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I. INTRODUCTION
The following report is submitted for the period of January 1, 2011 to December 31, 2011 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(a) and (f)), commonly known as the Clery Act. This regulation was previously titled the Student Right-To-Know and Campus Security Act, enacted by Congress in 1990 as part of its annual Higher Education Reauthorization Act. Mount Wachusett Community College is a non-residential institution. As such, no information has been included regarding missing persons and fire evacuation plans.

Designation and Description of Campuses
This report covers the Mount Wachusett Community College campuses in Gardner, Devens, Leominster, and Burbank Campus in Fitchburg, Massachusetts. The College is a “commuter campus” and, as such, features no college sponsored housing. Additionally, there are no off-campus student organizations that are recognized by the institution including student organizations with off-campus housing facilities. Note: due to changes in the definition of a “campus” effective in 2010, the Burbank Campus has been added to this report.

II. CAMPUS LAW ENFORCEMENT POLICIES

College Campus Police Law Enforcement Authority
The primary function of campus police and security personnel is the safety and security of the College community. As such, the campus police are always available to the faculty, staff, students, and general public in the event of any emergency. Campus police officers are trained to investigate criminal activity, respond to requests for first aid and CPR, and have peace officer authority, pursuant to Massachusetts State Law, Chapter 22C, Section 63 and Chapter 73, Section 18. Currently, the Campus police staff includes a Chief of Police plus eight full time campus police officers assigned to various shifts on the Gardner Campus and, one (1) full time institutional security officer whose duties are divided between the three campuses. The security officer does not currently have police authority, however, is trained in emergency response and investigation practices, first aid, and CPR. The security officer was added in 2011.

Offenses involving college students are referred by the Campus Police and Public Safety Department to the College disciplinary officer. The Vice President of Student Services (currently the Executive Vice President) reviews reports for potential action through the college judicial system.

Campus Police Relationship with Local and State Police

The MWCC Campus Police communicate regularly on the scene of incidents that occur in and around the Gardner Campus, and when available on the other campuses. When not immediately
available on scene, the campus police department follows up with the local police department, assesses the situation, and determines appropriate college response in coordination with the college administration. Campus Police investigators work closely with local and state police agencies as necessary when incidents arise that require joint investigation efforts, resources, reports and exchanges of information.

GARDNER CAMPUS: The Campus Police and Public Safety Department is staffed twenty four (24) hours per day/7 days per week. The Campus Police and Public Safety Department is the primary responder to all incidents on the Gardner Campus. MWCC maintains a professional relationship with the Gardner Police Department and the Massachusetts State Police who provide backup service to the Campus Police. Gardner Police and the Massachusetts State Police also provide investigatory support for major crimes committed on campus. No formal M.O.U. exists.

The Campus Police and Public Safety Department maintains an M.O.U. with the Gardner Police Department for data entry and tracking of warrants, missing persons, stolen and recovered motor vehicles, etc… in the Criminal Justice Information System (CJIS). The M.O.U. enables MWCC to have 24/7 monitoring and entry of important information as required by CJIS.

LEOMINSTER CAMPUS: The Leominster Police Department is the primary law enforcement responder for all crimes and emergencies on the Leominster Campus. The MWCC Campus Police maintain a professional relationship with the Leominster Police Department and provide follow up support to all reported calls for service on the Leominster Campus. No formal M.O.U. exists. The MWCC Campus Police and Public Safety Department staff an office, part-time, at the Leominster Campus and provide periodic visitations and lockup support. Officers schedule appointments to manage particular non-emergency issues as they arise at the campus.

DEVENS CAMPUS: The Massachusetts State Police, Devens barracks, are the primary law enforcement responders to the Devens Campus for all crimes and emergencies. The MWCC Campus Police maintain professional relationship with the Devens State Police Department and provide follow up support to all reported calls for service on the Devens Campus. No formal M.O.U. exists. The MWCC Campus Police and Public Safety Department staff an office, part-time at the Devens Campus and provide periodic visitations. Officers schedule appointments to manage particular non-emergency issues as they arise at the campus.

BURBANK CAMPUS: The Fitchburg Police Department is the primary law enforcement responder for all crimes and emergencies on the Burbank Campus. Additionally, the Health Alliance Hospital affiliated with the Burbank Campus maintains a hospital security department. The hospital security department is employed/contracted by the hospital from whom MWCC rents classroom space. Associated rules, regulations,
security schedules and policies remain with the hospital and have no direct affiliation with the MWCC Campus Police and Public Safety Department. The Campus Police and Public Safety Department does not provide any primary response at the Burbank Campus and does not have an office at the Burbank Campus. The Campus Police and Public Safety Department will provide follow up response, and support for any reported incident involving the college program, staff, or students. The MWCC Campus Police and Public Safety Department staff maintain a professional relationship with the Fitchburg Police Department and the hospital security department. NO official M.O.U. exists.

The prosecution of all criminal offenses both felony and misdemeanor are conducted at the district or superior court for the jurisdiction in which the crime was committed.

**Crime Reporting Procedures**

Campus Police encourage accurate and prompt reporting of all crimes and emergencies to the campus police and appropriate law enforcement and emergency response agencies. MWCC Emergency Guide Posters have been posted in offices and classrooms on the Gardner, Leominster and Devens campuses. These guides provide primary response contact information for police, fire and medical response. Health Alliance Hospital facilities staff (Burbank) post emergency protocols for all associated buildings and should be followed.

**GARDNER CAMPUS:** Emergency phones are located in strategic places throughout the main building and outside of the main building and Fitness Center. Additionally, Campus Police and Public Safety staff may be contacted on the emergency call line by calling 1-1-1 from any internal phone or by calling (978) 630-9111 from a cell phone or outside line. In addition to campus police procedures, local police, fire, and ambulance services may be reached by dialing 9-1-1.

**LEOMINSTER CAMPUS:** Phones are located in the main office for emergency use by dialing 9-1-1 for emergency services. Cell phones also can be used throughout the building to contact local emergency services by calling 9-1-1 (to reach State Police Dispatch) or Leominster emergency dispatch at (978) 534-4383 (contact numbers for Leominster Dispatch are also listed on the emergency response guide posters throughout the campus. For non-emergency calls and for follow up response contact Campus Police and Public Safety at (978) 630-9150 on the Gardner Campus. Remember in an emergency, the local emergency services should be called BEFORE the Gardner Campus Police and Public Safety office. Note: when dialing 9-1-1 state the street address and city you are calling from and provide a description of the problem.

**DEVENS CAMPUS:** Red emergency phones are located in strategic areas throughout the hallways. Emergency phones provide direct contact to Devens emergency dispatch (police, fire and ambulance) by dialing 9-1-1. Emergency services may be reached using
internal office/classroom phones by dialing (978) 772-8800 for the Devens emergency dispatch center. The emergency contact number is also listed on the Emergency Response Guide posters located throughout the campus. Cell phone service is limited inside the building, however, may be available outside of the building. For non-emergency calls and for follow up response contact Campus Police and Public Safety at (978) 630-9150 on the Gardner Campus. Remember in an emergency, the local emergency services should be called BEFORE the Gardner Campus Police. Note: when dialing 9-1-1 from an office phone, the Gardner Police Dispatch will receive the call. You must give them the street address and city you are calling from for call transfer to the Devens dispatch center.

BURBANK CAMPUS: Dial “9” then 9-1-1- for emergency response from the Fitchburg police, fire, or ambulance emergency services departments. Follow instructions from local police and/or hospital security/emergency response personnel during an emergency. When able, notify the Gardner Campus Police and Public Safety at (978) 630-9150 so that follow up support services can be provided. Remember in an emergency, the local emergency services should be called BEFORE the Gardner Campus Police.

NOTE: This publication contains information about on campus and off campus resources. That information is made available to provide MWCC community members with specific information about “resources” that are available. The information about resources is not provided to infer that those resources are “reporting entities” for MWCC. Crimes should be reported to the MWCC Campus Police and Public Safety Department to ensure inclusion in the annual security report and to aid in providing timely warning notices to the community when appropriate.

**Incident Reporting Procedures for Campus Police**

Incident reports are ultimately submitted to the Chief of Campus Police and Public Safety who coordinates additional follow-up as needed. Officers are required to utilize the Campus Police Daily Journal/Incident reporting system. These incidents are maintained and statistically tracked in written form (hard copy) in the Gardner campus police office and on an electronic database.

Incidents of a severe nature are reported to the Chief of Campus Police and Public Safety immediately. All other incidents occurring after normal business hours require the officer to complete a report before the conclusion of that shift whenever possible. Initial crime reports are entered and a draft is forwarded to the Chief of Campus Police and Public Safety within twenty four (24) hours of the incident having occurred and follow up information is added throughout the investigation. All final reports are reviewed by the Chief of Campus Police and Public Safety.
Appropriate precautions are made in maintaining this log to protect the identities of victims and are in compliance with all Family Education Rights and Privacy Act (FERPA) regulations. These logs are updated daily on each shift. Information that becomes known subsequent to the filing of the initial report is updated within 48 hours per Clery Reporting Regulations. Copies of all incident reports are made available to the President, Executive Vice President, Title IX coordinator and other individuals as deemed necessary.

Incident reports are retained on file with the Campus Police and Public Safety Department and are considered confidential. Statistics on certain specified criminal activities (as defined by the Uniform Crime Reporting System (UCR) of the Federal Bureau of Investigation (FBI)) are reported to the College community on an annual basis in the annual security report.

Daily Crime Log/Open Campus Logs Provision
In compliance with the amendments to the Clery Act, effective October 1998, a Daily Crime Log is maintained by the Campus Police and Public Safety Department in addition to the incident report log.

The Daily Crime Log contains information on all crimes reported to the Campus police or security Officers. The Daily Crime Log includes the nature of the crime, date and time reported, and date and time the crime occurred, the general location where the crime occurred, and the disposition of the incident, if known. An entry, an addition to an entry, or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to the Campus Police and Public Safety Department. The only exceptions to this rule are: If the disclosure is prohibited by law; or if the disclosure would jeopardize the confidentiality of the victim. Note: the college is not required to update the disposition of a crime log entry if the disposition changes after 60 days have passed since the original entry was made. Information may temporarily be withheld only if there is clear and convincing evidence that the release of information would: jeopardize the ongoing investigation; jeopardize the safety of the individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. In such case, only the information that could cause an adverse effect, will be withheld and will be added to the log as soon as the risk of adverse effect no longer exists in the professional judgment of the responsible authorities. The name of the victim is withheld from this log.

In compliance with the Jeanne Clery Act, these logs are open to public inspection during regular business hours for the most recent sixty (60) day period. Logs older than 60 days must be provided within two business days.

