



2023

***WHEATON COLLEGE
ANNUAL SECURITY REPORT AND CAMPUS FIRE
SAFETY REPORT***

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act

Compiled by the Wheaton College Department of [Campus Safety](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/)
(<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/>)

(508) 286-8213

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Table of Contents

| | |
|---|----|
| Message from the Director | 3 |
| Introduction | 5 |
| Mission Statement | 5 |
| Vision..... | 5 |
| Values..... | 6 |
| The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act | 6 |
| Wheaton Campus Security Authorities..... | 7 |
| Statement of Policy Addressing General Emergency Procedures | 8 |
| Important Campus Telephone Numbers | 9 |
| On-Campus Reporting..... | 9 |
| Off-Campus Reporting | 11 |
| Campus Facilities..... | 12 |
| Crime Prevention and Personal Safety and Security Awareness Programs for Students and Employees | 13 |
| Sexual and Gender-Based Misconduct Prevention..... | 15 |
| Policy Statement on Emergency Notification System and Emergency Evacuation Procedures..... | 16 |
| Statement of Policy Addressing Timely Warnings | 17 |
| Emergency Preparedness | 19 |
| Critical Incident Plan | 21 |
| Statement of Policy for Addressing Building Access and Security..... | 23 |
| Alcohol Policy - SAMM (Safety Always Matters Most) | 25 |
| Illegal Drug Policy..... | 28 |
| Statement of Policy Addressing Substance Abuse Education..... | 28 |
| Statement of Missing Student Policy and Suzanne’s Law..... | 36 |
| Workplace Violence Prevention..... | 37 |
| Discrimination Policy..... | 38 |
| Hazing Policy | 39 |
| Sexual Assault Prevention and Response | 40 |
| Clery Crime Statistics 2019-2021 (Clery Report Statistics, Crimes, Drug and Alcohol Disciplinary Referrals and Arrests, Hate-Motivated Crimes, Residence Hall Fires)..... | 42 |
| Wheaton College Fire Safety Policy..... | 57 |

Message from the Director

Welcome to Wheaton College. The safety of students, faculty, staff, and visitors is our highest priority. Our collective efforts as a community create and maintain a safer campus environment where we can live, work, study, and play.

This report, compiled by the Department of Campus Safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, was developed to provide information about crime and fire safety, and to provide information about reporting services and other resources and policies available to students, faculty, staff, and visitors.

Wheaton College is located in the Town of Norton, a quiet New England town of approximately 20,000 residents with a low crime rate. Because of our environment, we are not subject to some of the problems of a large city campus; however, we are not insulated from crime. We encourage members of our community to partner with us in identifying and notifying us of risks and decreasing the opportunities for crime.

Most of the serious incidents reported on campus occur between students or parties known to one another, and many involve the use of alcohol. Theft is the most common crime on any college campus and most thefts occur when rooms and offices are left unlocked “for just a minute.” We encourage all members of the community to properly record, secure, and mark valuables to prevent theft and facilitate recovery, if necessary. Information on crime prevention and awareness is available to all Wheaton College community members through various campus programs or with a phone call or e-mail. We encourage everyone to be actively involved in crime awareness and prevention.

We are prepared for and have responded to many emergencies and incidents and know that we must continue to plan and practice to ensure we provide the best possible campus environment. The College has a comprehensive Emergency Operations Plan to respond to the myriad of potential crises that can occur on a college campus. The College’s senior staff reviews the plan annually, has participated in emergency training, uses the plan when needed, and debriefs to ensure our response is appropriate.

During an emergency requiring immediate action, Wheaton College can notify registered community members via text, cell phone, and/or e-mail through the Blackboard ConnectEd Emergency Notification system. The campus can also use an emergency siren and public address system, in addition to e-mail, telephone, and postings on the web.

The Department of Campus Safety is an integral part of the emergency response and management plan and campus life. Campus Safety Officers are on duty 24 hours a day year-round, patrolling campus and responding to emergencies and requests for assistance. Campus Safety Law Enforcement Officers have full authority of sworn law enforcement personnel granted by the Colonel of the Massachusetts State Police under Massachusetts General Law

M.G.L. Chapter 22c Section 63. Additionally, Campus Safety Security Officers are authorized to enforce college policies as granted by Wheaton College and its Board of Trustees.

Campus Safety is conveniently located at 30 Taunton Avenue and is open 24 hours a day. All Campus Safety Law Enforcement Officers are academy trained and certified by the Police Officer Standards and Training Committee (POST). Additional in-service training is provided throughout the year on topics such as CPR/AED, First Aid, Incident Command, Critical Incident Management, Management of Aggressive Behavior (MOAB), cultural diversity, student development, communications, drug identification, and other programs.

Representatives from Campus Safety work with the Office of Residential Life, Physical Plant, the Norton Police and Fire Departments, and many other stakeholders to ensure the safety of the entire Wheaton College community.

Information regarding Campus Safety at Wheaton College can be found [on the Campus Safety page of Wheaton's website](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department) (<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department>).

I strongly encourage you to keep this information in a convenient location, as it may be helpful throughout the year. Please feel free to contact me by phone or e-mail if you have any questions.

Sincerely,

Chief Roy Mulcahy
Director of Campus Safety
(508) 286-8213
mulcahy_roy@wheatoncollege.edu

Introduction

The Department of Campus Safety provides a variety of programs and services in an effort to deter crime, identify and mitigate risks, and educate the community.

Campus Safety operates 24 hours a day, seven days a week, and is responsible for the protection of life and property; responding to calls for assistance; facilitating the movement of persons and vehicles around campus; and documenting activity that violates state and federal laws or campus policies. We commit our efforts and design our operation toward:

1. Preventing and detecting crime;
2. Providing service to students, faculty, staff and guests;
3. Ensuring compliance with the policies and regulations of the College, the ordinances of the Town of Norton, and the laws of the Commonwealth of Massachusetts.

Mission Statement

The Wheaton College Department of Campus Safety works together with our community to create a safe and secure campus environment that encourages mutual respect, caring for others and responsible behavior. The department's policies, practices and services are aligned with the College's mission to provide a transformative liberal arts education for intellectually curious students within a collaborative and vibrant extended community and network that values and strives to create an equitable and diverse world. We serve our community by providing professional police and campus safety services 24 hours a day, every day of the year and recognize our role to exercise good judgment and discretion in the enforcement of laws, policies and community expectations.

As a service-oriented team, our greatest asset is our personnel, and our greatest strength is our partnership with the College Community. This partnership is the foundation for maintaining a community that fosters rigorous intellectual, spiritual, ethical and personal formation of its students so they are prepared for citizenship, service, and leadership in a global society.

Vision

Our vision is to exemplify the best practices and professional standards in our field and to be recognized by our community and our profession as a leader among campus safety organizations. We will model ethical behavior and work in a partnership with all members of the College community to maintain a campus environment that is conducive to teaching, learning and personal growth.

Values

Leadership – We will provide leadership to our community through our involvement and commitment.

You – We will work with you to provide a safer community.

Opportunity – We look to capitalize on each opportunity to build relationships and educate.

Engagement – We look to have engagement within the community, to develop & solidify partnerships.

Service – We exist to provide service to our community in helping it achieve its goals.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Wheaton College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings. Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting Campus Safety at 508-286-8213.

Each fall, e-mail notification is made to students and employees providing web site address access for this report. You can link directly to the site at [Wheaton College Annual Security Report and Campus Fire Safety Report](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/) (https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/).

Developing Information for this Report

The preparation of crime statistics on an annual basis involves coordinating among Campus Safety, the Office of the Vice President of Student Affairs/Dean of Students, the Title IX Coordinator, and the Norton Police Department. This coordination also occurs in statistical gathering of data from those with “significant responsibility for students and campus activities.” Campus Safety contacts appropriate law enforcement agencies with jurisdiction over off-campus properties to collect annual statistics. Campus Safety prepares a crime log describing reported incidents. A copy of the media log may be viewed or obtained at the Campus Safety office.

Statement of Campus Enforcement Authority and Jurisdiction

Wheaton Campus Safety has both sworn and non-sworn personnel. Wheaton Law Enforcement Officers are sworn and granted special state police officer authority in accordance with the provisions of Chapter 22C, Section 63 of the Massachusetts General Laws. Sworn officers have the same power to make arrests as municipal police officers for any criminal offense committed in or upon lands or structures owned, used or occupied by Wheaton College.

In addition to sworn police officers Wheaton contracts with local security firms to provide non-sworn security services. Personnel in this non-sworn role therefore have no legal authority to exercise police powers.

A campus security authority is any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity. Wheaton Campus Security Authorities complete yearly online training.

Wheaton Campus Security Authorities

| Department | Phone Number | Building on Campus | Department Titles |
|-------------------------------|--------------|----------------------------|-------------------------|
| Athletics | 508-286-3987 | Haas Athletic Facility | Directors & Coaches |
| Residential Life | 508-286-8214 | Balfour Hood Campus Center | Directors & Staff |
| SAIL | 508-286-8222 | Balfour Hood Campus Center | Directors & Advisors |
| Conference & Events | 508-286-3789 | Balfour Hood Campus Center | Directors & Staff |
| Student Employment | 508-286-3862 | Admissions | Manager & Staff |
| Health Services | 508-286-8210 | 42 Howard Street | Director & Staff |
| Dean of Students Office | 508-286-8218 | Park Hall | Deans, Advisors & Staff |
| Provost's Office | 508-286-8215 | Park Hall | Deans, Advisors & Staff |
| Environmental Health & Safety | 508-286-5644 | Old Science Center | Director & Staff |
| Title IX Coordinator | 508-286-3261 | Doll's House-Ground Floor | Coordinator & Deputies |

Statement of Policy Addressing General Emergency Procedures

On observing a crime, act of violence, or suspicious persons:

- Call Campus Safety at 508-286-3333 or dial 911 and stay on the line to provide information
- Don't intervene unless you can do so safely
- Seek safety, preferably inside a campus building

If any faculty, staff, student, or guest of the College is injured:

- Call Campus Safety at 508-286-3333 or dial 911 and stay on the line to provide information
- Secure the area, and stay with the injured person
- If qualified, provide first aid – otherwise await emergency responders
- Do not move or transport the injured person unless absolutely necessary
- If the injured person is an employee, the supervisor must file an accident report with Human Resources

In the event of a fire:

- Pull the alarm, and evacuate the building immediately along the marked and lighted routes
- If qualified, use an extinguisher – otherwise evacuate and await emergency responders
- Do not re-enter until the "all-clear" has been given from the fire department

After an automotive accident in a college or rental vehicle:

- Secure the accident scene
- Call the police, and request medical assistance if needed
- Obtain and provide insurance information, and file an incident report with Campus Safety as soon as possible

If a critical incident is declared:

- Members of the critical incident team will activate plan
- Activation of departmental emergency plans
- Follow the instructions of college officers and emergency responders

If an oil or chemical spill occurs:

- Call Campus Safety at 286-3333 or dial 911, and secure the area
- Do not attempt to control or clean up the spill unless you have been trained

Important Campus Telephone Numbers

- Campus Safety (Non-Emergency): 508-286-8213
- Campus Safety (Emergency): 508-286-3333
- Norton Police Department: 508-285-3300
- Norton Fire and Rescue: 911
- Sturdy Memorial Hospital: 508-222-5200
- Morton Hospital: 508-828-7000
- Norton Medical Center: 508-286-5400
- Wheaton Counseling Center: 508-286-3905
- New Hope: Rape Crisis Hotline: 1-800-323-4673
- Alcoholics Anonymous: 617-426-9444
- Planned Parenthood: 401-421-9620
- Suicide Hotline: 617-247-0220
- Physical Plant Department: 508-286-3876
- Dean of Students Office: 508-286-8218
- Mansfield Health Center: 508-339-4144
- Mass Drug Enforcement: 617-557-2100
- Adult and Child Abuse: 1-800-452-1999
- National Abortion Hotline: 1-800-772-9100
- AIDS Hotline: 1-800-851-2437
- Mass Department of Human Services: 617-520-8700

On-Campus Reporting

Statement of Policy for Reporting Procedures

If you observe a crime or suspicious situation, or see a safety problem, immediately notify Campus Safety. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 508-286- 8213. For emergencies, dial 508-286-3333.

