clark Alerts enables the University to communicate with students, faculty, and staff through a variety of methods including:

- Text messages (SMS) to mobile devices
- Voice calls to mobile phones and off-campus phone numbers
- Email messages to Clark and non-Clark addresses
- Posts to social media such as Twitter and Facebook

During an urgent emergency situation, the Clark Alerts system will be used to send a message with information and/or instructions concerning the emergency situation.

The following have the authority to issue or authorize a Clark Alert:

- The Incident Commander in the event the Emergency Response Plan has been activated.
- The University Police Chief in the event of an incident that poses an immediate threat to the Clark Community (tornado warning, active shooter, etc.).
- The President
- The Executive Vice President
- Vice President of Government and Community Affairs and Campus Services
- The Business Manager in consultation with any of the above.
- Other Senior University officials and Clark University Police Officers who are directly involved with an emergency situation may authorize an initial Clark Alert in response to an incident only in cases in which a delay could compromise the safety and security of the Clark campus.

Contact Information

It is the responsibility of each student, staff or faculty member to maintain their Clark Alerts contact information to be sure it is accurate and complete. Clark Alerts data can be reviewed and updated through the “Clark Alerts Updater” channel located in the ClarkYOU portal (you.clarku.edu). Onsite contractors or others without Clark credentials needing to be notified via Clark Alerts should contact the Business Manager for instructions on setting up an account.

For more information on Clark Alerts, please visit clarku.edu/alerts

Web Communications

In addition to Clark Alerts, the University will also utilize its website in the event of an emergency situation. An emergency alert header, providing a brief description of the emergency, may be triggered to appear at the top of each page on the Clark website. Additional information will be posted to Clark's emergency website (Clarku.edu/safety). The Emergency Communications Team has access to post updates to both of these locations. Marketing and Communications and/or ITS staff may also be called upon as needed in an emergency situation to provide assistance with web-based communications.

Testing

The "Clark Alerts" system is tested at a minimum of two times per year - once each semester. All students, staff and faculty are notified in advance of the testing. Detailed reports are generated from the notification system regarding the number of constituents reached and the time it took to notify them.

Shelter in Place/Evacuation Procedures

Shelter in Place

Depending on the nature of the incident, you may be notified to "Shelter in Place" (see Special Note below for Active Shooter-specific instruction). During such incidents, it is usually safer to stay indoors since leaving the building may expose you to greater danger. Incidents that may result in "Shelter in Place" instructions include:

- Extreme weather events such as tornado warnings, hurricanes, etc.
- Active threat (shooter, etc.) or potentially dangerous person on campus.
- Chemical spill or release of hazardous materials outside of the building.

When directed to "Shelter in Place":

- Move into or stay inside the nearest building.
- Go into an interior room or office with few windows, if possible.
- Close all windows and doors and, if possible, turn off ventilation systems (including air conditioning and heat, bathroom and kitchen exhaust fans).
- Stay away from windows and doors.
- Monitor your email and/or the Clark Safety web page (clarku.edu/Safety).
- Remain in place until notified by Clark Alerts or University officials.

Evacuation

In situations where "Shelter in Place" is not appropriate, you may be told to evacuate (leave) the building. Evacuation is also appropriate when a fire alarm sounds. In such situations, you will need to evacuate quickly and orderly to ensure your safety. Incidents that may result in evacuation orders include:

- Building fire.
- Bomb threat.
- Natural disaster (earthquake).
- Building collapse.
- Chemical spill within the building.

Please follow these procedures when evacuating:

- Do not use elevators.
- Leave the building through the closest exit.
- Take necessary items such as keys, glasses and wallets since you may not be able to return to your location for some time.
- If instructed, proceed to the designated assembly area.
- Do not return to the building until you are notified that it is safe to do so.

While Clark is committed to getting accurate emergency alerts and information to members of the community as soon as possible, in the first minutes of an emergency, you may need to make an immediate decision to “shelter in place” or move to a safer location (evacuate). You should understand and plan for both possibilities. Use common sense and available information, including information provided here to determine if there is immediate danger.

Special note in the event of an active shooter situation –In the event there is a shooting in process on campus, the Clark Alert you receive may tell you to shelter in place. In accordance with Clark’s active shooter training program (run, hide, fight) if the shooter is in the same building as you and you have a clear way to exit the building, you should do so and find shelter in an alternate location.

General Safety Guidelines

- Be aware of your surroundings and note locations of emergency exits.
- In any emergency, the first step is to take care of yourself.
- The Clark “Emergency Guide” is posted in most classroom and meeting places. Familiarize yourself with the guide and utilize it in the event of an emergency. Additional guides may be ordered from the Business Manager.

Emergency Response Testing

Clark University utilizes several methods for testing its emergency response procedures. Methods may include any of the following, either individually or in combination:

- Tabletop exercises. These exercises are generally conducted by the Emergency Response Team to test the effectiveness of Clark’s emergency response plans. In cases where the exercises reveal deficiencies in the plan, the plan will be modified accordingly.
- Building evacuation drills. These may be announced or unannounced exercises to test building evacuation plans. Drills may coincide with testing of fire alarm system components. These drills are designed to both test the effectiveness of evacuation procedures and to help prepare building occupants in the event they need to evacuate during an emergency situation.
- Emergency notification tests. At least once per semester, the Clark’s emergency notification systems are tested, including the effectiveness of the Clark Alerts mass notification system. Detailed reports of the test are available to measure its effectiveness.
- Mass casualty drills. The Clark Emergency Medical Services (EMS) squad annually conducts a mass casualty incident drill in conjunction with University Police and outside emergency response organizations.