The daily crime log is maintained separately for the Gardner, Leominster and Devens campuses. The Daily Crime Log is located in room 034 (Campus Police and Public
Safety Office) at the Gardner Campus: and may be accessed by contacting the officer on duty. The Daily Crime Log is located in the main offices at the Leominster and Devens Campuses. A daily crime log is required to be kept on each campus with a campus police or security department/office and must be available at or accessible from that campus. A daily crime log therefore, is not available at the Burbank Campus as no campus police or security office exists at that location.

Entries into the crime log, along with additional information from local and/or state police, the Campus Police and Public Safety Department reports, as well as statistics gathered from Campus Security Authorities are used to gather statistics that are required for inclusion in the annual security report.

Archived logs are kept for a period of seven years, per Department of Education (Clery Report) requirements.

**Drug & Alcohol Policies**

The Drug and Alcohol Policies established at Mount Wachusett Community College are intended to address student or employee misuse of alcohol and other drugs on campus, thereby creating a safer campus and an environment that nurtures students’ academic and social development and employee professional development. The goal of this policy is prevention that will allow the College to establish and maintain an environment that will discourage substance use.

On December 12, 1989, Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the Drug-Free Schools and Communities Act of 1989, requires that every educational institution as a condition of receiving funds or any other form of financial assistance under any federal program, certify its adoption and implement programs designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. It further requires that the college submit a written certification to the Secretary of Education that it has adopted and implemented a drug prevention program as described in the regulations. Mount Wachusett Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and supportive climate in which to conduct the business and mission of the College, will enforce the following policies:

1. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs is prohibited on any campus of Mount Wachusett Community College or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including, suspension, expulsion or discharge, and shall also be subject to referral for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the College shall ordinarily expel or discharge the offender absent mitigating circumstances. Mitigating circumstances shall
include, but shall not be limited to, considerations of disability under federal and state law.

(2) Mount Wachusett Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to illegal drugs and alcohol include:

- Massachusetts General Laws, Chapter 94C (Controlled Substances Act)
- Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking)
- Massachusetts General Laws, Chapter 90, Section 24 (Operating Under the Influence, Open Containers)
- Massachusetts General Laws, Chapter 138, Section 34C (Minor in Possession of Alcohol)
- Massachusetts General Laws, Chapter 138, Section 22 (Unlawful Transportation of Alcohol)

CONTROLLED SUBSTANCES ACT:
Prescribed penalties under Massachusetts General Law (MGL) Chapter 94C for possession of a controlled substance ranges from a civil penalty of one hundred dollars for possession of one ounce or less of, Class D substance, including; marijuana, or tetrahydrocannabinol and having cannabinoids or cannabinoid metabolites in the urine, blood, saliva, sweat, hair, fingernails, toe nails or other tissue or fluid of the human body to mandatory probation for a first conviction for possession of more than one ounce of a class D substance, e.g. marijuana, to a period of imprisonment of up to two years and/or a fine of up to twenty five thousand dollars for each subsequent conviction related to sale or distribution of a controlled substance. Controlled substances include the illegal possession of a Class E substance (prescription drugs other than those included in Classes A, B, C, or D) when a valid prescription has not been authorized. Penalties vary under MGL depending on the class of the controlled substance and the intent associated with possession of the controlled substance. Enhanced penalties are provided under law for possession with intent to distribute controlled substances and distributing of a controlled substance to a minor (under 18 years of age).

The civil penalties as outlined above are extended for youthful offenders under the age of eighteen (18) to include mandatory completion of a drug awareness program within one year of the offense.
OPERATING UNDER THE INFLUENCE/OPEN CONTAINERS:
Prescribed penalties under Chapter 90, Section 24, for operating under the influence/open containers range from a fine of not less than $500 to imprisonment for not more than two and one half years and/or a fine of up to $5000. Federal judicial guidelines also exist that suggest penalties for violation of federal criminal statutes related to drugs and alcohol.

PUBLIC DRINKING/OPEN CONTAINERS: Prescribed penalties under Chapter 272, Section 59, for violation of a City Ordinance related to open containers of alcoholic beverage in a public place, authorizes arrest without a warrant and the offender may be kept in custody until he/she can be taken before the court having jurisdiction over the case. Fines may range from prescribed fines for violation of a city ordinance to additional associated court costs.

MINOR IN POSSESSION OF ALCOHOL: Prescribed penalties under Chapter 138, Section 34C, for a minor in possession of alcohol, authorizes arrest without a warrant when committed in the officers presence. Fines may range from up to $50 for a first offense to up to $150 for subsequent offenses and a mandatory suspension of drivers license or right to operate a motor vehicle for 90 days regardless of whether the minor was operating a vehicle at the time of the incident.

TRANSPORTATION OF ALCOHOL BY MINORS: Prescribed penalties under Chapter 138, Section 22, for unlawful transportation of alcohol, authorizes arrest without a warrant when committed in the officers presence. Penalties may include not more than 6 months in the House of Correction and/or a fine of $2500.00.

(1) Underage drinking is prohibited at Mount Wachusett Community College functions and on any part of the campus.
(2) It is Mount Wachusett Community College's policy that consumption of alcohol is prohibited in connection with any College function, whether on- or off-campus, without the express written permission of the President of the College or his designee.
(3) Employees working under federally funded grants are additionally subject to the Drug-Free Workplace Act of 1988. The Act creates the following obligations:
   (a) Employees convicted of any criminal drug statute violation occurring in the workplace must notify the Vice President of Human Resources and Affirmative Action of Mount Wachusett Community College no later than five (5) days after such conviction. Such notification must be in writing.
   (b) The College shall notify the appropriate federal agency within ten (10) days after receiving notice from the employee regarding such conviction. Such notification will be in writing.
   (c) The College, within thirty (30) days of receiving notice, with respect to any employee who is convicted, will:
(i) Take appropriate disciplinary action against the employee, up to and including termination of employment, or
(ii) Require such employee to participate satisfactorily in a drug abuse resistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

(4) The College will present campus-wide drug and alcohol education programs on an annual basis. This is in addition to other educational opportunities available in current or future academic offerings.

Health Risks Associated With the Use of Illicit Drugs and The Abuse of Alcohol
The misuse of alcohol and other drugs create problems for students or employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdose and withdrawal symptoms.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Repeated use or abuse of alcohol can lead to physical and psychological dependence. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs.

Statistics show that alcohol use is involved in a majority of violent behavior on college campuses, including sexual offenses, vandalism, fights, and incidents of drinking and driving.

Mount Wachusett Community College Resources
For any member of the MWCC community who is experiencing substance abuse problems, Mount Wachusett Community College stands ready to offer supportive services and referral for treatment, as appropriate and available. Information concerning substance abuse and rehabilitation counseling programs is available through the following College resources:

(1) Alcoholics Anonymous
   a. Regular meetings are held on the Gardner campus for students and staff. Information about these meetings may be obtained from the Health Services office at (978) 630-9136.

(2) Substance Abuse Education - Student Life Informational Programs
   a. Substance Abuse Education and Counseling
   b. The Health Services office at Mount Wachusett Community College Gardner Campus is the primary resource for individuals experiencing or affected by persons with substance abuse issues. Information and referral
services are available on a drop-in basis. Informational brochures on topics such as drug and alcohol abuse, AIDS transmission and other sexually transmitted diseases are made available to students and employees, so they may access information in an anonymous manner. The College nurse and college counselors are available by appointment at each of the campuses by contacting the student support services office at (978) 630-9568 to discuss issues with students confidentially.

c. Awareness Activities
The Office of Student Life, in conjunction with the MWCC Student Government Association, plans a number of alcohol and drug awareness activities. In conjunction with National Collegiate Alcohol Awareness Week in October, activities such as educational performers and drunk driving awareness programs are held on the Gardner Campus and are open to all students and staff.

(3) At key times during the semester awareness activities are scheduled. The focus of these activities is to raise awareness of students on responsible use of alcohol and the effects of illegal and prescription drug and use and abuse. The responsible and legal choice is always emphasized.

(4) Health101
An online educational resource with health information designed specifically for community college students is available through the College’s student portal – i-connect. This format of content is accessible to all students regardless of their campus affiliation and addresses information for online learners. Content includes the use and abuse of drugs and alcohol, interaction of substances with prescription medication, misuse of prescription medication and other related topics.

(5) Annual World Aids Day: correlates alcohol and drug use with increased rates of infection due to IV drug use and impaired decision making process-one time per year.
   - Annual “Love Safely Day”: provides information regarding sexually transmitted infections (STI’s) and impaired decision making due to alcohol and drug use—one time per year.
   - Annual Spring Break: Information is provided related to alcohol and drug use and impaired decision making—one time per year.

(6) Human Services
Alcoholism is addressed as part of a unit of Psychology 240, Abnormal Psychology, a course required of Human Services and Criminal Justice students. This topic is discussed in 3 classes as a category of Substance Use Disorders as outlined in the Diagnostic and Statistical Manual (DSMIV) of the American Psychiatric Association. The following broad concepts are covered in this unit:
incidence; physical effects; progression; gender differences in addiction; and treatment.

(7) Mount Wachusett Community College Library
An electronic bibliography available through the MWCC Library lists books on alcohol & drug abuse.

**Distribution of the Policy**
This policy is distributed annually in writing to all students and employees through the following means:

- **Printed publications**
  - College Catalog & Student Handbook
  - Employee Publications and Policy Manual
  - Annual Security Report

- **Online**
  - MWCC website
  - All student and all employee email

**Review and Compliance**
In compliance with the United States Department of Education requirement, this policy is reviewed on a biennial basis to: (1) determine its effectiveness and implement changes if they are needed and (2) to ensure that the sanctions developed are enforced consistently. The most recent biennial review was completed in December 2010. Copies of this review are retained in the Office of the President, the Student Services Office and the Department of Human Resources. The next review/report will be completed in December 2012.

**FERPA Parental Notification Policy**
In compliance with FERPA regulations, Mount Wachusett Community College, has adopted a Massachusetts Board of Higher Education recommendation that the parents or legal guardians of students under twenty-one years of age be notified when the student has violated the MWCC alcohol or drug policies. Section 952 of the 1998 Higher Education Amendments, authorizes institutions of higher education to disclose to parents and guardians of students under age twenty-one, violations of institutional policies or rules, as well as local, state, and federal laws governing the use or possession of alcohol or a controlled substance.

**Emergency Response and Evacuation Procedures**
At least one test of Emergency Response/Evacuation Procedures is conducted annually. Tests include a drill or exercise with follow-thru activities and assessment. The location and type of test may vary. Additional drills (testing of a single procedural operation) may be conducted. Drills may include the testing of the emergency communications system, fire alarm system, etc. Tests and drills may be conducted live or may consist of
tabletop exercises. Post drill assessment is conducted by or in coordination with the Campus Police and Public Safety Department and the Evacuation Team, Administration and other applicable participants or departments.