Campus Safety is responsible for the reporting and follow-up of any criminal incident that occurs on the Wheaton College campus, in coordination with the Norton Police Department, as necessary. Crimes committed in other jurisdictions should be reported to the police agency where the offenses occurred.

While there is no Memorandum of Understanding currently in place with Norton Police Department, Campus Safety coordinates closely on a case-by-case basis with Norton Police Department to address reported incidents, as necessary.

As part of its response to reports of criminal incidents, Campus safety, along with the Title IX Coordinator will provide written notice to student and employee victims about existing support services and supportive measures, which may include mental health counseling resources, physical health resources, victim advocacy and legal assistance resources, visa and immigration assistance, student financial aid and other services as available, both within the institution and community.

The College will, upon written request, and in accordance with FERPA, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense.

To ensure that timely warnings are issued, and that accurate statistics are included in this annual disclosure, any criminal offenses should be reported promptly to a member of Campus Safety, or to a respective dean, director, department head, or Campus Security Authority.

Reporting an Incident

In an effort to promote a culture of reporting, the College encourages anyone to report crimes or potential violations of College policy. Community Members can utilize a number of reporting options which include, but are not limited to:

Community Reporting Options on InsideWheaton

The Community Reporting Options available on the InsideWheaton portal for faculty, staff, and students under the Campus Life tab, that allows all members of the community to submit a variety of reports based on different incidents and concerns directly to the Dean of Students Office and/or appropriate office.

LiveSafe App

The [LiveSafe](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/safety/livesafe-app/) App (<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/safety/livesafe-app/>) is available to the Wheaton community and provides a direct reporting line to Campus Safety, allowing community members to anonymously report tips as well as seek help.

Campus Safety

Campus Safety is located at 30 Taunton Avenue and reachable via telephone at (508) 286-8213 for non-emergencies or (508) 286-3333 for an emergency.

Residential Life Staff

Residential Life is located in Balfour Hood on the 3rd floor and reachable via telephone at (508) 286-8214. Each residence hall/residential area is comprised of a staff of Resident Advisors and an Area Coordinator who can help work through the issues associated with living in a community. All Residential Life Staff must report concerns related to the College's [Sexual and Gender-Based Misconduct Policy](https://wheatoncollege.edu/campus-life/campus-safety/sexual-and-gender-based-misconduct-response-and-resources/misconduct-policy-students/) (https://wheatoncollege.edu/campus-life/campus-safety/sexual-and-gender-based-misconduct-response-and-resources/misconduct-policy-students/).

Dean of Students Office

Dean of Students Office is located in Park Hall on the 1st floor and reachable via telephone at (508) 286-8218. The Dean of Students Office coordinates student support initiatives and the Student Conduct Process.

When members of the Wheaton community receive a report of criminal activity on campus, they should immediately contact Campus Safety. They may also contact a designated Campus Security Authority who will then consult with Campus Safety.

Off-Campus Reporting

If criminal activity takes place in an off-campus location, Wheaton College community members should contact the municipal, county, or state police department with jurisdiction. When a Wheaton student is involved in an off-campus offense, Campus Safety officers may assist in the investigation, in cooperation with municipal, county, state, or federal law enforcement authorities. Law enforcement authorities routinely work with and communicate with Campus Safety on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus. Campus Safety officers may respond to student-related incidents that occur in proximity to campus. Campus Safety officers have direct radio communications with the Norton Police, Fire and Rescue services to facilitate rapid response to any emergency situation.

Statement of Policy for Confidential Reporting Procedures

If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Wheaton College student conduct process or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Safety and/or a law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Wheaton College. To file an anonymous confidential, use the [Silent Witness Form](https://wheatoncollege.edu/campus-life/campus-) (https://wheatoncollege.edu/campus-life/campus-)

safety/campus-safety-department/forms/silent-witness-form) or contact Campus Safety on the LiveSafe App using the “Anonymous” feature. You may also file a report in person by contacting any Campus Security Responsibilities of Wheaton Community.

Accommodations or protective measures provided to a victim will remain confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Wheaton community members are encouraged to assume responsibility for their personal safety and security of personal property. Some suggestions to accomplish this are:

- Report all suspicious activity to Campus Safety
- Be aware of your surroundings at all times
- Utilize the LiveSafe app when walking alone
- Never leave valuables unsecured
- Always keep doors and vehicles locked

Campus Facilities

Statement of Policy for Addressing Security and Access

Campus academic and athletic facilities are open during normal business hours while classes are in session on limited hours weekday and on limited hours during the weekend and special events. Access to all residential halls and limited buildings by card access controlled and monitored by Campus Safety. Contact security performs patrols on each shift, each day of the year.

Maintenance of Campus Facilities

Maintenance of the campus is performed by both Wheaton employees and contract personnel. Generally, all mechanical, electrical and minor repairs are performed by in house personnel. Groundskeeping, landscaping and snow removal functions are completed by contract personnel.

On Campus Student Housing and Statement of Policy Addressing Safety and Security in the Residence Halls

There are 19 residence halls and 15 “theme” houses located on the campus. All residence halls are secured by card access and designated entry and egress points are equipped with closed circuit television recorders.

Access to the residence halls is restricted to students and their guests. Both Residence Assistants (RA’s) and Residential Life Coordinators (RLC’s) provide guidance and supervision.

Statement of Policy for Addressing Safety and Security Off-Campus

The College does not provide off campus housing for students and community members. Students who elect to live off campus are identified and provided guidance for situational awareness for safety concerns. Each year, off campus students meet with Campus Safety and Norton Police and Fire Officials as well as Student Affairs administrators to identify best practices for successful living while living in the area. Students are encouraged to report crimes immediately to Norton Police at 508-285-3300 or dial 911.

Statement of Policy for Addressing the Monitoring and Recording of Student Conduct in On and Off-Campus Residences

Any behavior that adversely affects the College community or the pursuit of its objectives or calls into question the suitability of a student as a member of the Wheaton College community is subject to the College's Student Conduct Process. All matriculated students at Wheaton College are considered members of the Wheaton community and therefore must adhere to the Honor Code and Community Standards. The College's community standards can be accessed at the following link: [Community Standards and Student Conduct Process](https://wheatoncollege.edu/about-wheaton-college/honor-code/community-standards/community-standards-and-student-conduct-process/#jurisdiction) (<https://wheatoncollege.edu/about-wheaton-college/honor-code/community-standards/community-standards-and-student-conduct-process/#jurisdiction>).

Crime Prevention and Personal Safety and Security Awareness Programs for Students and Employees

Wheaton College Campus Safety strives to include all community members in safety awareness programs that will reduce the likelihood of victimization and if crime does occur, inform them on how to report the matter. Crime prevention programs and activities enlist the collaboration of community members to deliver informational presentations, concerning various topics including alcohol awareness, personal safety awareness, and laptop registration. Wheaton College provides a range of resources and programs designed to reduce victimization and increase campus safety. Examples of such programs are listed below.

LiveSafe Application

Using the mobile app, employees and students can easily submit safety and security information, upload relevant photos or videos, and provide additional details through two-way chat with security. Users always control their privacy and can submit this information anonymously if preferred. This application will allow community members to notify another person that they are leaving one area of the campus and provide real time communication acting as a Safe Walk. The software platform also provides a mechanism for addressing all registered users on campus.

While there are emergency elevator phones, the blue light emergency phones were removed after they were no longer supported due to their outdated technology. A project is currently underway to update and replace some of the Emergency Phones, but we rely more today on the free downloadable LiveSafe App.

Campus Safety Safe Walk Service

An on-campus escort will be provided by a Campus Safety Officer upon request.

Security Alerts

In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, Campus Safety prepares and distributes security alerts via e-mail.

Pedestrian Crosswalks

Several of the crosswalks in front of campus on East Main Street have been equipped with crosswalk signs located adjacent to the crosswalk. The Howard Street crosswalk, President's crosswalk and Lot #2 crosswalk have a flashing yellow light that is activated by the press of a button. This light alerts drivers and safeguard pedestrians. All members of the Wheaton community are encouraged to utilize the marked crosswalks when crossing East Main Street. Crosswalks located on the inner campus roadways are clearly marked, painted with college colors and bordered by caution yellow.

Campus Lighting, Brush Surveys, and Building Security Checks

Lighting fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Facilities Department for evaluation. Campus Safety officers also monitor town streetlights on public ways in neighborhoods bordering the campus. Malfunctioning streetlights on adjacent roads to the campus are immediately reported to the department of public works. Campus lighting fixtures that are not functioning properly are reported to the Physical Plant Department for repair by work orders completed by campus officers. All members of the Wheaton community are also encouraged to report lighting safety concerns to the Physical Plant Department or to Campus Safety.

Each year, community members meet with Campus Safety and Physical Plant administrators to survey the campus, identify brush and vegetation that obscures paths, and schedule removal.

Contract security is required to complete physical checks of all buildings during their respective tours of duty. Utilizing electronic checkpoints compliance is measured electronically of campus

locations. Officers are required to note and report any breach of security such as defective lock, hardware, and grounds and complete work orders to ensure repair.

Residence Hall Staff Training

This training includes crime prevention, safety awareness, fire prevention and policies and procedures to deal with safety concerns and reports of crime.