Missing Student Notification Procedure

In compliance with the Higher Education Reauthorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of Clark University who is reported and believed to be missing. A Clark resident student is presumed to be "missing" when the student's absence is inconsistent with the student's established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their home or campus residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where they may be.

Any member of the Clark University community, including both employees and students, who is concerned that a member of the University community is missing should contact University Police, (508) 793-7575, or the Office of the Dean of Students, (508) 793-7423, as soon as it is determined that the individual is missing as defined above. The University will then determine the next appropriate course of action within the federal guidelines in place.

Emergency Contacts

Every student (resident and non-resident) has their own student account and may enter or change, under personal information/address, a designated contact person at any time by updating their emergency contact information through CUWeb.

Only authorized campus officials, as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

Reporting and Investigating Missing Persons

Any report of a missing student will be fully investigated by appropriate University personnel under the joint coordination of the Dean of Students Office and University Police. Further, the assistance of the Worcester Police Department, Massachusetts State Police, or other appropriate law enforcement agency, will be sought if such assistance is indicated and deemed necessary by the initial campus investigation.

When a student is reported missing, Clark University will/may:

- Involve both University Police and the Dean of Students Office in the report and share all relevant information.
- Initiate an investigation to determine where the student might be and if the student can be located.
- Make reasonable efforts to contact that student via phone, cell phone, email, and in person in a visit to the student's residence or room.
- Contact faculty, peers, roommates and other University members to determine the potential whereabouts of the student.
- If the student cannot be located and remains missing, Clark University will, according to the law, contact Worcester and/or Massachusetts State Police within 24 hours of the initial internal report.

- Notify the emergency contact or legal guardian (for students under the age of 18, unless emancipated) of the status of the investigation within 24 hours of the initial report unless the student has been contacted.

In situations that may indicate a serious threat to a student's well-being, Clark University may notify law enforcement agencies and emergency contact(s) immediately. Contact information will be kept confidential to the extent possible.

The Dean of Students Office is required by law to inform the designated contact person of a missing student who resides on University property—or the custodial parent or guardian in the case of a minor—within 24 hours of receiving a missing person report.

Security of and Access to Campus Facilities

The Physical Plant Department's staff maintains a landscape design that largely eliminates hiding places for potential intruders. Trees and bushes that interfere with lighting and visibility are routinely cut down or trimmed. The University has installed state-of-the-art high-illumination outdoor lighting that significantly improves visibility on campus. Studies of outside lighting throughout the campus remain ongoing, and new lights are added in areas where lighting is a concern.

A computer card entry security system for all University residence halls keeps them locked 24 hours a day, while still giving Clark students access to campus housing. The card system, programmed through a computer at the University Police office, opens the door for a period of seconds. The door locks again immediately when it closes. An alarm will go off at University Police if one of the outside doors is kept open for a period longer than a reasonable time for entry.

Every year ID cards are activated for all returning and first-year residential students which allows them access to their residence hall. Access is terminated at year's end. Should a card be lost or stolen, the access assigned to the card can be removed. Clark University patrols pay particular attention to checking that residence hall doors have not been propped open.

Campus Law Enforcement Policy Statements

The Clark University Police Department's Enforcement Authority

The Clark University Police Department, headed by Chief Stephen Goulet, includes 11 full-time officers and 2 part-time officers who are empowered by the Commonwealth of Massachusetts. As such, Clark University police are authorized within a limited geographic area to perform the same duties as any other police officer. They have the authority to wear firearms and to make arrests.

Besides the Clark University campus, Clark officers also patrol the surrounding streets. There, they work in cooperation with the Worcester City Police to protect off-campus students and property. They patrol by foot or bicycle and by car 24 hours a day, 365 days a year. They are all certified in CPR and other medical emergency techniques. They also are all required by Clark University to undergo special training in such

areas as crisis intervention, diversity sensitivity, firearms use, medical emergencies, victim awareness, sexual assault and domestic violence.

Accurate and Prompt Reporting

The Clark University Police urge witnesses or victims of a campus crime or emergency to contact University Police located in the basement of Bullock Hall immediately at extension 7575 or any police officer. Any off-campus incidents should be reported to Worcester Police Department at 911 or 508-799-8606. This message is articulated clearly in department publications and at presentations by the University's Crime Prevention Unit during orientation and at periodic residence hall meetings.

Clark University's Response to Reports of Crimes or Emergencies

Clark University response procedures to reports of crimes or emergencies are designed to provide quick and effective service to Clark students, faculty and staff.

The following are among the key elements of the Clark University response:

- A police officer is dispatched to the scene to assess the situation and provide appropriate police action, including taking statements, pursuing evidence or caring for victims. If needed, outside services, such as fire or ambulance services, are requested.
- When a student is injured, University Police as well as student-run Emergency Medical Squad, respond either by calling an ambulance, taking the student to Health Services or transporting the student to an off-campus health-care facility.
- When a sexual assault is reported, every effort is made to offer support and appropriate treatment to the victim. Taking into consideration the victim's wishes, a report can be made to Worcester Police, who can assign officers from its sexual assault unit to investigate in conjunction with University Police. The victim is advised to seek immediate medical attention. Support and referral to a counselor on campus or at the nearby Pathways For Change service are offered. The victim's options are outlined, including that of pursuing a course of action through the University's judicial process.
- The Chief of Police routinely shares information about campus security with the Office of the Dean of Students. The chief also works closely with residential housing officials, comparing information on security concerns, evaluating effectiveness of policies and coordinating availability of educational programs. Other administrative and academic officers of the University are alerted as deemed necessary by the Chief of Police.
If the crime is considered indicative of a possible further threat to the safety of students, faculty, or staff, the Chief of Police issues a timely warning via the University's campus-wide e-mail system.