Emergency Response Procedures (Gardner, Leominster and Devens) have been published and posted in all buildings, offices and classrooms. Emergency Response Guides are available at all times and provide emergency contact information and procedures regarding criminal acts, medical emergencies, fire alarms/fire, and natural disaster/inclement weather response. Additional information is provided to faculty and staff through professional development and/or other training venues. These guides are updated as needed and reviewed annually before the start of the academic year, to ensure current emergency contact information is provided. The last review was in summer 2012.

Emergency Response Procedures (Burbank Campus): Emergency codes and information regarding emergency exit routes are posted throughout the building. These procedures are developed and maintained by the Health Alliance Hospital (Burbank) and Community Health Connections. Training for students and staff in emergency response and evacuation is conducted through the Health Alliance (Burbank) facilities department at the beginning of each semester. The MWCC program(s) share a building with Community Health Connections. As such, emergency response follows both hospital protocols and Community Health Connections protocols. As part of the regular hospital protocol, regular drills and/or exercises are conducted at the hospital and may or may not include MWCC students and staff.

**GARDNER CAMPUS:**

In the event of a life-threatening emergency at the Gardner campus, immediate assistance can be summoned by dialing 111 from any college telephone or (978) 630-9111 from a cell phone or outside line. A receptionist is on duty, who coordinates emergency response efforts via a two-way radio system and answers the emergency telephone during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, when the facility is open for regular business. The receptionist will dispatch campus police, facilities management personnel, or the College nurse as needed. After 5:00 p.m. or on weekends, emergency calls are answered directly, at extension 111, by a campus police officer on a two-way portable radio system. All public emergency telephones are accessible to the disabled. Emergency phones are located in the following locations on the Gardner campus and will be answered by Campus Police on a two-way radio:

1. Outside the main entrance to the Haley Academic building.
2. Outside of the loading dock.
3. Outside of the main entrance (rear of building) to the Fitness & Wellness building.
4. Outside of room 034 (currently the Campus Police).
5. Next to the main entrance to the Cafeteria.
6. At the Fine Arts Wing Kiosk.
7. On each end and middle of each hallway on the second and third floors.
8. In the East Corridor, exterior of the Records Office.
9. “111” can also be dialed from all office phones and pay phones on campus.

Maintenance and facilities staff, the nurse and emergency medical technicians (EMT’s), and evening administrators on the Gardner campus are provided with radio access to the Campus Police for emergency coordination of information.

DEVENS AND LEOMINSTER CAMPUSES
At the Devens and Leominster campuses, local safety officials (police, ambulance, or fire departments) are contacted directly to respond to emergency situations by dialing “9” then “9-1-1” from any internal phone or by dialing 9-1-1 directly (Devens campus only) from any red emergency hallway phone. MWCC campus police are also contacted for follow-up and assistance and will respond as needed. Campus police on Devens and Leominster sites are on a part-time varying schedule or by appointment. A part-time security officer was hired in spring 2011 and maintains limited hours (approximately 3-4 hours per regular school day on each satellite campus. Officer hours and work days may vary depending on campus needs and changes in class schedules.

BURBANK CAMPUS
The local safety officials (police, ambulance, or fire departments) are contacted directly by dialing “9” then “9-1-1”. MWCC campus police should be contacted only after emergency services have been contacted. The MWCC campus police will provide support and follow-up services and assistance (978) 630-9111 and will respond as needed. Campus police do not maintain an office or scheduled hours on the Burbank Campus. The policies and procedures of the Health Alliance Hospital (Burbank) and the Community Health Connections should be followed.

MWCC Evacuation Procedures
It may be necessary to evacuate the College not only as a result of a fire, but also due to noxious chemicals or some other threat to life and limb. An order to evacuate may be received via the following means: an audible alarm signal, Mass Notification System; Blackboard Connect, Campus email, phone call back (Reverse Audix), or at the direction of MWCC staff, or, in the case of the Burbank Campus, from hospital staff. In the event of an evacuation notification, all employees, faculty, staff, student, and the public must immediately exit the building unless otherwise instructed by authorized/emergency personnel.

Evacuation of Persons with Disabilities
Any person with a disability should be evacuated after all others to prevent injury. Persons with disabilities are not left unattended at any time during routine building
evacuations or non-life threatening situations. In the case of a life threatening emergency the staff person may leave the person with the disability to notify emergency personnel of the need for additional assistance, when no other option is available. The additional personnel will then respond and execute the evacuation. Special instructions are given to the staff assisting with evacuation procedures to assist persons with such disabilities as visual and mobility impairments. A Disabilities Evacuation Team exists on each campus. The team members are trained to assist those with disabilities during these situations in coordination with emergency personnel. Among many other detailed procedures (Appendix A), the use of the elevator is prohibited unless deemed appropriate by safety officials.

**Emergency Communication Policies**

The safety of students, staff, and faculty are a priority for MWCC. As such, MWCC has implemented a multi-layered communication system to expedite communications during an emergency. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, MWCC will initiate appropriate communication system(s) to alert the College community. As such, MWCC 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 the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Note: see “Alarms and Notification Systems” for more information.

**Emergency Incident Confirmation Policy**

Gardner Campus: Campus police and public safety staff will expeditiously respond to report of emergencies, gather all available information and conduct necessary investigations in order to determine appropriate response and resources, who is affected, and who needs to be notified. Emergency situations may range from medical emergencies, crimes in progress, fire emergencies, hazardous materials emergencies, weather emergencies, etc. If sufficient information is not provided to make a clear determination of the circumstances and required response, the campus police will respond, within their capabilities and training, to the location of the emergency to further assess appropriate response. Campus police and public safety staff will utilize the assistance of other departments as necessary in responding and assessing the situation, including but not limited to facilities, maintenance and other staff members.

If campus police and public safety staff are not equipped to deal with the emergency without further support, the local and/or State police, fire, and/or ambulance will be contacted for backup response.
Leominster, Devens, and Burbank campuses: when the campus police and public safety staff receive notification of an emergency on the Devens, Leominster, or Burbank campuses (or in any other location involving staff or students) the staff member will immediately obtain as much detail as possible and relay that information to the Chief of Campus Police and Public Safety (if not already present). The Chief, and/or his/her designee will contact the appropriate responding emergency service agency to confirm the emergency and will coordinate with local responders to obtain updated information necessary for the College to determine appropriate response and notification. MWCC Campus police and public safety staff will immediately notify the College President, or his/her designee, and/or the Executive Vice President of the College of all significant emergencies and the status as known at that time and will provide updates as information becomes available.

In most cases, the President of the College, Executive Vice President, or his/her designee will determine the content of the notifications. When a significant emergency occurs and it is determined that immediate notification without delay is warranted, the Chief of Campus Police and Public Safety or the Senior Officer on duty (or other officers at the direction of the officer in charge), has authority to issue emergency notifications to the College Community.

The following people may initiate the emergency notification system:
   1) President
   2) Executive Vice President
   3) Chief of Campus Police and Public Safety or senior officer on duty.

Assistance may be provided by other members of the college trained in the activation of the emergency notification systems, including but not limited to the following:
   1) Chief Information Officer
   2) Director of Credit Programs (LLL)
   3) Telecommunications and Data Systems Administrator
   4) Clerk, Student Support Services
   5) Associate Vice President of Strategic Enrollment Management and Financial Aid

Alarms and Notification Systems

Audible and visual alarm: All campuses maintain an audible alarm system. The alarm signal is a unique emission from the horns placed throughout the College and flashes a red emergency light. Fire alarm pull boxes are located in the halls throughout each building. Each space in the College contains a sign labeled “FIRE EXIT.” On each sign the primary and secondary exit routes are stated. The primary exit should be used where feasible. The secondary exit should be used when the primary exit is obstructed or otherwise unavailable or unsafe to use.
Alarm systems on the Gardner Campus are tested at least annually and monitored by an outside agency for system problems. Any recognized problems with the system are addressed expeditiously. Alarm systems at the Devens and Leominster Campuses are monitored by the landlord overseeing the property and by College personnel during evacuation drills/exercises and problems are reported immediately to the building owner. The College coordinates testing and evacuation drills of the emergency systems with the property owners. Alarm systems at the Burbank Campus are monitored by the hospital facilities staff and tested at least annually.

**Mass Notification System**: Currently, the College uses the Blackboard Connect mass notification system. The Blackboard Connect system allows for audio, email, and text messaging. This system will be utilized when appropriate in actual emergency situations. It may also be utilized during some weather cancellations as a secondary notification system. The system is equipped to permit a full notification of faculty, staff, and students registered in the system for all campuses, or may be used to notify designated populations. The size and type of outreach is determined on a case by case basis. All primary phone numbers and email addresses for employees and students are maintained through the College’s employee and student record systems.

**Campus Email**: The email system is set up with an “All Campus” email address which can be utilized quickly in an emergency to send messages to office computers. Recipients will then respond to emergency instructions as indicated.

**Gardner, Leominster and Devens Campuses**: Members of the MWCC Staff have been designated as part of the emergency evacuation team. They are trained to assist in evacuation procedures and will provide guidance and floor sweeps in an emergency. Training is received via one or more of the following: instruction during annual drills, memorandum, training, and/or tabletop exercises.

**Burbank Campus at Health Alliance Hospital**: Emergency response is directed by hospital staff and personnel and local emergency responders. Campus Police and Public Safety staff will provide secondary response and follow up as needed once notification is received. Administrators at the Burbank Campus are offered additional training in emergency response through participation in joint campus training.

**Phone call back/reverse voice messaging**: Internal phones on the Gardner, Leominster and Devens Campuses are equipped with the ability for mass dialing (reverse Audix) by staff. All electronic communications systems on the Burbank Campus are at the direction and control of hospital staff.
Radio Communications: Key administrators on the Gardner, Devens and Leominster campuses are provided with radios for communication with Campus Police and Public Safety staff when an officer is on campus and for communication between administrators as deemed necessary. No radio communication exists on the Burbank Campus.

There are no public address (P.A.) systems on any of the campuses. Campus Police cruisers on the Gardner Campus are equipped with P.A. systems.

Protocol for Response to Campus Crime or Emergencies
Mount Wachusett Community College is prepared to respond to campus crime or an emergency using an established protocol which includes the implementation of many of its existing policies and procedures.

In the event of a campus crime or emergency where human health or safety are at risk, the victims or potential victims of such crimes shall be foremost in the institution’s priorities. A victim of campus crime shall be brought to safety and, if necessary, offered immediate medical attention. In the case of sexual assault, the College’s Sexual Assault policy will dictate the appropriate procedures. Should other potential victims be identified (as in the case of threats or other foreseeable harm), these persons or person shall be made aware of the situation, advised of precautionary measures to be taken and offered assistance in all matters relative to their safety on campus. If necessary, the College’s Evacuation Procedures may be implemented.

Once a safe environment has been achieved, to the best of the College’s ability, the College will immediately deal with the offender thru the appropriate venue including but not limited to; student discipline, judicial proceedings, employee discipline, trespass notice, etc. When appropriate, the College Affirmative Action Officer/Title IX Coordinator will be notified and will review and take action as necessary.