Laptop Theft Prevention

- Register Your Laptop: Laptops and other portable electronic devices are easy targets for theft. In addition to the cost of replacement, they often have personal information and intellectual property that can be difficult or impossible to recover and protect.
- The Wheaton College Department of Campus Safety is offering a free Laptop Registration Program to members of the campus community to deter theft and avoid the consequences or assist in the recovery of stolen property. Go to [Laptop and Tablet Registration \(faculty/staff\)](https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/forms/laptop-tablet-registration-facultystaff/) (<https://wheatoncollege.edu/campus-life/campus-safety/campus-safety-department/forms/laptop-tablet-registration-facultystaff/>).
- Once you register your laptop, we will have the basic information to quickly investigate the theft. Additionally, if your laptop is found or recovered, the registration record will help DPS return your laptop to you.
- Other methods to protect your laptop:
- Keep the laptop with you, do not leave it unattended
 - Keep the laptop out of sight; store it when not being used
 - Label your accessories and carrying case
 - Password protect your laptop
 - To report the theft of a laptop on campus, call Campus Safety at 508-286-8213.

Sexual and Gender-Based Misconduct Prevention

The College provides all first-year students with policy training on the definitions of Stalking, Domestic and Dating Violence, and Sexual Assault. The training is paired with bystander intervention training via online education modules and in-person or remote orientation programming. The College also offers advanced bystander intervention training programs to student leaders like RAs and student athletes. Programs include safe and positive options to intervene and information on reducing risk. The College's Sexual Misconduct and Assault Resource Team Coordinator also provides ongoing training, education, and prevention programming throughout the year, including programs centered around Healthy Relationships, Domestic Violence Awareness Month, and Sexual Assault Awareness Month. All new employees must complete online training regarding the College's policy prohibiting Stalking, Domestic and Dating Violence, and Sexual Assault.

Policy Statement on Emergency Notification System and Emergency Evacuation Procedures

The Wheaton Emergency Notification System (Blackboard Connect) currently uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the College is able to communicate information and instructions in the event of an emergency.

Emergency messages are sent simultaneously via voicemail, email, and/or text message to all of the numbers and addresses on file for each person.

In the event of a campus emergency, the College will, without delay, alert the Wheaton community to the nature of the emergency and provide safety instructions, unless the notification would, in the professional judgment of campus security authorities, compromise the efforts of emergency responders. Subsequent messages would be sent as necessary with further instructions and situational updates.

Emergency messages would be sent simultaneously via voicemail, email, and/or text message to all of the numbers and addresses on file for each person. In addition, speakers are located throughout campus and are capable of sending the emergency message.

In an urgent but non-life-threatening situation, College administrators have the option to deliver a more selective emergency message directly to those listed on-campus telephone numbers and email addresses, as well as to a primary telephone number designated by the individual, to specific campus populations, and/or the community as a whole.

As the effectiveness of this system is dependent on the accuracy of the information maintained on file, all members of the campus community are urged to regularly update their electronic contact numbers and addresses – students through the Registrar’s Office, and faculty and staff through the InsideWheaton Portal.

This system is tested at least semiannually, typically in coordination with recommended informational contact information updates. Testing is announced in advance by the College using the Blackboard Connect System to send notice via email, phone, and text message. The College documents each test, including a description of the exercise, the date, time, and the fact that the test was announced. The College publicizes its emergency response and evacuation procedures at least annually, typically in conjunction with system testing.

Shelter-in-Place Procedure

The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

If you are inside, stay where you are. Collect any readily available supplies and keep a telephone at hand.

If you are outdoors, go to the nearest campus building and seek shelter.

- Locate an interior room, above ground level, and with no windows, if possible.
- Close and lock all doors and windows (blinds) and stay away from them.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems.
- Await further instructions from emergency services personnel.

If the building is unsafe to remain in, evacuate and seek shelter in the nearest campus building.

Evacuation Procedures

In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, campus security authorities will coordinate their efforts with emergency responders as follows.

- At the direction of Campus Safety authorities or the responding On-Scene Commander, the building's fire alarm will be activated (if it has not been already) and you will be evacuated according to established plans.
- Do not burden yourself with unnecessary items, or use the building's elevators. Follow all instructions given by Campus Safety or response personnel.
- You will be directed away from the building to a designated safe zone, where you will be processed by emergency response services to address any injuries or other concerns.
- If the evacuation will be prolonged, College Administrators will arrange for the temporary relocation of the building's occupants as necessary.
- No one will be allowed to reenter the building without express permission.

Statement of Policy Addressing Timely Warnings

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Campus Safety will post timely warnings for the college community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and help prevent similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to Campus Safety, a campus security authority, or to the Norton Police Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Campus Safety or designee, considering all available facts, including whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of

compromising law enforcement efforts. Campus Safety issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Other crimes as determined necessary by Director of Campus Safety, or designee

Campus Safety does not issue timely warnings for the above listed crimes if:

- The suspect(s) is apprehended and the threat of imminent danger to the Wheaton College community has been mitigated by the apprehension.
- A report was not filed with Campus Safety, or if Campus Safety was not notified by campus security authorities in a manner that would allow the office to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow Campus Safety to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following means:

- Emergency Notification System: A mass notification system that automatically sends brief voice, email, and text alerts to the community regarding an emergency situation on the Wheaton campus. Wheaton students can enter their campus emergency contact information through the Wheaton WINDOW under the Personal Information tab.
Faculty and staff can enter their campus emergency contact information numbers on the InsideWheaton portal
- College email and voicemail
- Fliers posted on bulletin boards in academic buildings, residence halls, outdoor boards and administrative buildings.

A copy of the timely warnings will be filed in the corresponding case file. Campus Safety may also issue “Safety Alerts,” when necessary, to apprise Wheaton community of safety issues and concerns. These alerts will include information and recommendations so that members of the Wheaton community may make informed decisions about personal safety.

Campus Safety also maintains a daily media log that contains crimes reported to the department. The daily crime log is available at the Campus Safety office located at 30 Taunton Ave.

Statement of Policy Regarding Emergency Notifications

In the event of a serious incident or event presenting an immediate threat to the safety of community members the College will utilize the Blackboard Connect system to notify the community by email, text, and phone. Students, faculty, and staff are enrolled in this system by default. There is no charge for SMS or other media for this service. There is an option to opt out of the system by using resources on the InsideWheaton portal. Other methods of communication may be in the form of posted bulletins, face to face communications or the Loud Mouth exterior public address system. These methods are exercised by Campus safety at the start of each semester and are announced in advance.

Wheaton notification systems are administered by the Chief of Campus Safety as the primary message sender and the Detective Lieutenant as a backup if needed.

Wheaton College exercises their evacuation plans by instructing community members to be aware of building locations and by utilizing fire alarm systems for purposes of evacuation of buildings. Fire alarm drills are conducted at the start of each semester and during the summer months for on-campus programs. Drills are conducted in conjunction with Residential Life staff, Campus Safety, and Norton Fire department. Evacuation assembly points are posted and distributed as well as emergency procedures in each building.

Emergency Preparedness

Critical Incident Management Plan

The “Critical Incident Management Plan” is not intended to provide specific and detailed information nor information and procedures for handling all emergencies. Rather, this plan is intended to provide broad guidelines, so those who must make decisions during a critical incident can do so efficiently and effectively.

Objectives: provide a standard document that allows a key individual to communicate and champion a response for incident stabilization and recovery that is safe and immediate.

Defining and Categorizing Critical Incidents

Critical Incident: A “Critical Incident” is a situation or condition, which significantly disrupts or potentially disrupts the educational mission, residential or student life, and/or administrative function of a significant portion of the Wheaton College community.

Examples: A “Critical Incident” can be categorized in one of the following ways:

1. The sudden, unexpected death or serious injury of one or more members or guests of the college.
2. A weather-related incident (snowstorm, hurricane, etc.)
3. A Physical Plant-related incident (major power outage, damage to a building, fire, etc.)
4. An environmental or health-related incident (chemical spill, infectious disease, etc.)
5. A public/civic disturbance (bomb threat, sit-in, major criminal act on campus, etc.)
6. An act of national/global influence that affects our community and/or educational mission.

Emergency: An emergency is a situation which may negatively affect campus operations and/or administrative functions, academic-educational activities, residential life, or off campus programs (travel abroad). These situations may vary in complexity, but can typically be managed through department protocols and response plans. Collaboration among divisions-departments, and within response plans, often takes place and the disruption to our campus is of short duration.

Examples:

1. Residence hall flood due to a broken pipe.
2. Power outage of short duration and geographic intensity.
3. Student who is abroad and requires medical evacuation.

Work Request(s): A work request may take many forms. It may pertain to a repair to correct a deficiency within our physical facilities (inside or out). It may be a request for event support services. Other requests may ask for assistance to improve a particular space. Work requests are generated by contacting our Locksmith/Work Control Office of Physical Plant, x3880. The request will be created and logged into the college’s electronic work order system. Requests that have a greater degree of urgency may be two-way radio dispatched. These may, but typically do not, rise to the level of an emergency. All such work is prioritized by its nature, impact on our community, and date of receipt.

Examples:

1. Repair a hole in a wall—Carpentry work order.
2. Deliver 8 six-foot tables to Atrium for an event on xx day/time—Building Services work order.
3. Install 6 coat hooks inside a faculty office—Carpentry work order.
4. Leaking sink in residence hall—Radio dispatch to Plumbing department.

Critical Incident Plan

Determining a category to initiate a response:

When a member of our community identifies a concern, they will initiate a notification process, which may take the form of a work request communicated to Physical Plant, through the standard work order process, OR it may be communicated through contact with Campus Safety. When contacted, the nature of the concern will be categorized by Physical Plant or Campus Safety. If the concern is found to be urgent, it will be treated as an emergency or critical incident, with corresponding response protocols.

If an employee determines that an emergency situation may exist, they must notify their Supervisor and/or Campus Safety, where the corresponding response protocol is initiated.

Once notified of an emergency situation, Campus Safety will respond. They will assist the Supervisor/Division Head in assessing the situation and determine if notifying a college officer is warranted.

In all situations that immediately threaten life or property, the Norton Fire/Rescue Department and Norton Police Department will be contacted.

If the emergency meets the definition of a "critical incident":

Responsibility for initial control and direction of the critical incident team will lie with the team member first responding to the scene and initiating team call-in (team coordinator). The Team Coordinator will remain in charge of the College response until relieved by a senior member of the Critical Incident Team.

Unless otherwise directed by the Critical Incident Team Coordinator, the Campus Safety Department will assume the responsibility to notify the Critical Incident Team, as well as other emergency response agencies, when an incident occurs. Notification of team members may be supplemented by other departments. In addition, the Campus Safety Department will normally serve as the initial point of coordination and communication for the critical incident response and contact with Town EMS. Campus Safety may also notify them of the command center location. The Critical Incident Team Leader or College Officer in charge determines that a critical incident exists. He/she is responsible for notifying the College President of the situation and of any actions being taken.

The Critical Incident Team will review the nature of the emergency and determine appropriate response actions. The Team Coordinator can modify the notification and response procedures of this policy as necessary and appropriate.

Critical Incident Stages for the Team Coordinator to consider:

1. Critical Incident Response

- Stabilize situation to minimize damage and injury.
- Pass leadership on to authorities (Police, Fire, and EMS).