Relationships With Other Police Agencies

The Clark University Police Department maintains a close relationship with the Worcester City Police and the Massachusetts State Police. The Worcester City Police often maintain an anti-crime team designated for the Main South neighborhood in which Clark University is located. Clark University Police and the Worcester Police share police investigative resources, when requested, on campus and in the Main South neighborhood. Worcester Police are notified of all serious crimes reported to Clark University Police to facilitate crime solving. While Clark University operates no off-campus student

organization facilities, Clark University and the Worcester Police Department work closely to monitor any criminal activity by student organizations that may occur off-campus. There are no memorandum of understanding between Clark University Police and other law enforcement agencies.

Awareness Security and Crime Prevention Programs

Security Services

Two student groups work closely with University Police to strengthen security on campus, including the Safety Escort Service and the Emergency Medical Squad. The Escort Service functions to alert University Police to security issues in the University's residence facilities and in its neighborhood. The Escort Service, using four vehicles, provides all members of the Clark community with escort services from 4 p.m. to 4 a.m. during the academic year within a quarter mile of the Clark campus. The Escort Service averages about 250 escorts per night to Clark University students, faculty and staff.

The Emergency Medical Squad also functions during academic sessions. The squad provides emergency medical response to our community.

Clark students, faculty and staff are encouraged to exercise caution appropriate to contemporary living, including using the Escort Service and avoiding walking alone at night.

Crime Awareness and Prevention Programs

Clark's programs for students begin at orientation and continue throughout the year in a range of sessions sponsored by the residential housing staff, University Police and student groups. All first-year and transfer students are required to attend a session on safety and security, led by a crime prevention team of University Police officers. The sessions cover the kinds of precautions students should take in a city environment, reminders of common sense measures they should follow regularly, information on sexual assault awareness and an introduction to security services that Clark provides.

University Police, working in conjunction with other campus offices, also offer occasional public promotions designed to increase use of the Escort Service.

University Police, at times, offer the Rape Aggression Defense program (RAD). RAD is a common-sense, hands-on approach to educating students about how to avoid dangerous situations and how to better protect themselves in an emergency.

Several times a year, University Police, the Human Resources Department, and the Business Manager sponsor Active Shooter training for faculty, staff and students. The program provides training on how to respond in the event of an active shooter situation or a similar critical incident event.

University Police occasionally offer the "Second Chance" program, an effort to warn students and employees who put themselves in dangerous situations, especially walking alone at night. As part of the program, officers identify and approach people whose behavior has placed them in potentially dangerous situations. The officers identify themselves, hand out fact sheets explaining the dangers of walking alone at night and encourage people to call the Escort Service.

The Chief of Police maintains close contact with groups concerned about campus security issues. He meets periodically with representatives of the student newspaper and members of other student groups.

Throughout the year, every residence hall has at least one safety and security session each semester on subjects such as assault prevention, sexual assault, substance abuse, and emergency procedures. Also important are programs presented by the Dean of Students office to promote awareness of alcohol and drugs as a potential threat to student safety.

Official University publications, including The Undergraduate Student Handbook, the Clark University student handbook, outline University policies regulating undergraduate student conduct. The Undergraduate Student Handbook is electronically distributed to all students, both commuters and residents, and includes information about disciplinary actions that result from violations of University policy. The Undergraduate Student Handbook spells out policies that prohibit the illegal use of alcohol or other drugs, disorderly conduct, harassment of others, hazing or other behavior by which a student might injure himself, herself or another.

University Police works closely with the Clark Anti-Violence Education (CAVE) Program, which was launched in July of 2009 on the Clark University campus. This program is directed by two members of the Clark psychology department, and is funded by generous grants from the U.S. Department of Justice and U.S. Department of Education. The mission of CAVE is to educate about, prevent, and intervene in instances of sexual assault, dating violence, and stalking. Clark University understands that sexual assault, dating violence, and stalking are serious problems among college students, and through the CAVE program, Clark is taking a proactive stance in preventing these problems. Each fall, the CAVE program sponsors the Week One orientation program for incoming students called "Bringing in the Bystander," the purpose of which is to educate students about dating violence and sexual assault, and teach them how to properly and safely intervene before, during, and after instances of dating violence or sexual assault that they may witness or that may involve someone they know. The CAVE program also sponsors ongoing educational and prevention programs throughout the year, including bystander programming for RAs, orientation leaders, and athletes; bringing in guest speakers to discuss these issues with interested groups, such as athletes, LGBT groups, international students, etc.; working closely with Daybreak, Pathways for Change of Central Massachusetts, and New Hope Domestic Violence Services, to bring educational, prevention, and intervention programs to campus; and working closely with campus leaders and authorities to develop and administer effective policies and programs at Clark University. CAVE also offers free advice, advocacy, and treatment to victims, survivors, and their friends.

Policies Regarding Alcohol and Drugs

In accordance with the laws of the Commonwealth of Massachusetts, Clark University has mandated that it is illegal for any student under the age of 21 to purchase, consume or possess alcoholic beverages. Those students who are of legal age may consume alcohol in private residence areas and at functions where approval for alcohol consumption has been obtained. Through The Undergraduate Student Handbook, the University communicates to students, who are legally able to consume alcohol, that it is a

violation of state law to serve alcohol to students who are under the legal age, or to purchase or obtain alcohol for them.

The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in or on any University property. The University is committed to providing a drug-free environment for all members of the Clark community and is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986. Students who violate University policy will be subject to disciplinary action. The University's disciplinary procedures are described in Synergy. Policies for administrative and staff members are outlined in the Employee Handbook for Administration and Staff.