When an alleged perpetrator of a campus crime has been apprehended, he/she will be afforded his/her rights to due process on campus according to the College’s Student and/or employee Code of Conduct (if applicable), and, if the situation merits, the Campus Police will file criminal charges. If the perpetrator should remain at large, an investigation into the matter will ensue. Mount Wachusett Community College Campus Police will coordinate response with local and/or state authorities as appropriate for the particular campus location(s) throughout the investigation of the matter until it has been resolved.

The final step to the protocol is the notification or “timely warning” of the campus community of the occurrence of the campus crime. In the event that the College’s Campus Police and the college administration believe that further harm or potential crimes may occur beyond the original event, the College community will be notified of
the event. Factors that will determine whether a timely notice should be given will include: the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts in the investigation of the crime. The decision to issue a timely warning and the content of the timely warning or other college communication as well as the segment(s) of the college community that should be notified, is ultimately determined by the President or his/her designee. In making the decision, the President or his/her designee, Executive Vice President and/or his/her designee, and the Chief of Campus Police and Public Safety and/or his/her designee will collaboratively review the facts of the case as known at that time. The Chief and/or his/her designee will obtain as much information as possible from other persons and/or emergency response agencies. The President or his/her designee will update the Department of External Affairs as needed regarding notifications and warnings.

At all times, the identity of the victim will be withheld, and information regarding the crime will be issued in a manner that seeks to protect the victim while allowing the rest of the community the necessary information to take precautionary measures. When there is a question on whether or not to notify the community of a crime, the College will err on the side of safety and notify the community to aid in crime prevention.

GARDNER CAMPUS: The Gardner Campus Police and Public Safety Department (main office) is located in room 034, basement level, in the Haley Academic Building. Campus police and public safety officers can be contacted at the Gardner Campus at (978) 632-6600 x 150 for general information and non-emergency notification and for requests for assistance. The Chief of Campus Police can be contacted at the Gardner Campus at (978) 632-6600 X365. In an emergency, on the Gardner Campus, Contact Campus police and public safety via the emergency call line at (978) 630-9111 from a cell phone or outside line or by dialing 1-1-1 from any internal phone. The Gardner Campus police and public safety officers are on duty twenty four hours per day, seven days per week.

LEOMINSTER CAMPUS: The Leominster Campus Police and Public Safety office is located on the second level in the information kiosk in the upper hallway. The non-emergency office phone number at the Leominster Campus is (978) 630-9826.

DEVENS CAMPUS: The Devens Campus Police and Public Safety Office is located in room 206 complex next to the main office on the first floor (ground level). The internal office room number is 209. The non-emergency office phone number is (978) 630-9573.

NOTE: Office hours Leominster and Devens Campuses: Office hours are limited and may vary. These numbers should not be used for emergencies or for contacting campus security/police if immediate or urgent response is needed. Follow emergency notification protocols to contact local/state police (“9” then 9-1-1) in an emergency for
the Leominster and Devens Campuses. After contacting local police for emergency response, notify campus police at the Gardner Campus (978) 630-9111 to initiate college response systems, if no campus police or security officer is on duty at that time on the Leominster or Devens campuses.

BURBANK CAMPUS (Health Alliance Hospital): There is no campus police office on the Burbank Campus. Health Alliance has a security department which is not affiliated with MWCC and the hours of operation for their security department may vary. Emergency calls should be placed by dialing “9” then “9-1-1” to contact the local emergency services for the city (police, fire, ambulance). After contacting the local emergency responders notify the Gardner Campus Police Office (978) 630-9150 to initiate the college response systems.

In the event of a campus disaster, response will be in accordance with a protocol outlined in the Mount Wachusett Community College Campus Disaster Manual posted on the MWCC website, student and employee portals. Campus police officers will coordinate with local and state emergency responders as necessary and appropriate to the situation and location of the incident.

Timely Warning Procedures
As indicated in the preceding Protocol for Response to Campus Crime, a timely warning of a campus crime will be made to the College community based on a number of factors. When it has been determined that a timely warning is due, the following procedures will be taken to inform the College community:

- The President or Executive Vice President or his/her designee shall issue a communiqué to all students, staff and faculty regarding the occurrence of the campus crime. In appropriate circumstances the communiqué may be released by the Chief of Campus Police and Public Safety or the senior officer in charge of the Department. Depending upon the urgency of the situation, the communication will be made directly to these groups through person to person notification, classroom correspondence, email, or may be sent in letter format to the students’, faculty, or staff members’ home addresses, reverse audix, or via Blackboard Connect mass communication system announcements.

- Timely warnings may also be posted on public bulletin boards and provided directly to at risk groups including, but not limited to elderly programs, daycare facilities, and on-campus camp programs.

- When the situation merits notification of the general public, the Director of Public Relations or his/her designee will issue a press release to the local community alerting them of the situation. All press releases will be approved by the President, the Executive Vice President or his/her designee taking into consideration victim privacy concerns and integrity of the investigation.
In the event that an individual or group of individuals have been identified as potential victims, this person or persons will be notified in person, whenever possible, or by other appropriate communications available as dictated by the circumstances, as quickly as they can be located (see preceding Protocol for Response to Campus Crime).

**Security of Buildings and Grounds**

**Gardner Campus:** The main building is open Monday- Friday 6:30 a.m. to 11:00 p.m. Hours may vary depending on scheduling and special events. The child care building and the Fitness and Wellness Center hours may vary from the campus hours. Campus buildings and grounds are kept locked outside of normal operating hours. Campus police and public safety officers lock and unlock buildings and rooms according to published schedules of operation. The campus buildings and grounds are closed to the public during non-business hours. The procedure for accessing the facility after hours requires approval from an employee’s supervisor and the Executive Vice President or the Chief of Campus Police and Public Safety or his/her designee prior to being permitted in any building outside of normal operating hours. Mount Wachusett Community College students and full time staff and faculty are provided opportunity to obtain identification cards at scheduled times during the school year. The college strongly encourages faculty, staff, and students to carry their MWCC ID card with them at all times.

The Fine Arts building has been equipped with a Closed Circuit Television. These cameras are monitored periodically on a 24 hour basis and record all activity in that area, which are reviewed for investigative purposes. Security cameras exist in other places in the building based on need.

Campus police and public safety officers are on duty 24 hours a day, 365 days a year, patrolling campus property on foot, in a marked police cruiser and/or on mountain bikes. Outdoor lighting is left on in the parking lots and walkways at night and whenever activities are scheduled on campus. Campus police and public safety officers are available to escort individuals to their vehicles upon request.

**Leominster Campus:** The Leominster campus is open during the regular semester from 8:00 a.m. to 10:30 p.m. Monday through Friday. The Leominster Police department patrols the area of the campus on a regular basis. The Leominster campus generally has a MWCC campus police or security officer on site from 7:00 p.m. until closing, however, these hours may vary based on need and schedules. The Mount Wachusett Community College campus police and public safety officers monitor the Leominster campus periodically and are responsible for security measures including building security such as door locks and alarm systems and the reporting of all criminal activity. The building
is locked and unlocked by campus police or security officers and/or building administrators and is open during business hours only.

**Devens Campus:** The Devens campus is open from 8:00 a.m. until 10:00 p.m. Monday through Friday and some Saturday hours. The Devens campus is serviced routinely by the Massachusetts State Police (Devens barracks). The MWCC campus police coordinate with the Massachusetts State Police to provide assistance and appropriate College response in any investigations. Campus police and public safety officers patrol the Devens campus periodically and as needed. A part-time security officer was added in 2011. Office hours vary. The building is locked and unlocked by campus police/security officers and/or building administrators and is open during business hours only.

**Burbank Campus:** Health Alliance Hospital at the Burbank Campus maintains a security department. The security officers are not affiliated directly with MWCC. Local emergency responders (police, fire, and ambulance) respond to calls for service at the Burbank Campus. The building access is controlled by Health Alliance security and/or MWCC administrators. Campus police/security officers do not control access to buildings or grounds at the Burbank Campus.

**Campus Security/Key Program**
Safety and security are a priority at MWCC. As such, MWCC maintains a key tracking system. Issuance of keys is obtained via written authorization on an as needed basis only and are tracked by the Campus Police and Public Safety Department.

**Campus Sexual Offense Policy**
Mount Wachusett Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, disorderly, discriminatory or criminal. Sexual misconduct violates Federal Civil Rights law and may also be subject to criminal prosecution. MWCC is committed to fostering a community that promotes prompt reporting of sexual misconduct in any form. MWCC is committed to timely and fair resolution of sexual misconduct complaints.

Sexual Misconduct is defined as actual or attempted:
1) Sexual harassment
2) Non-consensual sexual intercourse
3) Non-consensual sexual contact
4) Sexual Exploitation

The College’s sexual harassment policy also will be applied to violations as appropriate.

As a recipient of Federal funds, MWCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. s. 1681 et seq. (“Title IX”), which
prohibits discrimination on the basis of sex in education programs and activities. Sexual misconduct is defined as a form of sexual discrimination prohibited by Title IX. Creating a safe and respectful environment is the responsibility of all members of the College community; students, staff, faculty, and guests.

Reports of sexual violence are reported to the Title IX coordinator which include but are not limited to; sexual harassment, sexual assault, and sexual discrimination. A Title IX investigation will immediately be initiated in appropriate circumstances whether or not the sexual violence is the subject of a criminal investigation. The Title IX investigation is separate from any criminal investigation but may run simultaneously. A dual investigation may ensue. An on-going criminal investigation, however, may not delay the investigation under Title IX. The standard of proof used for Title IX investigations is the preponderance of evidence standard. Information regarding Title IX grievance procedures can be found in the Commonwealth of Massachusetts, Board of Higher Education, Massachusetts Community College Policy on Affirmative Action http://www.mwcc.edu/PDFs/AffirmativeActionPolicy.pdf.

Reporting requirements and policies include incidents which occur during approved school sponsored events (on or off campus) and incidents that occur while in travel using school sponsored transportation.

In order to assure that the College meets its obligation to all members of the college community, the College maintains procedures and programs for coordinated response to reports of sexual offenses. Copies of these procedures are available in the Human Resources Department and on line at www.mwcc.edu in “iConnect” Human Resources shared documents under policies.

   i. Policy

   Sexual assault is a criminal offense. Sexual assault in any form, including acquaintance rape, will not be tolerated.

   Sexual assault, as defined in the Federal Bureau of Investigation’s Uniform Crime Reporting System, and as cited in the Clery Act, includes forcible and non-forcible offenses.

   Forcible offenses are defined as “any sexual act directed against another person, forcible and/or against the person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent. Forcible offenses include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.”