2. Crises Management (natural, technical, human, contingency)

- Communicate—assess situation, lead and control, coordinate internal & external.
- Communication. Maintain positive image.

3. Business Recovery

- Restore critical operation
- Minimize confusion

To effect temporary and long-term recovery, Wheaton College is committed to open communications and coordinated emergency management of incidents occurring in our community. Our Critical Incident Team (CEMT) operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). Planning, exercises, and actual campus incident response drive our application of various degrees of ICS coordination and oversight. It is our intent to hone our readiness and continuously improve our incident response by paying close attention to the needs of our organization and constituents, and by applying lessons learned from local, national and international crisis responses.

Wheaton College has a detailed all-hazard critical incident plan in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has the potential to:

- Seriously impair or halt the operations of the College; or
- Result in mass casualties or extensive property damage; or
- Significantly impact the campus community or geographic region.

Examples of potentially disastrous circumstances could include a major storm, extensive fire or explosion, chemical release, prolonged utility failure, act of violence or terrorism, or epidemic disease. This planning conforms to the most recent recommendations of the Department of Homeland Security (DHS), and is coordinated with parallel efforts by local, county and state law enforcement, and emergency response agencies. The key components of the plan include:

- Preventative measures designed to protect the overall safety of the campus community;
- Phased decision-making guidance based upon real-time reporting at the international, national, regional, state, and local levels;

- Providing continuity of services for the on-campus population for the duration of any emergency; and
- Recovery and returning to normal operations as soon as feasible.

For more information about emergency planning, please contact:

Chief Roy Mulcahy, Director of Campus Safety

mulcahy_roy@wheatoncollege.edu

508-286-8213

Statement of Policy for Addressing Building Access and Security

Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

Buildings are secured on a set lock-up schedule. Entry after scheduled hours is only available to faculty, staff, and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled regularly by Campus Safety officers.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by Campus Safety officers or the Norton Police.

All Wheaton residence halls and houses are secured with keys or card access. The Wheaton I.D. card allows authorized students to gain access to a building by swiping their card through a card reader located on exterior and interior doors. Campus Safety routinely checks exterior door locks during the normal patrols ensuring that doors may be properly secured by either electronic or key locking mechanisms.

Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by Campus Safety.

Campus Safety will admit a specific individual or group to a building or room after hours, on weekends, vacations and holidays, only if the office has received authorization from an authorized department representative prior to the date the facilities are to be used. The person in charge of the room or area involved should forward the authorization for an individual or group to Campus Safety. A dean, director, department head, or their designate must request the authorization. Authorized persons must not allow non-authorized individuals to enter.

All members of the Wheaton community are expected to immediately report suspicious activity, suspicious persons, or crimes in progress within campus buildings and throughout the campus.

Summer Programs

Wheaton College hosts many non-matriculated students during the academic year and summer months for participation in special athletic camps and educational programs. The Office of Conference and Events oversees the participants' orientation and housing arrangements. Orientation programs include information relative to campus safety and security. Additionally, visitors are encouraged to view the Campus Safety's website, which details additional policies and information, including the most recent Clery Campus Crime Report.

Noise Policy

All residence halls and houses have 24-hour courtesy hours. All students must consider the other residents and neighbors living nearby, and must honor the request of any resident or staff member when asked that noise (stereos, radios, TVs, loud talking, etc.) be quieted. This includes reasonable requests from members of the surrounding community. Repeated failure to respect the reasonable requests of others may result in a conduct meeting.

Quiet Hours

Sunday through Thursday, quiet hours begin at 11:00 p.m.; Friday and Saturday quiet hours in all halls and houses begin at 2:00 a.m. The College exists so that a community of scholars can fully participate in the learning process. Students and groups may not engage in excessive noise that obstructs academic classes, College business and faculty offices, or the neighboring community.

Statement on Firearms and Weapons

The General Laws of the Commonwealth of Massachusetts, M.G.L., Chapter 269, Section 10, prohibit the possession of any of the following on the campus of any college or university: any firearm assembled or disassembled, ammunition, stiletto, dagger, dirk knife, any knife having a double-edge blade, a switch knife or any knife having an automatic spring release, any knife having a blade of over one and one-half inches, a slingshot, black jack, metallic knuckles or knuckles of any substance with a similar effect as metallic knuckles.

Only police officers are authorized to possess firearms on campus. The possession or storage of any dangerous weapon, explosives, incendiary devices or device considered hazardous on Wheaton College property is unlawful and may lead to judicial/criminal action against the offender. The Commonwealth of Massachusetts firearms laws are strictly enforced. In Massachusetts conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence.

Capacity & Crowd Manager Requirement

Depending on the size and type of event, security and/or crowd managers may be required. If required, every facility must have one crowd manager for every 250 occupants when the facility is open.

Read [Requirements for Crowd Managers](https://www.mass.gov/doc/requirements-for-crowd-managers/download) (https://www.mass.gov/doc/requirements-for-crowd-managers/download) for an overview of the law, the training program, and the requirements for crowd managers.

Alcohol Policy - SAMM (Safety Always Matters Most)

At Wheaton College, we value a healthy community and recognize that alcohol can be dangerous when abused, therefore we encourage students to make good choices. However, we also recognize that some students choose to drink, and in these situations, we believe that Safety Always Matters Most (SAMM). This is the philosophy and lens through which we hold all alcohol-related discussions. To that end, the policies outlined below attempt to reduce many of the risky situations that accompany alcohol use, keeping safety foremost in choices related to alcohol use while complying with state and local regulations:

- Persons under 21 years of age may not possess or consume alcohol.
- Persons under 21 years of age may not host other persons in their room, over-or-under the age of 21, who are possessing or consuming alcohol
- No person over the age of 21 may possess or consume alcohol in any other place other than their room, unless the event is registered for alcohol. However, at these events, persons over 21 years of age or older may possess or consume alcohol that was registered and provided by the event hosts.
- Persons 21 years of age or older may not purchase or distribute alcoholic beverages to persons under 21 years of age.
- No person may provide or distribute alcohol to persons who are intoxicated
- No person may possess a common source* of alcohol unless it has been approved as part of a registered event in a designated space.
- No person may possess or use funnels or play drinking games, with or without alcohol.
- Public intoxication and any problematic behavior are not permitted.

At Wheaton College, we believe that student health and safety is a responsibility shared by all members of the Wheaton community, and that our obligation as a community is to act with care and respect for each other; this is embodiment of the SAMM philosophy.

Towards that end, students who seek appropriate medical aid due to an incident of intoxication either for themselves or for other students generally will not be subject to disciplinary action for that incident with respect to the College's alcohol policy. This policy will not apply if the student

does not act with sincere effort to obtain medical assistance in addressing the alcohol use at issue.

In order for this policy to apply, the intoxicated student will participate in a meeting with a designated representative of the College who will determine what follow-up steps are necessary and the timeframe for the student to complete these steps. The student will be informed of the required follow-up steps and must agree to their timely completion. Such steps may include educational activities or alcohol assessment and/or treatment. The steps will depend on the nature of the incident and level of concern for the student's health and safety. Serious or repeated incidents will prompt a higher degree of concern. If the follow-up steps are taken within the required time and the student demonstrates a genuine motivation, effort, and commitment to address her or his use of alcohol, the student will not be subject to disciplinary action for the incident with respect to the College's alcohol policy.

The student's failure to meet with a designated College representative or failure to complete recommended follow-up steps in an appropriate and timely manner ordinarily will result in disciplinary action under the College's alcohol policy.

Depending upon the circumstances of a particular incident, other students, student groups, or organizations might be required to meet with a designated representative of the College and to complete follow-up steps. Failure to do so may result in disciplinary action.

It should be noted that this policy does not preclude disciplinary action regarding other violations of community standards, nor does this policy exempt students from any criminal, civil, or legal consequences of their behavior.

Alcohol and Drug Counseling

While the college does not employ a drug and alcohol counseling specialist, the Counseling Center clinicians are generalists with experience working with students with alcohol and drug related problems. Many times, the Counseling Center is able to adequately address these problems with a combination of counseling and referral to health education. However, there are times when the level of alcohol and/or drug problem requires the expertise or level of care beyond what is available in the Counseling Center. In the latter instance, the Counseling Center clinical case manager and/or counselor can assist students by referring them to providers/programs to adequately address the drug/alcohol problem.

Alcohol Poisoning

The Wheaton College Campus Safety is responsible for your health and safety first. We have a relationship with our student body that is based on trust and mutual respect. Students will usually be the first to see that a fellow student is in danger from the abuse of alcohol or other drugs. Students should never hesitate to call Campus Safety at 508-286-8213. We rely on you. We are here to help our students and keep them safe.

How alcohol poisoning can be fatal:

- Intoxication increases the gag reflex. An intoxicated person who has passed out can choke on their own vomit.
- Alcohol is a depressant, inhibiting the brain's ability to function. When a person has consumed too much alcohol the brain will start to shut down. Extremely intoxicated people may stop breathing or their heart may stop beating.
- Because it takes time for alcohol to enter the bloodstream, some people tend to drink more than their body can handle because they don't yet feel the effects.

Signs and Symptoms of Alcohol Poisoning:

- Unconscious or semiconscious
- Breathing at a rate of 8 breaths per minute or slower
- Breaths come every 8 seconds or slower
- Skin is cold, clammy, bluish, and/or pale
- Confused or altered mental state
- Vomiting
- Seizures

What to do for someone with alcohol poisoning:

- NEVER leave the person alone
- Don't allow the person to "sleep it off"
- To avoid choking, have the person lie down on his side or on his stomach
- Have someone get the /RA on duty
- Have someone call Campus Safety at 508-286-3333
- Keep the person awake. If the person falls asleep or passes out, wake them up
- Don't give the person any medications; mixing medicine with alcohol can be fatal

Safe Drinking Advice:

- Never leave your drink unattended or with someone you don't know and trust.
- Know who is pouring your drink and watch them pour it.
- Don't drink anything that has an abnormally salty taste. The drink might contain GHB, a known date rape drug.
- Don't drink anything that appears abnormally cloudy, because it could contain a drug.
- Alternate drinking alcoholic and non-alcoholic beverages. This will help keep you hydrated and allow your body time to process the alcohol.
- Eat well. Food absorbs some of the alcohol and slows its entry into the bloodstream.
- Go to parties with trusted friends who can be counted on to watch out for one another and see that you arrive home safely.

- Use a sober designated driver or invite a friend who agrees to stay sober.

If you suspect a friend might have alcohol poisoning, get help immediately by calling Campus Safety at 508-286-3333.

Illegal Drug Policy

Wheaton College policy on drugs complies with the laws of the Commonwealth of Massachusetts and the Town of Norton, as well as with federal legislation that requires the College to provide drug prevention programs for students.