The Dean of Students Office and Wellness Outreach Coordinators offer counseling and other services for those students recovering from or seeking to break dependence to alcohol or drugs. The services include alcohol and drug assessment and education sessions, counseling and referrals for students needing more intensive therapy or treatment. Residence hall awareness programs, training for residence advisors in recognizing signs of substance abuse, substance-free housing alternatives and referrals for students needing counseling are offered through the residence halls.

Clark University is committed to promoting and retaining a capable and healthy workforce. The Clark University Employee Assistance Program was created to provide Clark employees and their families with an opportunity to identify potential problems and prevent them from becoming major obstacles in their work and personal lives. The program enables Clark employees and their families to obtain, at no cost, confidential assessment and referral services for problems such as alcoholism or drug abuse.

Policies for Campus Social Events where Alcohol is Being Served

Social events where alcohol is served are subject to specific regulations. An alcohol beverage permit is required for any function at which alcohol is sold.

University Police must be hired by event organizers to be on duty at on-campus, non-residential social events where alcohol is served. These social functions are open only to members of the Clark community and their invited guests.

At these events, alcoholic beverages are served under the direction of the University. Alcoholic beverages are available only in a separate area designated for the serving and consumption of alcohol. Only those persons who are of legal drinking age and who have appropriate identification are permitted into this area. A driver's license, liquor purchasing card or passport constitute appropriate identification. Alcoholic beverages may not be removed from the designated area. Regardless of a person's age, alcoholic beverages may not be consumed in public areas as defined by state law. Hosts must serve food and non-alcoholic beverages at all functions at which alcohol is served. Non-alcoholic beverages must be featured as prominently as the alcoholic beverages.

Advertisements for any University event where alcoholic beverages are served must mention the availability of non-alcoholic beverages as prominently as alcohol. Alcohol cannot be used as an inducement to participate in a campus event. Promotional material must not make reference to the amount or price of alcoholic beverages available.

Violation of the University Alcohol Policy may result in disciplinary sanctions. A full description of policies for campus social events is outlined in The Undergraduate Student Handbook.

Sexual Offenses

According to the Clark University Sexual Violence Policy, sexual offenses include, but are not limited to:

Sexual Harassment

Sexual Harassment consists of any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This includes, but is not limited to: submission to, or rejection of, such conduct that is made either implicitly or explicitly a term or condition of employment or participation in an education program; submission to, or rejection of, such conduct that is used as the basis for employment or academic decisions affecting a student; such conduct that has the purpose or effect of interfering with a student's work or academic performance; or such conduct that creates a hostile or intimidating work or academic environment.

Sexual Assault

Sexual Assault is any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse by a man or woman upon a man or woman without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth to genital contact or genital to mouth contact.

Sexual Misconduct

Sexual Misconduct is any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman without effective consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner. Any disrobing of another or exposure to another by a man or woman without effective consent is considered a violation of this policy.

Sexual Exploitation

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute Sexual Assault, Sexual Misconduct, or Sexual Harassment. Examples of Sexual Exploitation include, but are not limited to: making public sexual activity with another student without that other student's consent; prostituting another student; non-consensual video- or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); voyeurism; and/or knowingly transmitting an sexually transmitted infection (STI) or HIV to another student.

Educational Programs

Clark University offers several types of educational programming throughout the academic year to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.



The Clark Anti-Violence Education (CAVE) Program is designed to educate about, prevent, and intervene in instances of sexual assault, dating violence, and stalking. In the fall, the CAVE program sponsors prevention programs for incoming students. For example, students may complete an online, interactive program called, “Agent of Change,” in which students proceed through ten scenarios in which they learn about sexual violence and how to intervene. Another incoming student prevention program CAVE has been delivering since 2009 is called "Bringing in the Bystander," the purpose of which is to educate students about dating violence and sexual assault, and teach them how to properly and safely intervene before, during, and after instances of dating violence or sexual assault that they may witness or that may involve someone they know. The CAVE program also sponsors ongoing educational and prevention programs throughout the year. Some examples from previous years include: bringing in guest speakers to discuss sexual assault and related issues with interested groups, such as RAs, athletes, LGBTQ groups, international students, etc.; working closely with our community partners -- Daybreak and Pathways for Change -- to bring educational, prevention, and intervention programs regarding sexual assault and related offenses to campus; and working closely with campus leaders and authorities to develop effective policies and programs at Clark University. CAVE also offers free advice and advocacy to victims, survivors, and their friends. Please visit their website at clarku.edu/cave for more information.



University Police, at times, offer the Rape Aggression Defense program (RAD). RAD is a common-sense, hands-on approach to educating students about how to avoid dangerous situations and how to better protect themselves in an emergency. Throughout the year, every residence hall has at least one safety and security session each semester on subjects, and a focus of such a session is occasionally sexual assault.

Also important are programs presented by the Dean of Students office to promote awareness of alcohol and drugs as a potential threat to student safety, healthy relationships, and sexual assault. They also publish the "Survivors' Guide," which is a comprehensive publication outlining what sexual assault is and what to do if either you or a friend have been sexually assaulted. The Survivors Guide can be found on the Dean of Students webpage: clarku.edu/offices/dos/survivorguide/intro.cfm

The Undergraduate Student Handbook, outlines University policies regulating undergraduate student conduct, including violation of the Sexual Violence Policy. Synergy is distributed to all students, both commuters and residents, and includes information about disciplinary actions which result from violations of University policy. Each fall during orientation, the Dean of Students Office provides a comprehensive overview of all University policies, including the sexual violence policy, during orientation. The full Sexual Violence policy can be found on the Dean of Students webpage: clarku.edu/offices/dos/pdfs/Sexual_Misconduct_Policy.pdf

Procedures to Follow When a Sex Offense Occurs

Clark University takes all forms of sexual violence very seriously. In order to provide a safe campus community, within which all members are valued and respected, policies and procedures for addressing sexual violence have been established and are summarized below. Acts of sexual violence carried out by and/or against University community members will not be tolerated and are punishable under University policies and Massachusetts laws. The University will work with the alleged victim and explain all

available options to him/her. Upon hearing those options and making a decision on any process or combination of processes, the University will assist to the degree necessary, appropriate, and desired.