   Non-forcible sex offenses are defined as “unlawful, non-forcible sexual intercourse.” Non-forcible sex offenses include: incest and statutory rape
Coercion is the application of unreasonable pressure for sexual access and is also applicable to the sexual misconduct and or sexual harassment policies of the College.

The Crime Awareness and Campus Security Act of 1990, Section 485 (f) (1) (F) of 20 U.S.C. 1092 (a) (1) (Public Law 1010-542) required that the College collect information with respect to sexual assault on a campus and, beginning in September 1993, include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that, as part of the annual security report, the college shall include, develop, and distribute a statement of policy regarding the college’s sexual assault prevention programs and the procedures to be followed in the event that a sex offense has occurred. The Clery Act further outlines the necessary items to be included in the Sexual Assault policy and Annual Campus Security Report.

For purposes of the MWCC sexual offense policy the word “survivor” will be substituted for the “victim.”

ii. Criminal Offense Procedures and Student Code of Conduct Policy
When an allegation of sexual assault is made, the College will inform the alleged survivor as to his or her rights to pursue criminal prosecution under the Massachusetts criminal statutes. Campus police or public safety officers will aid the individual in notifying the appropriate authorities if the individual requests their assistance. In addition, appropriate campus disciplinary action may be pursued. Sexual assault violations may include, in addition to criminal charges, disciplinary sanctions. Possible sanctions include: verbal or written warnings, restrictions/loss of privileges, community educational service, restitution, probation, suspension and/or expulsion or any combination of the above.

All allegations of sexual assault will be handled confidentially and will be investigated. The disciplinary and law enforcement investigations, are interrelated, and may occur simultaneously, and may involve the sharing of information and resources. However, both investigations involve separate procedures and standards of proof and one process does not depend on the other process and may continue separately. Both the accuser and the accused will have equal opportunity to appeal disciplinary sanctions under due process.

As a public institution, the College also must provide due process to students accused of sexual offenses while also ensuring the complainant’s protections under Title IX. The disciplinary hearing shall take place as soon as possible after the filing of the initial report taking into consideration the need to conduct a timely investigation.

The campus disciplinary procedures are clearly defined in the Mount Wachusett Community College Code of Conduct published annually online and in the College Catalog & Student Handbook at www.mwcc.edu/catalog. Sexual offenses and sexual
assault are addressed specifically in the policy and consistent with the sexual offense policy described herein, and addresses alleged sex offenses regardless of where the sex offense occurred. A survivor cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

- The accuser and the accused have the same right and opportunity to have others present (in support and advisory roles) during a campus disciplinary hearing;
- Notification of the final results to both to both the accuser and the accused will be made in the same manner and in the same time frame. This notification does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). The outcome of a disciplinary proceeding means only the College’s determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- In the case that an alleged victim dies as a result of a crime, the alleged victim’s next of kin will be notified of the results of any disciplinary proceedings.

iii. Awareness and Prevention

The College endeavors to educate its students, faculty and staff about the issue of sexual assault including date/acquaintance rape. The Campus Police and Public Safety department, the Health Services office and the Student Life office feature educational programming throughout each academic year that highlight preventative measures to be taken to reduce the risk of sexual assault and instructional programs covering subjects such as avoiding alcohol abuse, and illegal drug use, and promoting safe dating. Additionally, the College has been a community leader in offering training in Rape Aggression and Defense (RAD) techniques to women on campus and in the local community (see Crime Prevention Strategies for further information).

Security and Maintenance Measures

1. Mount Wachusett Community College will periodically examine its grounds keeping practices from a security perspective. It will assess outdoor facilities and major campus pathways with respect to plant growth and debris that may materially detract from security. Concerns are addressed with the Facilities Department (Gardner Campus by using an electronic reporting database. On all other campuses, the concerns are addressed via the campus directors to the landlord or in an emergency directly to the landlord by the campus police, administration, or facilities.

2. Mount Wachusett Community College will systematically monitor, on a regular basis, the adequacy and operation of its indoor and outdoor lighting. The monitoring system will include a program to replace defective or burned-out lights
as soon as possible after being reported. Concerns are addressed with the Facilities Department (Gardner Campus by using an electronic reporting database. On all other campuses, the concerns are addressed via the campus directors to the landlord or in an emergency directly to the landlord by the campus police, administration, or facilities.

3. Mount Wachusett Community College has installed emergency telephones on every floor as well as three outside locations on the Gardner campus. Emergency phones have also been installed in the hallways at the Devens campus to provide direct 9-1-1 service to the local responding agency. A phone is available at the front office of the Leominster Campus for emergency use. Phones are available in the administrative offices on the Burbank Campus. MWCC will maintain and monitor procedures to insure that access to office, building, and master keys are adequately and appropriately restricted. Master keys will only be issued on the basis of clearly defined needs and within the procedural policies of the College.

4. Mount Wachusett Community College provides a safety escort service for students and employees twenty four hours a day, seven days per week on the Gardner Campus by request. This service is available on a limited basis on the Leominster and Devens campuses when a police/security officer is on duty. Currently a police/security officer is on duty for approximately 3-4 hours on Leominster and Devens campuses. The duty hours on the Leominster and Devens campuses may vary depending on need, emergencies, and current campus schedules. MWCC does not provide this service at the Burbank Campus.

5. Mount Wachusett Community College has an established pattern of effective communications and relations with state and local police. Although there is no formal M.O.U. between departments, Mount Wachusett Community College maintains a good working relationship with state and local police departments and works jointly with the respective departments regarding major criminal investigations. MWCC Gardner Campus officers have direct radio communication with the Gardner Police Department. MWCC officers maintain regular contact with the appropriate law enforcement agencies regarding response to calls and investigations and work in concert with the other agencies to conduct follow up response to incidents on campus and to assure that the College remains informed regarding each campus activities and crime statistics.

The key element in a comprehensive rape prevention program is the maintenance of an alert and effective campus police and/or security presence. Mount Wachusett Community College police officers are trained in effective sexual assault prevention and response. Their general orientation will be towards positive, pro-active crime prevention and sensitivity to balancing law enforcement demands and the unique
needs of survivors. The Campus Police and Public Safety department has several officers trained in sexual assault investigation.

- **Educational Programs**

Because the College environment provides an excellent opportunity to educate individuals about human relations, sexual education and safety awareness, information should be provided to each member of the college community.

Sexual assault education is effectively provided through programs, guest speakers, and educational booklets, and includes:

1. Orientation programs-Campus Traffic and Safety brochures containing information regarding campus police authority, emergency communication, the Annual Security Report, RAD classes, safety escorts, campus access, the campus police website, etc. are provided to first year students in orientation packets twice per year. Campus police and public safety officers provide safety and security information to special orientation groups at least twice per year.

2. Faculty and staff training/development programs, including contracted staff.

3. Student and employee handbooks-available at all times.

4. Campus media, i.e., newsletters, newspapers, physical and electronic bulletin boards-periodically throughout the year and on the campus police website. The Campus police and public safety officers maintain a crime prevention and safety bulletin board on the Gardner Campus and provide information pamphlets to the Leominster and Devens Campuses on a variety of subject matter. Campus police and public safety officers publish articles on various subjects throughout the year on a space available basis in the school newspaper.

5. Seminars and workshops are offered through the student leadership academy two times per year, through classroom discussion (upon request) and through the Human Resource department for employees.

6. Pamphlets and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women, crime reporting; and domestic violence are available at all times on the Gardner, Leominster and Devens Campuses (availability per topic may vary from time to time).

7. Self-protection classes- campus police and/or public safety officers provide information to students and staff upon request.
8. Individual awareness and responsibility for crime prevention and personal safety—annually in the annual security report and periodically through publication and bulletin boards.

9. R.A.D. (Rape Aggressive Defense) training is provided free or with minimal cost to students, staff, and community members. This service is offered one time per year and upon request through the Campus Police and Public Safety department.

10. Additional educational and guest speakers may be scheduled upon request through the Campus Police and Public Safety department.

Materials and programs are designed specifically for the Mount Wachusett Community College campus, and are developed in conjunction with off-campus authorities or may be pre-published, pre-packaged, or offered in conjunction with off-campus authorities, such as:

- National Safety Council
- local law enforcement agencies
- criminal justice programs
- Rape Crisis Center of Central Massachusetts [www.rapecrisiscenter.org](http://www.rapecrisiscenter.org)
- American College Health Association
- Massachusetts Chapter of the National Safety Council

Unfortunately, in spite of all our efforts, rape or sexual assault may occur. Should a rape or sexual assault be reported to campus authorities, it is critically important that the survivor’s welfare be paramount and that she or he is not re-victimized by the system. This policy establishes procedures to follow in the event a rape or sexual assault occurs on campus. To insure proper attention and action, these procedures must be followed.

iv. Reporting Procedures

- **Introduction**

An effective response to a report or incident of sexual assault on campus necessarily involves a number of offices and individuals concerned with the physical and emotional security of students, employees, and visitors. The procedures outlined below focus primarily on the roles of: (1) campus police and public safety officers in addressing incidents/reports of sexual assault; (2) faculty, staff and students making reports; and (3) the Designated College Official’s involvement in these procedures (4) The Title IX Coordinators role in policy and enforcement. The college will comply with satisfying an individual’s request for assistance in notifying the appropriate authorities in the event of a sexual offense.
• Reporting a Sexual Assault

The first priority for a survivor of sexual assault, should be to get to a place of safety and to obtain necessary medical treatment. MWCC strongly advocates that the survivor of the sexual assault report the incident in a timely manner. Time is critical for evidence collection and preservation as well as to assure the medical treatment/well-being of the survivor and safety of the campus community. Whenever possible, a report of an assault should be reported directly to campus police, security, or to the local law enforcement agency serving the campus.

The Emergency Response Guides posted in offices and classrooms at the Gardner, Leominster, and Devens campuses provide the contact information for the law enforcement agency responsible for primary response to emergencies on each campus. This information is outlined below and on the victim information sheet (Appendix B). Emergency response should be directed to the primary response agency for the respective campus. The Campus police or public safety officers should be contacted as soon as possible at the Gardner Campus, (978) 630-9111, twenty four hours a day, seven days per week to provide guidance, arrange support services, and to coordinate appropriate response/investigation.

GARDNER CAMPUS: Contact MWCC Campus police and public safety officers at (978) 630-9111 from a cell phone or outside line (x 111) from any campus phone.

LEOMINSTER CAMPUS: contact Leominster Police Department dispatch center by calling (978) 537-0741 for emergency or non-emergency response. You may also dial “9” then 9-1-1 from a college phone. NOTE: when calling 9-1-1 provide the street address and city you are calling from.

DEVENS CAMPUS: contact Mass State Police at Devens barracks by calling 9-1-1 from a hallway emergency phone (for emergency response) or call (978) 772-4600 for Devens dispatch (emergency or non-emergency response).

BURBANK CAMPUS: contact the Fitchburg Police Department by calling “9” then 9-1-1 from any internal phone for emergency response or by dialing (978) 345-9888 for dispatch.