Wheaton College seeks to insure the health and well-being of all members of the Wheaton Community. Wheaton's policy on drugs reflects the College's commitment to:

- Educate students to the health risks associated with the use of drugs
- Provide confidential counseling and/or referral for individuals concerned about their own use drugs, as well as those affected by the drug use of others
- Inform students of the applicable legal sanctions under federal, state and local laws for the unlawful possession or distribution of illicit drugs
- Prohibit the unlawful possession, use or distribution of illicit drugs on College property or at College- sponsored events

The Risk to Personal Health and Well-Being

The irresponsible use or abuse of drugs is dangerous and can lead to addiction or psychological dependence and serious physical health problems. Abuse is also harmful in other ways. It can destroy peer and family relationships. It results in reduced academic, athletic and work performance, and it increases the risk to personal safety because of the effect it can have on personal judgment and reaction time.

Statement of Policy Addressing Substance Abuse Education

The federal Drug-Free Workplace Act of 1988 requires employers who contract with or receive grants from agencies of the federal government to maintain a drug-free workplace. In addition, the federal Drug-Free Schools and Communities Act of 1989, as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, requires all institutions of higher education to adopt and implement a program to prevent the use of illegal drugs and the abuse of alcohol by students and employees. The health risks associated with the use of alcohol and illegal substances are significant. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse also can be immediate and unpredictable, such as cardiac arrest, or more subtle and long term, such as liver deterioration. In compliance with the

requirements of these laws, and in order to provide a safe and healthy environment in which employees and students may work and study, Wheaton College has established a drug prevention program. That program is described in the policy statement included here. Students and employees of the college are notified annually of the requirements of this policy.

Prohibitions

Wheaton College prohibits the illegal use, possession, manufacture, distribution, dispensing, or other transfer of any controlled substances, in any amount, by any college employee or student while: (1) on college premises or property owned by the college, (2) performing any job-related activity, on or off college premises, or (3) participating in any college activity, on or off college premises.

The terms drugs and controlled substances, as used in this policy are defined in accordance with the federal Controlled Substances Act (CSA), and includes all substances classified as illegal drugs pursuant to the CSA. Those terms do not include medication prescribed by a properly licensed and authorized health professional, provided that the medication is taken strictly in accordance with the health professional's instructions and provided that the possession and use of such drugs does not adversely affect job performance or the safety of students and employees or others. Employees are to consult with their physicians about the effect of such prescribed medications on their fitness for duty and ability to work safely and disclose any work restrictions promptly to the Human Resources Department or their supervisor. Employees are not expected to disclose underlying medical conditions.

Also prohibited is the use or possession of alcohol by any employee or student while: (1) on college premises, (2) engaged in any job-related activity, on or off college premises, or (3) participating in any college activity, on or off college premises. An exception to the prohibition on the use or possession of alcohol is made for the moderate and responsible consumption of alcohol by individuals of legal age at functions at which college authorization to serve alcoholic beverages has been obtained in accordance with college policies, and at other college sponsored events for employees that are primarily social in nature, provided that consumption at such functions is moderate and responsible, and limited to individuals of legal age and does not pose a risk to the safety of the individual or others. Faculty and staff members who live in college owned property shall be permitted to possess and consume alcoholic beverages in their residences.

In addition, no employee may be under the influence of alcohol or any drugs or controlled substances while operating a vehicle or equipment owned or leased by the college, or otherwise performing any work at or for the college.

Disciplinary Action and Sanctions for Non-Compliance

Employees who violate any provision of this policy may be subject to disciplinary action and sanctions, up to and including termination of employment. Students who violate any provision

of this policy may be subject to disciplinary action and sanctions, up to and including expulsion from the college. Additionally, the college will notify law enforcement of violations of this policy, as appropriate in the sole discretion of the college. Actions in violation of this policy, including unlawful possession, use, or distribution of drugs or alcohol may subject an employee or student to criminal penalties.

Legal Sanctions

In addition to disciplinary actions and sanctions imposed by the College, all employees should be aware that local, state, and federal laws make the illegal use, possession, sale, distribution, or manufacture of drugs and alcohol serious crimes. Penalties range according to the type of substance, amount in possession and/or distributed, and the number and type of previous violations. Conviction can lead to imprisonment, fines, and assigned community service. Felony and certain other convictions can prevent the convicted individual from eligibility for federal benefits, including student loans, from entering many fields of employment or professions, and may have to be listed on applications for employment or admission to graduate or professional schools. While a number of examples are included below, employees and students should be aware that not all alcohol and drug related crimes and penalties are listed:

Cities and towns in Massachusetts, including Norton, prohibit the public consumption of alcohol and impose fines for violations. Additionally, many cities and towns in Massachusetts have local ordinances and regulations that prohibit public consumption of alcoholic beverages on private property without the property owner's consent. Under Massachusetts law, a person who violates ordinances regarding public consumption of alcohol is subject to arrest without a warrant.

Massachusetts laws punish sale or delivery of alcoholic beverages to persons under twenty-one with fines and/or imprisonment. It is also illegal in Massachusetts for persons under 21 years of age to purchase or attempt to purchase alcoholic beverages, or to make arrangements to purchase or procure such beverages. Violations are punishable by fines and/or imprisonment.

Federal and Massachusetts laws have varying criminal penalties relating to controlled substances or drugs. A [full list](#) (<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94C/Section31>) of controlled substances as defined by Massachusetts law can be found on the state website.

For more information about [federal laws](#) (<https://www.deadiversion.usdoj.gov/>) regarding [controlled substances](#) (<https://www.dea.gov/>), please refer to the respective federal websites.

Additional Employee Responsibilities

Any employee who is found guilty, or pleads “no contest”, to a charge of violating a criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled

substance in the workplace must inform the Director of Human Resources within five (5) days of such conviction or plea. Appropriate disciplinary action will be taken.

Counseling and Rehabilitation

The college strongly encourages employees and students to seek assistance for problems with drug and alcohol abuse. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. Students may contact the College Counseling Center for confidential treatment and also for referrals. Employees may seek confidential referrals through the Employee Assistance Program, which provides assistance and referrals to employees and their families in handling problems such as alcoholism and chemical dependency.

The College provides regular programs of education and information for students and employees on the risks associated with the use of drugs and ways for individuals to seek assistance for themselves and others. Programs are sponsored by the Human Resources, Health Services, Counseling Services, Athletics, and the Office of Residential Life.

Wheaton College considers both the welfare of its students and compliance with state and local laws to be of central importance. The policy of the College is to help anyone who is seeking assistance with a drug problem. Anyone seeking assistance, advice or information may approach the Residential Life staff, Campus Safety officers, Counseling Services, Health Services, the Dean of Students office or existing peer support groups without fear of disciplinary action by the College.

Drug Policy

- The unlawful possession, use, or distribution of controlled substances is prohibited on college property and at all college-sponsored events.
- The use, possession, distribution, or cultivation of marijuana for medical or recreational purposes is strictly prohibited in any Wheaton College residence hall or on any other premises; nor is it allowed at any college-sponsored event or activity off campus or any Student Organized event of activity.
- The misuse of medication or prescription drugs, including opiates/pain-killers and other psychoactive drugs is prohibited. This includes taking medication or prescription drugs not prescribed to you, taking more than the recommended dose, sharing prescriptions, or the use of prescriptions for a reason other than the intended use.
- The use and possession of drug paraphernalia is strictly prohibited in any Wheaton College residence hall or on any college premises; nor is it allowed at any college-sponsored event or activity off campus or any student organization event of activity.

Individuals involved in the unlawful possession, use, or distribution of controlled substances are in violation of the Honor Code and Wheaton Community Standards and are subject to disciplinary action by the college in accordance with established judicial procedures. Violators may also be subject to referral for prosecution. Behavior associated with the use of controlled substances is not considered a mitigating factor when it leads to other infractions of college regulations; it is considered a separate offense.

The education, counseling and referral services of the Health Services, Counseling Services, and the Office of Student Life are available to individuals who are concerned about their own drug use, or are affected by the drug use of others. Seeking confidential assistance from or being referred to these or other services will not in itself be cause for disciplinary action by the college. The confidentiality of the counseling process will be respected.

Enforcement

Responsibility for compliance with the college's Drug Policy rests with each member of the Wheaton community. Specific responsibilities for policy enforcement are as follows:

Campus Safety officers, as agents of the college, will investigate violations of policies and regulations. Areas of jurisdiction include all grounds and property of the college.

Individual students are responsible for activities which occur within the privacy of their rooms and are expected to take responsibility for their residence hall/house environment.

The Student Affairs staff will intervene as appropriate when confronted with violations of this policy and will respond in any area (including student rooms) when there is evidence of violations, or when related behavior infringes upon the rights of other members of the college community or jeopardizes the health or well-being of any individual.

Violators of the college's Drug Policy are subject to disciplinary action in accordance with established college procedures through the Campus Life staff, the College Hearing Officer, the Dean of Students, and/or the College Hearing Board.

Sanctions may include:

- Admonition or written warning
- Fines and/or restitution for damages
- Mandated community service, educational sanction or assigned task relevant to offense
- Housing probation
- Disciplinary probation
- Parent/guardian notification
- Required drug counseling assessment
- Suspension from college housing

- Suspension from the college, held in abeyance
- Suspension from the college for a specified period of time*
- Expulsion from the college*

Other sanctions if deemed appropriate:

- Restriction from college facilities or activities
- Removal from an athletic team or campus organization
- Removal from a campus position
- Revocation of a group's charter

*Note that students who are suspended or expelled from the college are not entitled to any refund of tuition and fees and may not complete work for their classes in that semester. A student who is suspended or expelled will be assigned withdrawals for courses in progress.

Violators may also be subject to referral for prosecution. Individuals involved in the unlawful distribution of controlled substances are subject to immediate separation from the college and referral for prosecution. The college will not protect individuals who violate federal, state, or local laws. Students may also be subject to investigations by the police and face criminal prosecution independent of the college's judicial system.

In cases where a student is facing criminal investigation and/or charges for conduct which is the subject of a disciplinary proceeding, or if the conduct at issue is prohibited by local, state or federal laws, the college through the Chair of the College Hearing Board, the Dean of Students, and the Director of Campus Safety will, in their sole discretion, determine if the conduct at issue should be heard before the College Hearing Board. The college may choose, but is not required, to hold its disciplinary proceedings in abeyance, pending the outcome of such investigation and charges. In these cases, the college, through the Dean or her designee, may choose to place the student on an interim suspension from the college. (See Leaves of Absences and Withdrawals in the Student Handbook). In making such a decision, the Dean shall consider:

1. The safety and well-being of the college community or preservation of college property;
2. The student's own physical or emotional safety and well-being; and
3. Maintaining the normal operations of the college without disruption or interference.

The student may submit a written request to the Dean of Students of the college to resume the disciplinary process if the investigation and/or criminal matter is resolved or dropped. The college, in its sole discretion, through its Dean of Students, or her designee, will determine if the disciplinary process will proceed.

Wheaton College Resources

- Health Services General Business: 508-285-9500
- Appointments: x5400
- Student Life Office: x8214
- Counseling Services: x3905
- Dean of Students Office: x8218

Any student or employee under the influence of illegal drugs or who possesses or consumes illegal drugs at Wheaton is subject to College disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency. As part of the drug-free awareness program, Wheaton will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace.