If you believe that you have experienced any type of non-consensual sexual contact, you can contact any of the following offices on campus, and they will provide you with your options for how and where to officially report, should you decide to do so:

- Dean of Students: clarku.edu/offices/dos; 508-793-7423
- University Police: clarku.edu/offices/police; 508-793-7575
- Counseling Services: clarku.edu/offices/counseling; 508-793-7678
- Clark Anti-Violence Education Program: clarku.edu/cave; 508-793-7790
- Health Services: clarku.edu/offices/health/index.cfm; 508-793-7467

Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the University. When consulting campus resources, be aware of confidentiality and mandatory reporting requirements, in order to make informed choices. On campus, some resources may maintain your complete confidentiality (ie. counseling services), offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report to them

Confidentiality

The University seeks to prevent and eliminate harassment, assault, and discrimination on campus by encouraging students, faculty, and employees to promptly report complaints about such issues. Situations involving alleged discrimination, assault, or harassment demand special attention to issues of confidentiality. Confidentiality will be maintained in proceedings to the extent that it is practicable. In some cases, confidentiality cannot be maintained based on several factors, including the severity of the alleged incident, the nature of the parties involved (e.g. professor or student), and if this complaint falls within a pattern of behavior warranting intervention or action on behalf of the University.

To Report Confidentially

If you desire that details of the incident be kept completely confidential, you should speak with on-campus counselors, campus health service providers, or off-campus rape crisis resources, who will maintain confidentiality. Counselors at the Counseling and Wellness Center are available to help you free of charge, and can be seen during their normal operating hours.

Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, University police, and human resources). You have the right and can expect to have incidents of Sexual Harassment/Misconduct/Assault/Exploitation to be taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Title IX

Title IX of the Education Amendments of 1972 protects individuals from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.

Clark University is committed to providing an environment free from discrimination on the basis of sex. Clark University provides many resources to students, faculty and staff to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct and assault.

Jacqueline Capomacchio, Director of Human Resources and Affirmative Action, serves as the University's Title IX Coordinator, and oversees and provides leadership for the activities of the Title IX deputies, compliance related responsibilities and Title IX training. Ms. Capomacchio can be reached at jcapomacchio@clarku.edu or 508-793-7397

Title IX Responsibilities

Clark University has appointed Title IX deputies to assist in developing an efficient and effective University response to each complaint and where appropriate, assist with investigations of particular situations.

The Title IX associates are:

Davis Baird, Provost (or his designee)

Trish Cronin, Athletic Director

Sergeant Lauren Misale, University Police

Denise Darrigrand, Vice President of Student Affairs and Dean of Students

Paul Wykes, Business Manager

When Should You Contact the Title IX Coordinators or Deputies?

Any student, faculty or staff member, or applicant for admission who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator (jcapomacchio@clarku.edu or 508-793-7397) or a deputy. Contact the coordinator or deputy if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct;
- Learn of a situation that you believe may warrant a University investigation;
- Have questions about Clark's policies and procedures

Complaints may also be filed with University Police. They can be reached at 508-793-7575.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault for federal statistical reporting purposes. For purposes of reporting all personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on- or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This Report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

Federal Timely Warning Reporting Obligations

Victims of Sexual Assault should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

**See Timely Warning policy on page 6.*

Importance of Preserving Evidence

Physical evidence of a criminal sexual assault must be collected within 72 hours. If you believe you have been a victim of a criminal sexual assault, you should go to UMass Memorial Hospital Emergency Department (119 Belmont Street, Worcester, MA 01605), before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at UMass Memorial Hospital is on call 24 hours a day, 7 days a week (call the Emergency Department at 508-334-6481, if you first want to speak to the nurse; ED will refer you). A representative from the University can also accompany you to the hospital and University Police can provide transportation. If you go to the hospital, local police will be called, but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you, should you decide later to exercise it. The hospital staff will collect evidence, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene. Leave all sheets, towels, etc. that may bear evidence for the police to collect.

Off-Campus Criminal Justice and Support Services

In addition to the on-campus services listed above, several off-campus services are available to assist victims of sexual assault. You can always contact the Worcester Police Department, and any of the above-mentioned on-campus services will assist you in contacting them should you wish to do so. The Worcester Police Department can be reached by calling 911 or 508-799-8606.

Off-campus support and counseling services are available through Pathways for Change of Central Massachusetts. They have a 24-hour hotline: 1-800-870-5905 or (for support in Spanish) 1-800-223-5001. Their webpage is available at: centralmasspfc.org

Additional sources of off-campus support services that focus on specific populations can be found on the CAVE webpage: clarku.edu/offices/cave/off-resources.cfm

Changes in Academic and Living Situations

Victims of sexual assault who live on campus and would like to move from their room as a result of the assault, may request a room change from the Dean of Students Office or a Residential Life and Housing

official. Room changes under these circumstances are considered emergencies. It is the University's policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused to move, and believe that you have been the victim of Sexual Harassment/Misconduct/Assault/Exploitation, you must be willing to pursue formal University conduct action. If the information is clear and convincing, the University may place the alleged perpetrator on "interim suspension", which would require him/her to leave campus. If the information is unclear, the University will move forward with judicial action, but may not force the perpetrator to move simply based upon the accusing student's request.