Assistance can also be obtained 24 hours a day/seven days a week through:
  • The Rape Crisis Center of Central Massachusetts (1-800-870-5905)
  • The local Hospital/Emergency Room (below are listed the
  • Hospitals serving the campuses by location:
    GARDNER-Heywood Hospital, 242 Green Street, Gardner, MA (978) 632-3420
    LEOMINSTER/DEVENS-Health Alliance Hospital, 370
Calling 9-1-1 from a cell phone: Note: Calling 9-1-1 from a cell phone will reach the State Police central answering point. If unable to use the regular means of communication, call 9-1-1 from your cell phone but remember it will not tell them your exact location. It is important that you tell the dispatcher your location and address for immediate response. The call will then be forwarded to the appropriate emergency response agency for that jurisdiction.

The filing of a police report does not obligate the survivor to prosecute nor will the survivor be scrutinized or judged. The decision whether or not to prosecute does not negate the responsibility of the College to take disciplinary action if the suspect is associated with the College nor negate the College’s responsibility to count the statistic. The survivor identity and investigation, however remain confidential. Reporting parties are also strongly encouraged to contact the Dean of Students (currently the Executive Vice President) at (978) 630-9164 during regular business hours or via the Gardner Campus Police and Public Safety department after hours at (978) 630-9111 or in person during normal business hours. The Executive Vice President is located in the President’s complex room 107 in the Haley Building (main building) on the Gardner Campus.

Filing a police report will:

- Ensure that a survivor of sexual assault receives the necessary medical treatment and tests at no expense to the survivor.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Assure the survivor has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
Campus Police and Public Safety Department

In the case of a reported sexual assault, a certified campus police officer will be assigned to investigate/assist the local or state police department with the investigation and apprehension measures.

1. If a sexual assault is reported to or discovered by campus police and/or public safety officers, the following procedures must be followed:

   a. Encourage the survivor to seek immediate medical attention and assist the survivor in obtaining access to medical treatment by contacting emergency medical services. This should be done even when the survivor states that he/she does not want medical services as the person may be in shock or otherwise not competent to make such a decision. However, it is the survivor’s right to refuse treatment and a survivor should never be forced to get medical attention. Rather the officer should explain the importance of immediate medical attention so that the survivor can make an informed decision. A trained medical professional may be more prepared to explain the medical options to the victim and should be used whenever possible. A college counselor or rape crisis counselor may also help in providing information to the survivor in a non-intimidating manner. The officer shall assist the survivor in contacting support services when requested.

   b. The campus police or public safety officer will advise the survivor of the importance of preserving evidence. This means that no matter how uncomfortable this may be for the survivor, he/she should not clean himself/herself, prior to a physical examination, conducted at a nearby hospital. If the survivor requires non-emergency medical treatment, the campus police officer should nonetheless guide the survivor to medical services and/or rape crisis services. Physical evidence (such as clothing) is secured by Campus police. The campus police or public safety officer shall provide the survivor with a copy of the Survivor (Victim) Information Sheet (Appendix B), if possible.

   c. The campus police or public safety officer should immediately contact the on duty supervisor who will notify, or designate an appropriate person to notify, the Chief of Campus Police and Public Safety. The Chief or his/her designee shall also call the Executive Vice President (Dean of Students) to be present and/or who will arrange appropriate support services for the survivor. The campus police or public safety officer will also offer the survivor to call the rape crisis hotline (1-800-970-5905). In the case of off-campus crimes, the campus police or public safety officer will get the survivor to the proper agency and will remain informed. The Campus
Police Chief and the Executive Vice President must still be notified in order to provide guidance and appropriate support and response to the survivor and the college community. The initial responding officer should obtain necessary information to make a determination of the need for emergency response procedures and to take necessary action for the safety of the survivor and the college community as a whole. In most cases, the investigation will be conducted jointly with local or state police for the particular jurisdiction.

d. The Chief of Campus Police and Public Safety will assign a Sexual Assault Certified Investigator to investigate and/or assist local or State police with jurisdiction over the investigation. No formal statement will be taken from a survivor or suspect unless by a certified sexual assault investigator.

e. The privacy of the survivor is paramount. The name of the survivor shall not be released without the express written permission of the survivor. The name of the survivor shall be protected at all times and released only to the Chief of Campus Police and Public Safety and the assigned investigating officer(s).

f. The Mount Wachusett Community College campus police or public safety officer should gather the following information:
   • Name, address, telephone number;
   • Where and when the sexual assault occurred;
   • The location of the survivor;
   • A brief description of what happened to the survivor;
   • Name (if known) and description of the individual who committed the assault (if possible, include sex, race, height, weight, clothing, build, hair color, and physical oddities);
   • Location of the individual who committed the assault, if known, or description of where the individual went after committing the assault;
   • Description of the vehicle in which the assailant left (if applicable and known, including make, model, year, color, and license plate number) and the direction of travel.
   • Any additional information that the survivor provides voluntarily that may assist in the investigation and apprehension.

2. If there is the potential for the immediate apprehension of the assailant, the campus police or public safety officer should call the state and/or local police as soon as preliminary information is received and then contact the college authorities, as listed above.

3. If immediate apprehension is not likely, the campus police or public safety officer shall then call the Chief of Campus Police and Public Safety and the Executive Vice President or her designee. The Chief or the ranking officer in charge of the Campus
Police and Public Safety department shall determine whether to call the local and/or state police. If the survivor requests the assistance of a campus police or public safety officer to contact the local or state police, the officer shall assist the survivor as requested.

4. The campus police or public safety officer shall file a detailed report on the incident before the end of the shift in which the incident occurred. The incident shall be entered in the daily crime log directly or via the campus police report system unless there is clear and convincing evidence that the release of information would:
   - Jeopardize an on-going investigation
   - Jeopardize the safety of the individual
   - Cause a suspect to flee or evade detection
   - Result in the destruction of evidence

The Chief of Campus Police and Public Safety or his/her designee in coordination with, the local or state police with jurisdiction over the investigation, if applicable, will make this determination. Additionally, the same process will be used to assess the situation and to make a decision to disclose the information when it is determined that the adverse effect is no longer likely to occur.

5. The survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the college disciplinary process (when the suspect is affiliated with the college) or may opt not to prosecute and only use the college disciplinary process. The MWCC Designated Campus Official (Executive Vice President or Chief of Campus Police and Public Safety or his/her designee) will guide the survivor through available options and support the survivor in his/her decision(s).

6. The identity of the survivor will remain confidential, however, the crime statistic, once reported to the Campus Police and Public Safety department or other campus security authority, must be recorded in the Daily Crime Log and certain information regarding the report may be releasable under the public records laws. Appropriate information must also be reported to the Title IX coordinator for follow up.

   - **MWCC Students, Faculty and Staff Reporting and Referrals**

Any MWCC student or staff member who receives a report of, or discovers a possible sexual assault on campus, shall immediately report this to the appropriate campus services dependent upon the nature of the situation:

**In Emergency Situations:**

Gardner campus: dial 111 to receive immediate response from campus police and public safety officers and health services. Stay with the survivor in a safe place that
allows for privacy. Do not leave the survivor and, if possible, send someone to get additional support.

Leominster, Devens, or Burbank Campuses or off campus locations; call 9-1-1 to reach the local/state police jurisdiction then call Campus Police and Public Safety at (978) 630-9111 at the Gardner Campus for follow up response.

In Non-Emergency Situations:
Remain with the survivor and discuss the possible options for services including:
campus police and public safety (978) 630-9150 or (978) 630-9111 health services (978) 630-9136 counseling services or student services (978) 630-9142.

Provide the Survivor (Victim) Information Sheet (Appendix B) to the survivor. The Survivor Information Sheet provides information regarding how to contact campus police and public safety officers and local police as well as the rape crisis hotline, the Rape Crisis Center of Central Massachusetts and emergency medical services for each campus.

In all situations, institutional personnel shall assist the survivor in notifying the appropriate law enforcement authorities if the survivor requests.

All reports, whether emergency or non-emergency, must ultimately be reported to the Chief of Campus Police and Public Safety, the Executive Vice President and the President.

The safety and care of the survivor should be of the utmost importance in dealing with persons having experienced a sexual assault. Great care should be given in making the survivor as comfortable as possible and in providing an understanding and safe environment as the necessary procedures are implemented. It is extremely important that these procedures are followed to insure that appropriate medical and administrative services be provided. The campus police and public safety officers will then be responsible for implementing the procedures specified in Section I, above.

The Designated College Officials – Chief of Campus Police and Public Safety and The Executive Vice President

a. The Chief of Campus Police and Public Safety and The Executive Vice President or designee shall be responsible for insuring that all College policies and procedures are followed.

b. The President or Executive Vice President or his/her designee shall be the designated spokesperson for all media inquiries.
**Other Responsibilities and Requirements**

The Mount Wachusett Community College Sexual Offense Policy is in compliance with the 1992 Sexual Assault Victim’s Bill of Rights (The Ramstad Amendment). The Mount Wachusett Community College policy also satisfies the following statutorily required policies and procedures:

- Both parties have the right to be informed of their options to notify proper law enforcement authorities (local Police, departments, the Massachusetts State Police or the Mount Wachusett Community College campus police), and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses;
- Survivors shall be notified of available counseling, mental health or student services for survivors of sexual assault, both on campus and in the community (Appendix B-Survivor (Victim) Information Sheet). The College’s personal counselor and the College nurse will provide immediate assistance and shall make referrals to the local Rape Crisis Center. Additional referrals are made to Lipton Center in Gardner and Leominster, Massachusetts at reduced costs to students or with coverage by individual health insurance plans.
- The College will provide assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the survivor and if the changes are reasonably available.

**Campus Sex Crimes Prevention Act and SORI**

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. These changes took effect October 28, 2002.

Effective August 2004, in accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts’ Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4547, (978) 740-6400, or local police department in the city or town of the sex offender’s current residence or school. Level 3 offender information is also available on-line at [www.mass.gov/sorb](http://www.mass.gov/sorb).
Questions regarding access to sex offender information should be addressed with the College’s Chief of Campus Police and Public Safety.

At Mount Wachusett Community College, all information related to sex offenders on campus as students, employees, or volunteers is maintained in the Campus Police office. Additionally, the Student Services office conducts Sex Offender Registry Information (SORI) checks on all students prior to placement in an internship, practicum, clinical experience or other activity where they may interact with vulnerable populations. Any SORI information that indicates that a student is a registered sex offender is shared with the campus police office.

**Student Off-Campus Activities Policy**
As indicated in the MWCC Student Club and Organization Handbook, the following security and safety policies and procedures apply to student groups planning off-campus activities:

- **Approval of Trip or Off-Campus Activity**
The trip or activity must be sponsored by an approved college organization and the advisor must travel with the group and be present for the entire event.