Counseling and Treatment

The Counseling Center offers a variety of services including brief consultations, assessment, short-term individual counseling, group counseling, psycho-educational classes, crisis intervention, and outreach. We also have a contract with Mantra Health to offer Wheaton students telehealth free of charge, for those students who are deemed appropriate for telehealth services. We also offer the services of a Case Manager to assist students in accessing resources on and off-campus (e.g., referrals to off-campus counselors and medication-management providers, making arrangements for a private room on campus to engage in telehealth with off-campus providers, assisting with insurance and transportation questions, etc.). Services are offered to current enrolled full-time students. Our Counseling Center staff is also available to consult with any member of the Wheaton community, as well as family members, about students of concern.

Wheaton College staff members are licensed psychologists, licensed independent clinical social workers, licensed mental health counselors and graduate-level psychology/counseling/social work trainees under close supervision by our licensed staff members.

Fees

Counseling Center services at the counseling center and through Mantra Health are free of charge to enrolled Wheaton students.

Confidentiality

State law mandates that services offered at the Counseling Center are confidential. Counseling Center records are kept completely separate from all other college records. The Counseling Center maintains all counseling records in a secure, confidential electronic medical record. The Counseling Center therapists consult with each other, as needed, in order to provide quality

care. Consultation with other licensed mental health professionals is also permitted for the purpose of quality care, as long as no identifying information is provided.

In addition, as a training site, trainees at the Counseling Center are provided intensive supervision from Counseling Center staff and qualified faculty supervisors at their respective graduate program.

Finally, the exchange of information with past, concurrent, and/or future providers for the purpose of providing better care is considered ethical practice. You may therefore be asked to provide permission to allow for such an exchange. Refusal to do so may result in your counselor declining to continue to work with you.

Communications between you and your therapist are not shared with others outside of the Counseling Center without your written permission, except under the following circumstances:

- If you are assessed to be suicidal or homicidal
- If there is suspected physical and/or sexual abuse or neglect of a minor, disabled person, or elderly person, we are required by law to inform the appropriate state agency. This includes any minor siblings and disabled/elderly family members at home.
- In the event of a court order or other mandatory legal process, we may be required to release records to the court.

Our Approach to Helping

As a service in an institution of higher education, the Counseling Center's primary role is to decrease emotional, psychological or behavioral barriers in order to support the intellectual growth and academic success of students. We strive to promote a safe and healthy environment for students by providing developmentally-appropriate, culturally sensitive assessment, diagnosis, recommendations and treatment to full-time students free of charge. Our services are short-term and focused on resolving a particular problem(s) presented. Group counseling sessions have no session limits unless otherwise advertised.

If a student is seen in the Counseling Center, they have extended assessment (generally ranging from 1-3 appointments). The purpose of this extended assessment is to work with the student to better understand the student's concerns, needs and strengths; to determine whether the Counseling Center can meet those needs and how; and to collaborate with the student to develop a mutually agreeable plan. If in this assessment period it is deemed at the Counseling Center cannot meet a student's mental health needs, a referral to an outside provider who can address the student's needs will be offered and facilitated by Counseling Center staff.

Statement of Missing Student Policy and Suzanne's Law

The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act. In 2003, President Bush signed into effect, "Suzanne's Law" requiring the National Criminal Information Center (NCIC) when someone between 18 and 21 years of age is reported missing as part of the [National "Amber Alert" bill](https://www.amberalert.gov/) (<https://www.amberalert.gov/>).

Campus Safety officers will check student's records, class schedules, interview fellow students and faculty, local hospitals and use other methods to determine the status of a missing person. Campus Safety will coordinate with Norton Police Department if necessary. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure their safety. Should Campus Safety not be able to locate a person reported missing within twenty-four (24) hours of the report, the college would then notify your designated emergency contact. Note that designated emergency contact information will be registered confidentially and may be accessed only by authorized campus officials. Those officials may disclose your designated emergency contact information only to law enforcement officials for the purpose of a missing student investigation.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted. This information concerning the emergency contact shall be stored in a secure manner and shall remain confidential and available to college officials who are so authorized. Further, it will not be disclosed to anyone other than police should the investigation require this.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Campus Safety will also notify the Norton Police Department within 24 hours, as well as any other agencies where the missing student may be.

For any student under the age of 18 who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

Should a student be determined to be missing for more than 24 hours, the following will occur:

- Campus Safety will notify the Dean of Students

- The college will again contact the student's emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student's emergency contact.)

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Department of Campus Safety. The Department of Campus Safety will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, or Residential Life staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing. Campus Safety will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Investigation of such reports will be initiated immediately and procedures will be governed by federal, state, and local law, as well as internal Campus Safety standard operating procedure.

Workplace Violence Prevention

Wheaton College will not tolerate any form of violence in the workplace. Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to Safety and Security any or all incidents that they perceive as potentially violent. The appropriate supervisor or department head should also be notified. In an effort to prevent workplace violence at Wheaton College, all reported threats will be thoroughly investigated through a cooperative effort by the appropriate supervisors, department heads, Human Resources and Campus Safety.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following Personal Safety Tips:

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Safety and Security if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to Safety and Security.
- Make a mental note of suspicious strangers in case a later crisis does occur.

Any employee who engages in any form of workplace violence will be subject to disciplinary action up to and including immediate termination of employment. Supervisors must document any event or report of workplace violence in their areas and advise Security of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:

- Name of person reporting the incident
- Name of the employee alleged to have been violent or threatening
- Date of the report and incident
- Location where the incident occurred
- Name(s) of the potential victims
- Name(s) of witnesses
- Description of details of the incident
- Specific description of verbal or physical violence that occurred
- Details that might assist in identification (e.g., license plate number)

Discrimination Policy

Respect for the rights of all and for the differences among us is essential for the Wheaton community. Discrimination or harassment of others because of race, color, mental or physical disability, national origin or ancestry, citizenship, age (age 40 or older), religion, gender, sex, pregnancy, sexual orientation, gender identity, gender expression, genetic information, marital or familial status, veteran or military status, membership in the Uniformed Services, or any other characteristics protected under applicable federal or state law has no place in an intellectual community. If members of the Wheaton community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its code of conduct and may be subject to appropriate disciplinary sanctions.

Wheaton is committed to ensuring equitable access to programs and services and to prohibit discrimination in the recruitment, admission, and education of students with disabilities.

Individuals with disabilities requiring accommodations or information on accessibility should contact:

Jerimiah Bergstrom, Director of Accessibility Services

Accessibility Services at (508)286-3794, TTY (508)286-5828, FAX (508)286-5621, Accessibility Services website (<https://wheatoncollege.edu/academics/filene-center-for-academic-advising-and-career-services/accessibility-services/>)

Hazing Policy

In compliance with the hazing laws of the Commonwealth of Massachusetts, Wheaton does not permit hazing of any sort whether by organizations or individual students. Massachusetts law (M.G.L. c. 269) states:

Section 17

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both fine and imprisonment.

The term hazing as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption

of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18

Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such a group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18.

Each secondary school and each public or private school or college shall file, at least annually, a report with the Regents of Higher Education and in the case of secondary schools, the Board of

Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary school, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the College and the fundamental values of our learning community. As such, no student, College employee, College volunteer, student organization, athletic team, or other College-recognized group or association shall conduct or condone hazing activities, consensual or not.

Source: M.G.L. c. 269, §§17-19.

Taking Action

When in doubt about an activity, ask a dean or a coach or other College employee who works with student organizations or teams. They can provide additional examples of behaviors that might constitute hazing, examples of positive group bonding activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support.

Reports may be made directly or anonymously by submitting an anonymous letter to an appropriate College official or asking a College official that the report remain anonymous.

Any student who engages in hazing will be subject to a hearing by the College Hearing Board and, if found responsible, will be subject to disciplinary action.

Sexual Assault Prevention and Response

Sexual Assault

Sexual Assault includes:

1. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant;
2. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving Consent because of their age or because of their temporary or permanent mental incapacity;

3. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
4. Sexual intercourse with a person who is under the statutory age of consent

All forms of sexual assault are violations of the College's Title IX Sexual and Gender-based Misconduct Policy.

Prevention and Education Programs

Wheaton College provides education programs to community members about sexual assault through programs and written information concerning prevention and available resources for victims. Policies below provide detailed information concerning prohibited conduct and available resources.

Bystander Intervention and Risk Reduction

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault or stalking.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal

Wheaton College conducts training and awareness programs at the beginning of each semester for incoming students and throughout the year. Here are some examples of programs offered.

- Annual training done with all incoming students regarding prevention, resources and reporting.

- Bystander intervention specifically related to sexual and gender-based misconduct presented by the Title IX and SMART Coordinators.
- Everfi modules required of all incoming students specific to the above topics
- Procedures for victims of sexual assault, stalking domestic violence for reporting and potential disciplinary actions for violations
- How the college will ensure confidentiality of victim of sexual assault, domestic violence and stalking, assistance with housing, counseling, health advocacy, legal assistance, visa and immigration assistance.

Wheaton’s Sexual and Gender-Based Misconduct Policy for Students, Staff, and Faculty

Wheaton’s Sexual and Gender-Based Misconduct Policy for Students, Staff, and Faculty can be found under Wheaton’s [Discrimination and Harassment Policies](https://wheatoncollege.edu/policies/discrimination-harassment-policies/) (https://wheatoncollege.edu/policies/discrimination-harassment-policies/).

For more information about Title IX policies, please contact:

Caraline Somerville, Wheaton College Title IX Coordinator
somerville_caraline@wheatoncollege.edu, titleIX@wheatoncollege.edu, or 508-286-3261.

Clery Crime Statistics 2020-2022 (Clery Report Statistics, Crimes, Drug and Alcohol Disciplinary Referrals and Arrests, Hate-Motivated Crimes, Residence Hall Fires)

Statement of Policy for Reporting the Annual Disclosure of Crime Statistics

As required of federal law, Wheaton College annually, makes a good faith effort to compile crime statistics¹ as required by the Jeanne Clery Act.² Statistics are obtained from the Campus Safety incident reports; Student Conduct Office; Campus Security Authorities as defined by federal regulations; Norton Police Department; and all other law enforcement agencies with jurisdiction over properties owned and controlled by Wheaton College.

- Requests for crime information are submitted in writing.