Other accommodations available to you might include:

- Assistance from University support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal;
- Medical leave;
- Alternative course completion options.

Procedures for Campus Disciplinary Action

Any member of the Clark community may initiate the University's judicial process for a student's violation of the sexual violence policy. For this to occur, a complaint must be submitted to the Dean of Students Office, in writing, alleging that a student was responsible for one or more specific violations of the Sexual Violence Policy. Upon receiving a referral of a case for resolution, the Sexual Misconduct Hearing Board chair will notify all involved students and the board of the scheduled hearing. The student responding to the complaint will be provided with a written statement of the complaint and will be given access to a copy of all relevant materials.

All cases referred to the Sexual Misconduct Hearing Board will be handled as soon as is practical. Typically, cases will be heard within a two-week period after a complaint is filed. Exceptions may be made by the board as deemed necessary. Both the complainant and the respondent may request the assistance of an adviser. The adviser may be an individual of the student's choosing from within the Clark community. If the adviser will attend the hearing, his/her name should be shared with the chair at least 24 hours in advance of the hearing. During the hearing, the adviser's role will be limited to consultation with the advisee.

During the hearing, normally only the complainant, the respondent, board members, witnesses, and advisers may be present. Witnesses shall only be present when sharing information with the board, except at the discretion of the chair. The Sexual Misconduct Hearing Board may require the cooperation of any member of the Clark community in providing information during the hearing

During a hearing, the board will allow the complainant and the respondent to share information, to allow witnesses to share information, and to ask questions of each other directly or through the chair. Names of

witnesses being called by either party must be shared with the chair at least 24 hours in advance of the hearing. All witnesses must provide the chair with a written statement 24 hours prior to the hearing.

All information shared at the hearing is recorded, with the consent of all persons present, for the board's review. The board's deliberation is not taped. If any person scheduled to be present at the hearing objects to having the hearing recorded, s/he must give notice of this to the chair of the Sexual Misconduct Hearing Board 24-hours in advance of the hearing. In this event, provisions will be made to transcribe the hearing information on paper.

If the respondent chooses to not speak at or attend the hearing, the Sexual Misconduct Hearing Board procedures will still be followed and sanctions, if appropriate, will be imposed. The chair may remove any individual who impedes the judicial process. The chair will act to promote a civil and respectful proceeding. The board may recess or continue a case, at its discretion.

Clark's judicial process requires that complainants and respondents have an opportunity to question each other in the presence of the board during any hearing. However, in cases involving physical and/or sexual violence or whenever deemed appropriate by the chair, alternative hearing board procedures are possible to insure the safety of all participants. For example, a complainant/respondent may participate in a hearing via video conferencing from a private room on campus, have a physical divider placed in the hearing room to separate parties from each other, or request to have a police officer at the hearing.

The Sexual Misconduct Hearing Board invokes an evidentiary standard of "preponderance of evidence" when determining whether a violation has occurred. Following completion of the hearing, the board members shall decide by majority vote whether the respondent was responsible for the violation(s) of the Code of Student Conduct. If the decision is affirmative, the board members will, by a separate majority vote, determine the sanction, if one is deemed appropriate, that will be recommended to the Dean of Students. Records of previous disciplinary action may be used in determining a sanction. The Dean of Students, or his/her designee, shall have the right to adopt the board's recommendation or impose a different sanction.

At the conclusion of the judicial proceeding, the Dean of Students, or his/her designee shall share the final decision with the respondent, delivered by campus mail and in writing, in the name of the University. The Dean of Students, or his/her designee, will notify the complainant of the decision and any portion of a sanction that limits contact between the complainant and the respondent. In sexual assault, sexual misconduct and sexual exploitation hearings, the complainant is entitled to the hearing board's disposition and summary of all imposed sanctions. Complainants in non-consensual sexual assault, sexual misconduct, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.

Sanction Statement

When an allegation of sexual violence is brought to the administration, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated. All members of the community are expected to conduct themselves in a manner that does not infringe on the rights of others. Clark University's Sexual Violence Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. Students at Clark

University are responsible for being familiar with and abiding by the standards of conduct set forth herein.

Any student found responsible for violating the policy on Sexual Misconduct (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending upon the severity of the incident, and taking into account any previous campus conduct code violations.*

Any student found responsible for violating the policy on Sexual Assault will likely face a recommended sanction of suspension or expulsion.*

Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending upon the severity of the incident, and taking into account any previous campus conduct code violations.*

*The judicial board reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Sex Offender Registry Information

The most recent Sex Offender Registry information and State-approved forms to request information may be obtained at www.mass.gov/eopss/agencies/sorb.

In addition, current information may also be obtained at Worcester Police Headquarters, 9-11 Lincoln Square, and (508)799-8600.

You may also write them at:

Commonwealth of Massachusetts Sex Offender Registry Board
PO Box 4547
Salem, MA 01970

Important Telephone Numbers:

Dean of Students: 508-793-7423

Escort Service: 508-793-7777

Health Services: 508-793-7467

University Police: 508-793-7575

Worcester Police Emergency: 911

Worcester Police Non-Emergency: 508-799-8606

Rape Investigation Unit (Worcester Police Dept.): 508-799-8651

Pathways for Change of Central MA: 508-852-7600

Pathways for Change Hotline (24 hour): 1-800-870-5905

2013 Campus Security Report: Crime Definitions and Statistics for Calendar Years 2011 - 2013

Definitions of Crimes

Murder

The willful killing of one human being by another.

Manslaughter

The killing of another person through gross negligence, or the willful (non-negligent) killing of one human being by another.