Clubs and Organizations should plan in advance for such activities. A Student Activity Trip Request Form, available in the Student Life Office (SLO) must be completed three weeks prior to the scheduled event. The activity will not be considered approved until the required signatures are obtained. Final approval will be made by the SLO.

Liability release forms, available in the SLO, must be completed by each student participating in the trip and returned to the SLO prior to the day of the event. Also, when permission is given to take personal vehicles, a Private Vehicle Request Form must also be completed, in addition to the Liability Release Form, by each student traveling in a personal vehicle. Private Vehicle forms also must be returned to the SLO no later than the day prior to the trip.

An emergency contact list for students, faculty, and staff attending the trip and an itinerary, lodging information (if applicable), and other applicable travel information shall be left with the campus police department prior to departure.

- **Transportation**
College vehicles are available upon request for usage for club activities. Student clubs/organizations can reserve a vehicle on a first come first serve basis through the campus police office. College vehicles can only be driven by a Mount Wachusett Community College employee with a valid driver’s license (i.e. club advisor). There will be no charge for use of the College vehicle. On the day of the trip, a passenger list
containing the names, addresses, and telephone number of all passengers riding in the College vehicles or rented vehicles must be submitted to the Campus Police office and the SLO immediately before departure. When transportation is being provided from the College to an event for any MWCC students and there is a student with disabilities who requires accessible transportation, the club or organization must coordinate the planning of these needs through the SLO.

- **Alcohol Policy for Trips and Off-Campus Activities**
  On an occasional basis, alcoholic beverages may be served off-campus at student sponsored college activities with written permission of the President of the College or his designee. This permission will only be given when consumption of alcohol is incidental to the purpose of the activity. All state laws and college policies must be adhered to and student violators are subject to dismissal.

- **Off Campus Facilities**
  The management of the specific location should be consulted concerning any special arrangements that should be made. Private residences will not be approved as appropriate off-campus sites. At the discretion of the Student Services office, security may be required at off campus facilities. If the establishment does not have its own security, local police should be hired. The number of tickets sold will conform to the legal capacity of the facility. Off-campus facilities should be accessible to persons with disabilities.

- **Supervision and Clean-up**
  The club/organization advisor must be in attendance throughout the activity. The advisor should realize that he/she is in charge of the activities for this organization. While ultimate responsibility for decision making rests with the advisor, he/she should make every effort to consult with appropriate college personnel and student leaders if a situation of major importance should develop.

The College, through the SLO and the Campus Police and Public Safety department, cooperates with local police agencies in monitoring any criminal activity that occurs at off-campus student activities.

### III. DISTRIBUTION OF ANNUAL SECURITY REPORT

In compliance with the Clery Act requirements and all other relevant federal requirements, Mount Wachusett Community College prepares and distributes an annual security report electronically and upon request, in printed copy, to all current students and employees and offers the annual security report to all prospective employees, students, and their parents. This report is issued no later than October 1 each year and is distributed by the Student Services office (room 144), the Campus Police and Public Safety office (room 034), the Department of Human Resources and
Affirmative Action office (room 112) and the Admissions office (room 166). Additionally, campus security procedures and policies are incorporated into the student handbook and other human resources documents which are also published and distributed annually.

In compliance with the 1998 Higher Education Amendments, the data in this report will be submitted electronically to the United States Department of Education by October 1, 2012. Additionally, the report will be posted electronically on the College’s web site and students, faculty and staff will be notified of the location and the procedures for accessing the report.

IV. CRIME PREVENTION STRATEGIES

Educational Training and Programs

- Students

During the reporting year of January 1, 2011 to December 31 2011, the Campus Police and Public Safety department sponsored, conducted, or participated in the following crime prevention programs for the college and the community:

Campus Police Website: Safety information is published on the campus police website http://campuspolice.mwcc.edu and is available to employees and students at all times. Topics may change or be added during the year.

Topics presented in calendar year 2011:

Fatal Vision: Presented by the Campus Police and Public Safety department and Student Services, this program educates college students about the dangers of driving while intoxicated. Instruction was provided at the Gardner Campus (October 2011)
Rape Aggression and Defense (RAD): Offered by the Campus Police and Public Safety department. This course is a self-defense course for females. The program educates females in the area of preventing sexual assault. (Offered January and March 2011)
radKIDS: Offered by the Campus Police and Public Safety department. This course is an abduction prevention course offered to children ages 5-7 and 8-12. The program educates kids in the area of personal safety and self-defense. (Offered February and April 2011)
Safety Orientation: The Chief of Campus Police and Public Safety and/or designated campus police and/or security officers provided information to faculty and staff during the year via in person presentations and/or handouts at least twice. Topics include, emergency communication, personal safety, annual security report, etc.
Open House Safety information table presented twice: including, Violence Against Women, Dating Violence, Battered Women’s resources, School Violence prevention, Alcohol prevention, Rape prevention, identity theft, credit card fraud, Child safety and internet safety.
**Campus Safety Bulletin Board:** The Campus Police and Public Safety department maintained an informational bulletin board on the Gardner Campus, South Cafeteria. Information regarding emergency response, personal safety, traffic safety, crime prevention tips, etc. was posted throughout the year. Topics included in calendar year 2011:

- **Topic: Are You Being Stalked?** - Posted Gardner Campus police bulletin board and Leominster and Devens via handout for Students Fall 2011
- **Topic: Violence Against Women** - Posted Gardner Campus police bulletin board and Leominster and Devens via handout for Students Fall 2011
- **Topic: Alcohol is Number One** - Posted Gardner Campus police bulletin board and Leominster and Devens via handout for Students Fall 2011
- **Topic: Keeping Yourself and Your Classrooms Safe** - Posted Gardner Campus police bulletin board and Leominster and Devens via handout for Students Fall 2011
- **Topic: National Center for Missing & Exploited Children** (Various Handouts English/Spanish) - Posted Gardner Campus police bulletin board and Leominster and Devens via handout for Students Spring 2011
- **Topic: Avoid Theft** - Posted Gardner Campus police bulletin board and Leominster and Devens via handout for Students Spring 2011

Additionally, in person presentations were provided to specialized student groups, via classroom presentations, etc.:

- **Topic: Traffic/parking, personal safety, emergency evacuation, emergency communication, smoking policies, campus police authority.** Presentations were to new students of specialized programs during orientation. Two times.
  
  - **Faculty & Staff**

In addition to the activities listed above, the College frequently issues communications to the staff regarding safety and security. The College distributes copies of its policies and procedures regarding safety and security on an annual basis (in addition to the Annual Security Report). Individual memoranda are distributed to alert staff of any special concerns and public awareness campaigns are featured on campus. The campus police department also highlights September as Campus Safety Awareness Month and October as Crime/Fire Prevention Month, offering special presentations and demonstrations designed to raise awareness and offer practical suggestions for maintaining personal safety.
Campus Police and Security Officer Training

Campus police and public safety officers have received training, attended seminars, or received certification in the following areas from January 1, 2011 to December 31, 2011:

CPR/First Aid: All officers were certified in CPR through the American Heart Association. Officers received training in First Responder/First Aid various dates as needed.

MSP Online Academy-In-Service/Jan to Dec 2011
SSPO Licenses: 6 Officers and Chief
New Employees: 3 not yet licensed
Training: Jan 2011-Professional Development for Supervisors-Chief
Training: Feb 2011-Conflict of Interest Law-5 Officers and the Chief
Training: Feb 2011-Beyond the Basics: Sexual Assault of Older Adults, People with Disabilities, Adolescents, Lesbian, Gay, Bi-Sexual & Transgender People-2 Officers and Chief
Training: Feb 2011-Sexual Assault Investigation-2 Officers and the Chief
Training: Mar 2011-Managing Critical Incidents-1 Officer
Training: Mar 2011-Shine Project/Mental Health-7 Officers
Training: Mar 2011-Campus Drinking-2 Officers and the Chief
Training: Mar 2011-Discrimination and Sexual Harassment- 5 Officers and the Chief
Training: April 2011-CJIS Rep-2 Officers
Training: Apr 2011-Supporting Our Veterans 2 officers and the Chief
Training: Apr 2011-Boyd Cycle: Managing Threats-All Officers and the Chief
Training: Apr 2011-Workplace Violence Prevention-All Officers and the Chief
Training: Apr 2011-DICO (Department Infection Control Officer)-1 Officer
Training: Apr 2011-ARIDE (Advanced Roadside Impaired Driving Enforcement)-1 Officer
Training: Apr 2011-Deadly Force and Public Integrity-Chief
Training: May 2011-Incident Command System 400 -1 Officer and Chief
Training: May 2011-Project Safe Neighborhoods/Firearm Safety-2 Officers
Training: May 2011-40 Hour Sexual Assault Investigation Course-1 Officer
Training: Jun 2011-Fake ID’s and Liquor Control-1 Officer
Training: June 2011-Supervisors Training for AFSCME Drug/Alcohol Testing-2 Officers and Chief
Training: June 2011-Decreasing Danger in Workplace Webinar-9 Officers
Training: Sep 2011-CoExist (Diversity Training)-Chief
Training: Sept 2011-Special State Police Officer Supervisors Training- 1 Officer
Training: Sept 2011-Street Gangs-1 Officer
Training: Sept 2011-FBI LEOKA Officer Safety and Survival Training-3 Officers
Training: Nov 2011-Injured on Duty-Chief
Training: Nov 2011-Conflict of Interest Law Online Training-All Officers and the Chief

RAD Womens/radKids Instructor: One officer was recertified as a RAD Womens and radKIDS instructor, January 2011.
Emergency Response: The Chief of Campus Police and Public Safety and Campus police and public safety officers reviewed emergency procedures with the emergency response team. An evacuation drill was conducted at the Gardner Campus (June 10, 2011-daycare), October 2011, (Haley Academic Building). On October 14, 2011 Emergency Evacuation procedures were implemented on Gardner Campus, all buildings. An “all campus” communication drill was conducted on December 30, 2011. Emergency Response Informational Posters were distributed via email on June 16, 2011. A tabletop exercise was conducted on the Leominster Campus on July 14, 2011.

V. STATISTICS

Procedures for Preparing Crime Statistics
The following statistics were gathered by the Mount Wachusett Community College campus police and public safety office. In compiling these statistics, the campus police staff requested information regarding campus crime from the local and state police departments (Devens, Gardner, Fitchburg and Leominster) and requested anonymous reporting information from the College counseling staff. All other crime statistics were gathered from the campus police and public safety office’s records. It is important to note that a formal police report or investigation is not necessary for a crime report to be included in the statistics. All disciplinary statistics were gathered from the Vice President of Student Services and Enrollment Management office which maintains responsibility for all student disciplinary measures.