¹ [Crime statistics for all colleges and universities](https://ope.ed.gov/campussafety/#/) (https://ope.ed.gov/campussafety/#/) may be obtained on the internet

² [Clery Crime Definitions](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/appendix-Appendix%20A%20to%20Subpart%20D%20of%20Part%20668) may be found at [Appendix A to Subpart D of Part 668 at 34 CFR 668](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/appendix-Appendix%20A%20to%20Subpart%20D%20of%20Part%20668) (https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-D/appendix-Appendix%20A%20to%20Subpart%20D%20of%20Part%20668). Definitions for domestic violence, dating violence, and stalking may be found at the [U.S. Department of Education website](http://www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-issue1definitions.pdf): (www2.ed.gov/policy/highered/reg/hearulemaking/2012/vawa-issue1definitions.pdf)

- Law enforcement agencies with jurisdiction over properties owned and controlled by Wheaton College provide arrest statistics regarding alcohol, weapon, and drug arrests on and in the area surrounding campus.
- The Assistant Vice President for Student Affairs compiles statistics on disciplinary referrals for drug and alcohol violations, which are provided to the Director of Campus Safety for inclusion in the report.
- It is the practice of the College that incidents reported to other offices are referred to Campus Safety for documentation and follow-up as needed.
- Each year, all community members comprising active employees and enrolled students of Wheaton College are notified by email of the “Annual Security Report” by October 1 of each year.
- Hard copies of this report are available at Campus Safety located at 30 Taunton Avenue, Norton Massachusetts 02766. Prospective employees may obtain a copy of this report at the Human Resources Office.
- The Wheaton Campus Safety Crime log can be obtained during normal business hours weekdays at 30 Taunton Avenue, Norton Massachusetts 02766.

The following table contains crime statistics for calendar years 2020, 2021, and 2022, in accordance with Uniform Crime Reporting (UCR) procedures and the *Clery Act*.

| CATEGORY | CATEGORY SUBSECTION | VENUE | 2020 | 2021 | 2022 |
|-------------------|---------------------------------------|--|------|------|------|
| CRIMINAL HOMICIDE | Murder and Non-Negligent Manslaughter | Total on Campus*** | 0 | 0 | 0 |
| | | In or on a non-campus building or property | 0 | 0 | 0 |
| | | On public property | 0 | 0 | 0 |
| | | Unfounded by law enforcement | 0 | 0 | 0 |
| | Negligent Manslaughter | Total On Campus*** | 0 | 0 | 0 |
| | | In or on a non-campus building or property | 0 | 0 | 0 |
| | | On public property | 0 | 0 | 0 |
| | | Unfounded by law enforcement | 0 | 0 | 0 |
| SEX OFFENSES | Rape ³ | Total On Campus*** | 6 | 8 | 5 |
| | | <i>Number in dormitories or other residential facilities</i> | 5 | 7 | 5 |
| | | <i>Number in non-residential facilities</i> | 1 | 1 | 0 |
| | | In or on a non-campus building or property | 0 | 0 | 0 |
| | | On public property | 0 | 0 | 0 |
| | | Unfounded by law enforcement | 0 | 0 | 0 |
| | | Total On Campus*** | 2 | 6 | 3 |

| CATEGORY | CATEGORY SUBSECTION | VENUE | 2020 | 2021 | 2022 |
|--|--|--|------|------|------|
| | Forcible Fondling***** | <i>Number in dormitories or other residential facilities</i> | 2 | 5 | 3 |
| | | <i>Number in non-residential facilities</i> | 0 | 0 | 0 |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 |
| | | <i>On public property</i> | 0 | 0 | 0 |
| | | <i>Unfounded by law enforcement</i> | 0 | 0 | 0 |
| | Statutory Rape & Incest | <i>Total On Campus***</i> | 0 | 0 | 0 |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 |
| | | <i>On public property</i> | 0 | 0 | 0 |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 |
| | ROBBERY | <i>Total On Campus***</i> | 0 | 0 | 0 |
| <i>Number in dormitories or residential facilities</i> | | 0 | 0 | 0 | |
| <i>Number in non-residential facilities</i> | | 0 | 0 | 0 | |
| <i>In or on a non-campus building or property</i> | | 0 | 0 | 0 | |
| <i>On public property</i> | | 0 | 0 | 0 | |
| <i>Unfounded by law enforcement*****</i> | | 0 | 0 | 0 | |
| AGGRAVATED ASSAULT | <i>Total On Campus***</i> | 1 | 0 | 0 | |
| | <i>Number in dormitories or residential facilities</i> | 0 | 0 | 0 | |
| | <i>Number in non-residential facilities</i> | 1 | 0 | 0 | |
| | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | <i>On public property</i> | 0 | 0 | 0 | |
| | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| BURGLARY | <i>Total On Campus***</i> | 7 | 0 | 3 | |
| | <i>Number in dormitories or other residential facilities</i> | 7 | 0 | 1 | |
| | <i>Number in non-residential facilities</i> | 0 | 0 | 2 | |
| | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | <i>On public property</i> | 0 | 0 | 0 | |

| CATEGORY | CATEGORY SUBSECTION | VENUE | 2020 | 2021 | 2022 | |
|---------------------|---------------------------|--|---------------------------|------|------|----|
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| ARSON | | <i>Total On Campus***</i> | 0 | 0 | 0 | |
| | | <i>Number in dormitories or other residential facilities</i> | 0 | 0 | 0 | |
| | | <i>Number in non-residential facilities</i> | 0 | 0 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| MOTOR VEHICLE THEFT | | <i>Total On Campus***</i> | 0 | 0 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| ARREST FOR | Liquor law violations ** | <i>Total On Campus***</i> | 0 | 0 | 0 | |
| | | <i>Number in dormitories or other residential facilities</i> | 0 | 0 | 0 | |
| | | <i>Number in non-residential facilities</i> | 0 | 0 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| | Drug-related violations** | <i>Total On Campus***</i> | 0 | 0 | 0 | |
| | | <i>Number in dormitories or other residential facilities</i> | 0 | 0 | 0 | |
| | | <i>Number in non-residential facilities</i> | 0 | 0 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| | Weapons possession | <i>Total On Campus***</i> | 0 | 0 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| | | | <i>Total On Campus***</i> | 41 | 95 | 63 |

| CATEGORY | CATEGORY SUBSECTION | VENUE | 2020 | 2021 | 2022 | |
|---|---|--|--|------|------|---|
| DISCIPLINARY REFERRALS: | Liquor Law violations (Incidents where there was a violation of law that resulted in a referral to the college's student conduct system without any criminal process.) | <i>Number in dormitories or other residential facilities</i> | 25 | 93 | 63 | |
| | | <i>Number in non-residential facilities</i> | 16 | 2 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| | Drug-related violations (Incidents where there was a violation of law that resulted in a referral to the college's student conduct system without any criminal process.) | <i>Total On Campus***</i> | 0 | 3 | 0 | |
| | | <i>Number in dormitories or other residential facilities</i> | 0 | 2 | 0 | |
| | | <i>Number in non-residential facilities</i> | 0 | 1 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| | Weapons possession (Incidents where there was a violation of law that resulted in a referral to the college's student conduct system without any criminal process.) | <i>Total On Campus***</i> | 2 | 0 | 1 | |
| | | <i>Number in dormitories or other residential facilities</i> | 2 | 0 | 1 | |
| | | <i>Number in non-residential facilities</i> | 0 | 0 | 0 | |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 | |
| | | <i>On public property</i> | 0 | 0 | 0 | |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 | |
| | DATING VIOLENCE**** | | <i>Total On Campus***</i> | 2 | 3 | 4 |
| | | | <i>Number in dormitories or other residential facilities</i> | 2 | 3 | 4 |
| <i>In or on a non-campus building or property</i> | | | 0 | 0 | 0 | |
| <i>On public property</i> | | | 0 | 0 | 0 | |
| <i>Unfounded by law enforcement*****</i> | | | 0 | 0 | 0 | |
| DOMESTIC VIOLENCE**** | | <i>Total On Campus***</i> | 0 | 1 | 0 | |
| | | <i>Number in dormitories or other residential facilities</i> | 0 | 1 | 0 | |

| CATEGORY | CATEGORY SUBSECTION | VENUE | 2020 | 2021 | 2022 |
|--------------|---------------------|--|------|------|------|
| | | <i>Number in non-residential facilities</i> | 0 | 0 | 0 |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 |
| | | <i>On public property</i> | 0 | 0 | 0 |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 |
| STALKING**** | | <i>Total On Campus***</i> | 3 | 6 | 6 |
| | | <i>Number in dormitories or other residential facilities</i> | 3 | 6 | 3 |
| | | <i>In or on a non-campus building or property</i> | 0 | 0 | 0 |
| | | <i>On public property</i> | 0 | 0 | 0 |
| | | <i>Unfounded by law enforcement*****</i> | 0 | 0 | 0 |

** The *Arrest* category also includes persons who were not arrested but summoned to court. If an incident resulted in both criminal proceedings and a referral to the college’s conduct system, it is counted only once under the arrest category.

*** The *Total on Campus* category includes all on-campus incidents, including those listed in the categories below in the *Statistical Geography* section, “Number in dormitories or other residential facilities” and “Number in non-residential facilities.” Therefore, the two categories are not cumulative, but duplicative.

**** Beginning with statistics for the calendar year 2013, *Dating Violence, Domestic Violence* and *Stalking* will be included in the annual *Wheaton College Campus Crime and Fire Safety Report* in compliance with statutory changes brought forth by the *Violence Against Women Reauthorization act of 2013* and amendments to the *Higher Education Opportunity Act of 2008*. Statistics for previous years are provided in good faith.

***** Beginning with statistics for calendar year 2014, the category *Unfounded by law enforcement* will be included in the *Wheaton College Campus Crime Statistics*.

Hate Crimes

A Hate Crime is a criminal offense in which the defendant intentionally selects a victim (or in the case of a property crime, the property that is the object of the crime), because of the actual or perceived race, religion, national origin, ethnicity, gender, disability, gender identity, or sexual orientation of any person (*Uniform crime Reporting*). The following table contains hate-motivated crime statistics for calendar years 2020, 2021, and 2022.

| CATEGORY | VENUE | 2020 | 2021 | 2022 |
|---|--|------|------|------|
| Sex Offenses: Rape; Forcible Fondling | Total On Campus** | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |
| Sex Crimes: non-forcible. Incest and statutory rape | Total on Campus | 0 | 0 | 0 |
| Crimes Against Person: Murder; Non-Negligent Manslaughter, Robbery; & Aggravated Assault | Total On Campus** | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |
| Crimes Based Upon Gender Identity | Total On Campus** | 0 | 0 | 0 |
| | Number in dormitories or other residential facilities | 0 | 0 | 0 |
| | Number in non-residential facilities | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |
| Crimes Against Person: Simple Assault | Total On Campus** | 0 | 0 | 0 |
| | <i>Number in dormitories or other residential facilities</i> | 0 | 0 | 0 |
| | <i>Number in non-residential facilities</i> | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |
| Intimidation | Total On Campus** | 0 | 0 | 0 |
| | <i>Number in dormitories or other residential facilities</i> | 0 | 0 | 0 |
| | <i>Number in non-residential facilities</i> | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |
| Property Crimes: Burglary; and Arson | Total On Campus** | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |
| Larceny – Theft: Motor Vehicle Theft; From Building; From Motor Vehicle; and All Other Larcenies | Total On Campus** | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |

| CATEGORY | VENUE | 2020 | 2021 | 2022 |
|---|--|------|------|------|
| Destruction/Damage/Vandalism of Property | Total On Campus** | 3 | 1 | 0 |
| | <i>Number in dormitories or other residential facilities</i> | 2 | 1 | 0 |
| | <i>Number in non-residential facilities</i> | 1 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |
| All Hate Crimes Involving Bodily Injury*** | <i>Number in non-residential facilities</i> | 0 | 0 | 0 |
| | On or in a non-campus building or property | 0 | 0 | 0 |
| | On public property | 0 | 0 | 0 |
| | Unfounded by Law Enforcement***** | 0 | 0 | 0 |

* Numbers indicate the number of incidents, out of the total for each category, which were motivated by a specific type of bias. The form of bias is identified following the number.