Forcible Sexual Offense

Carnal knowledge of a person forcibly and/or against that person's will or where that person is incapable of giving consent. It includes sexual assault with object, forcible sodomy, forcible rape and the touching of a person's private parts forcibly or against the person's will.

Non-forcible Sexual Offense

Incest and statutory rape.

Robbery

The taking or attempted taking of anything of value under confrontational circumstances from another person by force or threat of force or violence.

Aggravated Assault

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Burglary (Breaking And Entering)

The unlawful breaking and entering or attempted entry into a building or other structure with the intent to commit a felony or theft.

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.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Liquor-Law Violations

Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.

Drug-Related Violations

Violations of laws prohibiting the production, distribution and/or use of certain controlled substances, and the equipment or devices utilized in their preparation or use.

Weapons Possession

Violations 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.

Hate Crimes

Those crimes based on prejudice towards race, religion, sexual orientation, ethnicity, gender or handicap.

Crime Statistics for Clark University

Category	Venue	2011	2012	2013
Murder and non-negligent manslaughter	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Manslaughter (negligent)	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Robbery	On Campus	1	1	0
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	4	4	3
Aggravated Assault	On Campus	4	0	2
	In dormitories or other residential facilities	1	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	2	1
Burglary	On Campus	10	14	8
	In dormitories or other residential facilities	7	9	5
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Arson	On Campus	0	1	2
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Motor Vehicle Theft	On Campus	1	1	0
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	2	1	0
Domestic Violence	On Campus	0	0	1
	In dormitories or other residential facilities	0	0	1
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Dating Violence	On Campus	0	0	1
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	1
Stalking	On Campus	0	0	2
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

SEX OFFENSES

Category	Venue	2011	2012	2013
Forcible	On Campus	3	2	5
	In dormitories or other residential facilities	3	2	5
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Non-forcible Sexual Offense	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

HATE CRIMES

Category	Venue	Category	Bias	2011	2012	2013
				0	0	0

Arrests and Referrals for Disciplinary Action

Category	Venue	2011	2012	2013
Liquor Law Violations	On Campus	273	279	224
	In dormitories or other residential facilities	273	278	224
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Drug-related Violations	On Campus	97	93	98
	In dormitories or other residential facilities	95	92	98
	In or on a non-campus building or property	0	0	0
	On public property	0	2	0
Weapons Possession	On Campus	2	0	0
	In dormitories or other residential facilities	2	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

Note: Non-campus locations include the Graduate School of Management classroom located at 333 Turnpike Road, Southborough, MA and the Hadwen Arboretum, Willow Street, Worcester, MA.

Fire Safety

The following policies deal directly or indirectly with fire safety. Students are given these policies annually in The Undergraduate Student Handbook, and the policies are presented to them specifically during First-Year Orientation.

Prohibited Items

Prohibited items that are found in any room/suite are subject to confiscation by University staff or University Police. The following materials are not permitted in the residence halls:

- Candles
- Hot plates
- Space heaters
- Incense
- Fireworks
- Traffic signs
- Halogen lamps
- Lava lamps
- Oil lamps
- Weapons
- Air conditioners
- Fuels
- Automotive parts
- Any item deemed unsafe by University staff

Cooking Appliances

For health and safety reasons, the Worcester Health Department prohibits the use of cooking appliances such as hot pots, electric frying pans, microwave ovens (except for MicroFridge units), popcorn poppers, toasters and toaster ovens in residence hall/house rooms. All University houses and residence halls have kitchen facilities where students may use these types of appliances. Additional guidelines regarding cooking safety can be found at clarku.edu/offices/police/policies/firesafetypolicy.cfm.

Drills

Fire drills are held periodically each year, and all residents and guests are expected to leave the building during these drills. You should be aware of the quickest and safest ways out of the building in the event of an emergency. The residential life staff will provide this information at the beginning of each semester.

Fire Doors

Fire doors may not be propped open. Moreover, it is a violation of federal law to tamper with fire alarms, sprinklers, extinguishers and other fire equipment. Judicial action may be pursued in cases where students fail to evacuate a building during an active fire alarm.

Any violation of the Fire Safety policy will result in a \$100 fine in addition to any judicial action.

Fire Hazards

Hanging items from the smoke detector, sprinkler pipes and/or ceiling is prohibited. No additional dividers or partitions that block entrances or exits will be permitted. Removal of batteries or disconnecting the smoke detector is prohibited. Fire laws forbid the storage of gasoline-containing vehicles (e.g., motorcycles) in or near residence halls. Halogen lamps, lava lamps, candles, incense and oil lamps are prohibited in residential areas. Possession, manufacture or use of fireworks or explosives on University property is expressly forbidden. All residence halls are smoke-free. Fire safety violations are subject to a \$100 fine and judicial action.

Smoking

All University housing is smoke free. Smoking is not permitted anywhere inside any University Building. Smoking immediately outside the entrance doors to residence halls is also prohibited. Smoking outside a residence hall/ house must occur at least 20 feet from the building and away from all entrances, windows and exits. Clark respects the rights of non-smokers to live free of environmental tobacco smoke.