Mount Wachusett Community College encourages all members of the college community to assist in the process of gathering information on campus crime. Faculty, staff or students who have witnessed or been a victim of a campus crime are encouraged to report, on a voluntary, confidential basis, any crime that has occurred following the procedures outlined in this report.

Pastoral and professional counselors are also encouraged to inform persons that they are counseling on the procedures for crime reporting on a voluntary, confidential basis. Additional staff, who supply crime statistics, and are designated as Campus Security Authorities (CSA): include student services professionals, co-curricular and advisors, campus police and public safety personnel, the College’s affirmative action officer, satellite campus managers, employees who monitor building access (i.e. designated Fitness Center Personnel), and health services personnel.
### CRIMINAL OFFENSES

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<th>YEAR</th>
<th>GARDNER</th>
<th>LEOMINSTER</th>
<th>DEVENS</th>
<th>BURBANK</th>
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1) Burbank Campus (Dental Program) was added effective calendar year 2010.
2) Statistics were received from the Gardner Police Department but information was insufficient to determine applicability to this report. Further information is available through the Chief of Campus Police and Public Safety on the Gardner Campus.
3) Statistics were received from the Fitchburg Police Department for Health Alliance Hospital (Burbank). Notable statistics were 1 Breaking and Entering and 1 theft from a building (possible burglary) 2010, and 1 theft from a building (possible burglary) 2011. Information was insufficient to determine applicability to this report. Further information is available through the Chief of Campus Police and Public Safety on the Gardner Campus.
4) The Massachusetts State Police were unable to provide statistics for this report.

*ARRESTS*

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Hate Crimes
Hate crimes are defined under the law as crimes to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported according to category of prejudice.

The Jeanne Clery Act requires the reporting of hate crimes for the following categories in addition to those crime categories listed above and listed by category of prejudice:
- Larceny
- Simple Assault
- Intimidation
- Destruction, Damage, Vandalism

Hate Crime Statistics:
Note: No hate crimes were reported to campus authorities in the calendar years 2009 or 2010.

One report of intimidation due to sexual orientation was reported to campus police, Gardner Campus in calendar year 2011.

Statistics were received from the Fitchburg Police Department for Health Alliance Hospital (Burbank). Notable statistics were 1 assault and 1 vandalism (unknown hate crime involved) 2010, 1 vandalism (unknown hate crime involved) 2011. Information was insufficient to determine applicability to this report. Further information is available through the Chief of Campus Police and Public Safety on the Gardner Campus.

Good Faith Reporting
Included in these statistics are “good faith” reports of campus crime. All reports of campus crime are investigated by Campus Police to the fullest extent possible. Only reports of crimes that are deemed “unfounded” by law enforcement, are excluded from the statistics. Unfounding occurs when an investigation fails to substantiate a good faith belief that a crime occurred. Only after a thorough investigation will a report of a crime be deemed unfounded.

Anonymous Reports
None of the statistics reported were gathered through anonymous reports. Anonymous reports of incidents of campus crime are investigated by the Mount Wachusett Community College campus police and if there is a good faith belief that the situation is factual, the incident will be reported in the annual statistics with a caveat noting it as anonymous. This information will be included to provide additional safety for students, faculty and staff and will be so designated to differentiate between actual reports of campus crime.

VI. CONCLUSION
All of the previous material will be reviewed, updated, and issued annually by October 1st, in compliance with the Clery Act. The report is always available online on the
MWCC website (search engine “annual security report”). Anyone requesting a printed copy of this Annual Safety & Security Report may do so through the Student Services office, the MWCC Campus Police department, the Department of Human Resources and Affirmative Action, or the Admissions office. Printed copies are available upon request.
Appendix A

**PROCESS & PROCEDURES FOR THE EVACUATION OF PEOPLE WITH DISABILITIES FROM MWCC CAMPUSES**

The person with a disability is to be evacuated after all others to prevent injury. DO NOT leave the person with a disability unattended at any time during an emergency.

*Members of the Evacuation Coordination Teams*

**GARDNER**
- Diane King – Coordinator of Health Services – Team Leader (carries radio communication device at all times while on campus)
- Donna Thibault – Coordinator of Services for Students with Disabilities
- Melissa Manzi – Personal Counselor
- In-Sook Manseau – Adaptive Lab Specialist
- Dawn Fontaine – Advising & Counseling Center Clerk

**BURBANK PROGRAM**
- Anne Malkasian – Dental Hygiene Coordinator
- Zulma Melendez – Dental Hygiene Clerk

**DEVENS**
- Julie Crowley – Director, Devens Campus
- Michelle Mackie – Clerk, Devens Campus

**LEOMINSTER**
- John Walsh – Dean, Leominster Campus
- Susan LaBonte – Director, Leominster Campus

Additionally, designated disability sweepers are assigned throughout the building.

*Process*

1. At the beginning of each semester, the Coordinator of Services for Students with Disabilities identifies the students/faculty/staff who will have difficulty exiting the buildings unassisted in the event of an emergency.
2. The Coordinator gives each individual a copy of the Evacuation Plan and explains the process.
3. The Coordinator records the schedule/location of each student/faculty/staff so that he/she can be located quickly at any given time.
4. The master list of the schedules is given to the following personnel on the Gardner Campus: Coordinator of Health Services, Chief of Campus Police and Public Safety, Reception/Telephone Operator who is located in the information booth, Personal Counselor, Facilities Manager, and each of the satellite campuses: campus managers and their staff.
When the Evacuation Begins

1. At the time of an evacuation, the Evacuation Team meets at a designated location on the exterior of the main building and will assist as needed with people with disabilities.

2. If students/faculty/staff with disabilities are identified evacuation will be coordinated through Incident Command and emergency personnel.

People who are visually impaired:

- Have the person take your arm. The motion of your body will tell the individual where to walk. Ask the person to use the railing with the free hand while descending the stairs.
- Describe the stairway procedure and the evacuation process to the visually impaired person as you move through it. Remember to use the stairs after all others, and move slowly.

People who use crutches:

- Have the person use both crutches as a single crutch and the railing with his/her free hand.
- Move down the stairs slowly.
- If the person appears to be unsteady while moving down the stairs, hold his/her belt or clothing from behind.

People using wheelchairs:

* One or two volunteers are to remain with this person at the time of the emergency, one to stay with him/her at all times, the other to be able to go for help if necessary. Move out of the classroom into the hallway, after everyone, else, and close the classroom door. If on ground level and it is safe to do so, assist the person in evacuating the building.

* If unable to evacuate the building and there is no smoke or fire in your area, remain at this position with the assistants. Within a couple of minutes, a member of the Evacuation Team will get to you and will assist you with coordinating the evacuation process.

* If unable to evacuate the building and there is fire or smoke in your area, move to an area of safety, free of smoke and fire if able. Each campus is different so you should be familiar with fire exits and locations of fire doors (if applicable) GARDNER CAMPUS: move horizontally down the corridor and across the building, closing doors behind you. Because of the size of the building and the presence of so many fire doors, there are many safe areas where one could move in the: event of a fire or other emergency.
*DO NOT use or move to the elevator area without permission from the Fire Department. Once the Fire Department has arrived, the firefighters and only the firefighters will decide whether the elevator is "safe" for use. If the elevator is safe for use, the people using wheelchairs will leave the building in this manner with a firefighter and designee.

****** If the elevator is not safe for use, the Evacuation Team will coordinate with the Fire Department to assist the person down the stairs and out of the building.

***** DO NOT evacuate anyone in a wheelchair from this building via the stairs unless you have been thoroughly trained to do so, and you have both the Fire Department and two strong helpers at the person's feet.

***** If the person with a disability feels unsafe in your hands DO NOT FORCE him/her to evacuate the building by the stairs - move to another section of the building and seek help.

***** DO NOT remove anyone from a wheelchair to evacuate the building.
Appendix B

Survivor (Victim) Information Sheet

Who to Contact

In the event you are the victim of sexual assault on campus, first and most importantly, get yourself to a place of safety. Once safe, call one or more of the following:

1. Contact the local or state police by dialing 9-1-1 and/or the MWCC Campus Police Department-Gardner Campus (978) 630-9111
2. The Rape Crisis Center of Central Massachusetts (1-800-870-5905)
3. The local Hospital/Emergency Room (below are listed the Hospitals serving the Campuses by location:
   GARDNER-Heywood Hospital, 242 Green Street, Gardner, MA (978) 632-3420
   LEOMINSTER/DEVENS-Health Alliance Hospital, 370 West Street, Leominster, MA (978) 534-9675
   DEVENS-Nashoba Valley Medical Center, 200 Groton Rd, Ayer, MA- 978-784-9000 or Health Alliance Leominster (see above)
   BURBANK @ Health Alliance Hospital, 275 Nichols Rd, Fitchburg, MA (978) 343-3507
4. The Office of Civil Rights (OCR) (800) 421-3481
5. MWCC Title IX coordinator, the Vice President for Human Resources and Affirmative Action at (978) 630-9160 (during regular business hours) or after hours via Gardner Campus Police Department (978) 630-9111

The Importance of a Medical Examination

For purposes of ensuring your own physical health, as well as successful apprehension and prosecution of your attacker (if desired/warranted), it is very important that you promptly go or be sent to a nearby hospital emergency room to be examined. As awkward or uncomfortable as it may be, you should not change your clothing or bathe prior to this examination. You will want, at this time, to be tested and treated for any injuries you may have sustained, and also be tested for the presence of any sexually transmitted diseases.

Be aware that it is your right to have a trained rape counselor accompany throughout all or any part of the medical examination. The counselor is there to provide support and answer any questions you have. The information you share privately with the counselor is confidential. Seeing the doctor and having an evidentiary “rape kit” completed does not mean you must prosecute your attacker, but it does significantly increase the potential for success if you choose to do so.
If possible, either bring a change of clothing with you to the hospital or have someone do so for you, as your clothing worn during the assault, should be collected by the medical team.

**Protecting Yourself Following a Sexual Assault**

After a sexual assault has occurred, it is extremely important for your personal safety. If you know or fear your attacker knows your whereabouts, you may want to make temporary arrangements to stay elsewhere. Restraining orders preventing your attacker from contacting you are available through the court system. Although you must request the order (with or without assistance of an attorney), rape crisis counselors can help you fill out the required paperwork at the police station. Counselors can also refer you to appropriate support agencies and shelters, if desired.

**Recovery**

It is important to remember that sexual assault can happen to anyone. Sexual violence is not the survivor’s fault. However, victims frequently experience confused and deeply troubled feelings following an attack. It is important not to hold such feelings in – talk to a trusted friend or relative and seek appropriate professional counseling. Rape Crisis Centers offer 24-hour hotlines and these conversations are completely confidential. You can talk to the counselors about anything – they are there to listen and to help. They can answer questions about police proceedings, legal issues, medical procedures, counseling options, and many other topics.

**Remember, if you have been sexually assaulted, you are a survivor – you now need to take appropriate steps toward recovery – physical and emotional.**