Building Name	Address	Fire Alarms*	Full Sprinkler	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Annual Fire Drills
Blackstone	30 Beaver Street	X	X	X	X	X	1
Bullock Hall	166 Woodland Street	X	X	X	X	X	1
Dana Hall	675 Florence Street	X	X	X	X	X	1
Dodd Hall	56 Downing Street	X	X	X	X	X	1
Hughes Hall	61 Florence Street	X	X	X	X	X	1
Maywood Hall	30 Maywood Street	X	X	X	X	X	1
Sanford/Johnson Hall	22 Charlotte Street	X	X	X	X	X	1
Wright Hall	30 Downing Street	X	X	X	X	X	1
Residence House	914 Main Street	X	X	X	X	X	1
Residence House	2 Downing Street	X	X	X	X	X	1
Residence House	70 Florence Street	X	X	X	X	X	1
Residence House	1 Maywood Place	X	X	X	X	X	1
Residence House	3 Maywood Place	X	X	X	X	X	1
Residence House	21 Maywood Street	X	X	X	X	X	1
Residence House	23 Maywood Street	X	X	X	X	X	1
Residence House	112 Woodland Street	X	X	X	X	X	1
Residence House	114 Woodland Street	X	X	X	X	X	1
Residence House	906 Main Street	X	X	X	X	X	1
Residence House	934 Main Street	X	X	X	X	X	1
Residence House	13 Beaver Street	X	X	X	X	X	1

* All fire alarms are monitored on-site by University Police and off-site by the Worcester Fire Department.

Procedures for Student Housing Evacuations

RAs (residence hall advisors) are trained on the following protocol on how to respond to a fire alarm. Students are informed of this during floor meetings in the fall, and through posters in the halls, etc. We do not have evacuation cards on the doors with a route on them.

Fire Alarms

The information below uses language to describe the process or procedure that should be followed during a fire alarm, but the same holds true for any circumstance involving a building evacuation through a fire alarm.

Designated Meeting Areas

The following areas are designated meeting areas for each building:

Bullock Hall	In front of Bullock on the walkway
Dana Hall	In front of Dana behind the brick wall
Dodd Hall	In front of Dodd in the Fuller Quad
Hughes Hall	In front of Hughes against the wall
Johnson Hall	In front of Johnson in the Fuller Quad
Maywood Hall	In front of Maywood / behind Carlson Hall
Sanford Hall	In front of Sanford on Fuller Quad walkway
Wright Hall	Goddard Library side of Downing Street
Blackstone Hall	In front of Maywood Place 1 and 3

During a Fire Alarm or Fire Alarm Testing

When the fire alarm is activated all individuals should exit the building and proceed to their designated meeting area.

The University Police and the Worcester Fire Department will respond to investigate and insure all individuals have been evacuated and determine the cause of the alarm.

The RA staff (who are present) will meet in front of the residence hall to determine who will complete the following tasks:

- Walk around the outside of the building to check exit doors and direct students to the assigned meeting area and secure any propped open doors.
- Make sure that residents remain in the designated meeting area until University Police grants permission to re-enter the building.
- Introduce themselves to University Police Officers and ask if they need assistance.
- One RA should remain at the front door of the building to assist the University Police or Worcester Fire Department with access or directions during the fire alarm.

University Police Officers will grant permission to re-enter the building once the fire alarm has been reset or testing has concluded. NO ONE should re-enter the building until such permission is granted (just because the alarm has stopped sounding, does not make the building safe for re-entry).

Please note: In Blackstone Hall, students with limited mobility on the second floor or higher (anyone requiring an elevator to get out of the building) are instructed to stay in their personal rooms during a fire alarm. University Police will instruct Worcester FD to locate these students and help them from the building if necessary.

After a Fire Alarm or Fire Alarm Testing

- RA will submit an evacuation report on the Admin Site.
- Members of the Residential Life and Housing staff will meet with students who chose not to exit their buildings during the fire alarm or fire alarm testing, and those students may be referred to the University Judicial System. RAs will submit these names on an Incident Report.
- Members of the Residential Life and Housing staff will also meet with any student who is caught tampering with fire evacuation/safety equipment, and those students may be referred to the University Judicial System. RAs will submit these names on an Incident Report.

If a fire alarm is activated, all persons are to call University Police at 508-793-7575.

Evacuation Procedures from Non-Housing Buildings

Before faced with a fire, familiarize yourself with building exits, fire extinguisher locations, and building fire alarms/pull stations. Smoke is the greatest danger in a fire. As you evacuate, or if you are trapped, always stay near to the floor, where the air is likely to be less toxic.

- Do Not Panic.
- Activate the closest building fire alarm for emergency response.
- When the building fire alarm is sounded, always assume an emergency exists, EXIT the building immediately, UNLESS prior to the alarm gunshots have been heard or a Clark Alert has been received advising you to stay in place. Use common sense.
- If a fire appears controllable, discharge a fire extinguisher toward the base of the flame.
- As you exit the building, notice any individuals not responding to the emergency alarm and call out to them to leave the building.
- Assist persons with disabilities to exit.
- Close but do not lock doors to confine fire.
- Do not use elevators.
- Use alternate evacuation routes if the normal route is blocked.
- Feel closed doors from top to bottom, in the evacuation route, IF COLD open the door, IF HOT, DO NOT OPEN the door and use an alternative evacuation route (hot doors may be an indication of fire on the other side of the door).
- Avoid smoke filled areas. If the room or evacuation route is filling with smoke, crouch down as you exit. Smoke rises, pushing available air to the floor.
- Should your clothing catch on fire-STOP DROP and ROLL to smother flame.

If trapped during a fire:

- Shout at regular intervals to alert emergency crews of your location.
- Find a window and place an article of clothing outside of it and/or write the word (HELP) on anything available and place in outside windows as a marker for rescue crews.

Wait for the 'All Clear' announcement from university officials before reentry of the building/area.

Annual Fire Safety Report 2013

Calendar Years 2011 - 2013

A public fire log, consisting of chronologically recorded fire information, is maintained at the University Police department's office and can be viewed during regular business hours. It includes:

1. Nature of the fire
2. Date
3. Time
4. General location

Definition of a Fire

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

Reported Fires: Calendar Years 2011, 2012 and 2013

2011

There were no fires to report in 2011.

2012

There were no fires to report in 2012.

2013

There were no fires to report in 2013.