** The *Total on Campus* category includes all on-campus incidents, including those listed in the categories below, “Number in dormitories or other residential facilities” and “Number in non-residential facilities.” Therefore, the two categories are not cumulative, but duplicative.

*** This category includes all crimes identified by the *Clery Act* as well as any other crimes that are not identified by the *Clery Act*, but cause bodily injury to the victim.

**** Beginning with statistics for calendar year 2014, the category “Unfounded by law enforcement” will be included in the Wheaton College Campus Crime Statistics.

***** Beginning with statistics for calendar year 2014, the category *Unfounded by law enforcement* will be included in the Wheaton College Campus Crime Statistics.

Statistical Geography

On-campus buildings and properties include all properties owned by Wheaton College within the contiguous area of the main campus at 26 E. Main Street. The following locations are considered *Non-Campus Buildings* for the purposes of the *Clery Act* and crime statistics.

These locations are included in the Non-Campus Buildings column in the above chart:

- Ridgetop Farm, 734 Adams Street, Holliston, MA 01746
- Bridgewater Ice Arena, 20 Bedford Park, Bridgewater, MA 02324

The following locations are considered *public property* for the purposes of the *Clery Act* and crime statistics:

- Pine Street and the sidewalk/property immediately abutting between 2 and 36 Pine Street.
- Taunton Avenue and the sidewalk/property immediately abutting between 5 and 23 Taunton Avenue.
- Mansfield Avenue and the sidewalk/property immediately abutting between 6 and 27 Mansfield Avenue.
- Clapp Street and the sidewalk/property immediately abutting between 9 and 32 Clapp Street.
- Howard Street.
- East Main Street from Taunton Avenue to Pine Street

Crime Definitions

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- There are four types of **forcible sex offenses:**
 - **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
 - **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
 - **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

- **Sex Offenses – Non-forcible:** Unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:
 - **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner or victim, a person with whom the victim shares a common child, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence/Relationship violence:** Relationship violence includes any act of violence or threatened act of violence against a person who is, or has been involved

in, a sexual or dating relationship with that person. It may involve one act or an ongoing pattern of behavior. Relationship violence can encompass a broad range of behavior including, but not limited to, threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Relationship violence affects individuals of all genders, gender identities, gender expressions and sexual orientation and can occur across racial, cultural and socio-economic economic identities. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to; fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking may take many forms, including persistent calling, texting or posting on a social networking site as well as physical stalking. Stalking may constitute a violation of the Sexual Misconduct Policy when the content of the messages or the nature of the physical stalking is gender-based or of a sexual nature.
- **Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- **Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- **Drug Law Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this

classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Source: Appendix A to Subpart D to Subpart 668 at 34 CFR 668.

Geographic Definitions

- **Campus:**
 - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
 - Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Non-campus building or property:**
 - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
 - Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public property:**
 - All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Source: 34 CFR 668.46

Campus Fire Safety Right-to-Know-Act

Pursuant to the provisions of the federal Higher Education Act enacted August 14, 2008 as the Campus Fire Safety Right-To-Know Act, this report provides an annual disclosure of fire safety standards and measures with respect to campus residences for the calendar year 2022. This report is submitted annually to the U.S. Department of Education.

On-Campus Student Housing Fire Safety Informational Chart

| Building Name | Evacuation Drills | Primary Rallying Point | Secondary Rallying Point | Master Box | SA | RB | NG | CO | SPR | HAZ | Fire Extinguisher Devices |
|------------------------------|-------------------|---------------------------|--------------------------|------------|----|----|----|----|-----|-----|---------------------------|
| 1/3 Howard Street | Fall & Spring | Howard Street | Rear of Building | x | x | x | | x | x | | x |
| 11 Howard Street | Fall & Spring | Howard Street | Rear of Building | x | x | x | | x | x | | x |
| 17/19 Howard Street | Fall & Spring | Howard Street | Rear of Building | x | x | x | | x | x | | x |
| 22 Howard Street | Fall & Spring | Across Howard Street | Rear of Building | x | x | x | | x | x | | x |
| 26/28 Taunton Avenue | Fall & Spring | Parking Lot | Street Side of Building | x | x | x | | x | x | | x |
| 44 Howard Street | Fall & Spring | Across Howard Street | Rear of Building | x | x | x | | x | x | | x |
| Pine Hall 5/7 Pine Street | Fall & Spring | Front of Building | Rear of Building | x | x | x | | x | x | | x |
| 9 Taunton Avenue | Fall & Spring | Parking Lot | Howard Street Side | x | x | x | | x | x | | x |
| Beard Hall | Fall & Spring | Across Fillmore Drive | Near Circle | x | x | x | | x | x | | x |
| Bittersweet House | Fall & Spring | In front of Lindens House | Rear of Building | x | x | x | | x | x | | x |
| Chapin Hall | Fall & Spring | Dimple | Everett Courtyard | x | x | x | | x | x | | x |
| Clark Hall | Fall & Spring | Grass Area in Circle | Rear of Building | x | | x | | x | x | | x |
| Cragin Hall | Fall & Spring | Dimple | Near Stanton Hall | x | x | x | | x | x | | x |
| Davis International House | Fall & Spring | Across Howard Street | Rear of Building | x | x | x | | x | x | | x |
| Elms House | Fall & Spring | Fillmore Drive Side | Pine Street Side | x | x | x | | x | x | | x |
| Emerson Hall | Fall & Spring | Across Howard Street | Everett Courtyard | x | x | x | | x | x | | x |
| Everett Hall | Fall & Spring | Across Howard Street | Everett Courtyard | x | x | x | | x | x | | x |
| Everett Heights | Fall & Spring | Across Howard Street | Everett Courtyard | x | x | x | | x | x | | x |

| Building Name | Evacuation Drills | Primary Rallying Point | Secondary Rallying Point | Master Box | SA | RB | NG | CO | SPR | HAZ | Fire Extinguisher Devices |
|---------------------|-------------------|---------------------------|--------------------------|------------|----|----|----|----|-----|-----|---------------------------|
| Gebbie Hall | Fall & Spring | Grass Area in Circle | Rear of Keefe Hall | x | x | x | | x | x | | x |
| Guest House | Fall & Spring | Lot #1 | Rear of Building | x | x | x | | x | x | | x |
| Keefe Hall | Fall & Spring | Grass Area in Circle | Fillmore Drive Side | x | x | x | | x | x | | x |
| Kilham Hall | Fall & Spring | Near Chapin Hall | Across Howard Street | x | x | x | | x | x | | x |
| Larcom Hall | Fall & Spring | Dimple | Near Chapin Hall | x | x | x | | x | x | | x |
| Lindens House | Fall & Spring | Near Bittersweet House | Rear of Building | x | x | x | | x | x | | x |
| McIntire Hall | Fall & Spring | Grass Area in Front | Rear of Building | x | x | x | | x | x | | x |
| Meadows Hall Center | Fall & Spring | Grass Area E/W Side | North Entrance Side | x | x | x | | x | x | | x |
| Meadows Hall East | Fall & Spring | Grass Area E/W Side | North Entrance Side | x | x | x | | x | x | | x |
| Meadows Hall North | Fall & Spring | Grass Area E/W Side | North Entrance Side | x | x | x | | x | x | | x |
| Meadows Hall West | Fall & Spring | Grass Area E/W Side | North Entrance Side | x | x | x | | x | x | | x |
| Metcalf Hall | Fall & Spring | Near Chapin Hall | Front of Park Hall | x | x | x | | x | x | | x |
| Stanton Hall | Fall & Spring | Near Gebbie Hall | Dimple | x | x | x | | x | x | | x |
| White House | Fall & Spring | Across Howard Street | Rear of Building | x | x | x | | x | x | | x |
| Young Hall | Fall & Spring | Front Near E. Main Street | Rear of Building | x | x | x | | x | x | | x |

Notes:

- **SA:** Stand-alone smoke detectors present (in combination with a report back system unless otherwise noted)
- **RB:** Report back detectors present, automatic alarm NG - Natural gas detectors present
- **CO:** Carbon monoxide detectors present SPR - Sprinklers present
- **HAZ:** High hazard suppression systems present (commercial kitchens, chemical storage, electronics)

Definitions

- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- **Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.
- **Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escape from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.
- **Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.
- **On Campus Student Housing Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Fire Safety Report Log - Residential Halls

| Year | Residential Facilities | Total Fires in Each Building | Fire Number | Date | Time | Cause of Fire | Number of Injuries that Required Treatment | Number of Deaths | Value of Property Damage by Fire | Case Number |
|------|------------------------|------------------------------|-------------|------|------|---------------|--|------------------|----------------------------------|-------------|
| 2020 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2021 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2022 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

The College maintains a written fire log that records any fire that occurred in an on-campus student housing facility. Each entry of the log specifies the nature, date, time, and general location of each fire. The fire log is updated within two business days of receipt of information regarding fires in an on-campus student housing facility. The College makes the fire log for the most recent sixty-day period available for public inspection during normal business hours. The College makes any portion of the fire log older than sixty days available within two business days for public inspection.

Wheaton College Fire Safety Policy

Fire Safety Regulations

- The burning of incense, candles, sterno, kerosene or oil lamps, and use of non-safety matches is prohibited, even during a loss of electrical power. Even if *unlit*, these items are prohibited in the residence halls and theme houses because they pose a potential serious fire hazard.
- Students are prohibited from creating or participating in a fire hazard or situation that endangers others, including but not limited to, arson and constructing an open fire without a permit. Fire pits are prohibited.
- State regulations require any residence hall curtains or draperies to be of fiberglass or other non-combustible material and that upholstered furniture be flame-retardant. Mattress pads with exposed foam, commonly in an “egg shape” are prohibited.
- Light duty extension cords are prohibited (only UL approved heavy gauge extension cords with 3 prong connections are permitted).
- Appliances, such as hot plates, immersion heaters, electric space heaters, or any appliances with open heating elements are not permitted. Irons may only be used in laundry rooms. Cooking in student rooms is prohibited.
- The storage and use of Hoverboards and electric scooters are prohibited.
- Hookahs, electronic cigarettes, and other smoking or vaping devices are prohibited.
- The use of paper or other flammable items as decorations is forbidden around lighting fixtures, exit signs, on hall doors or ceilings of rooms. The use of live Christmas (holiday) trees or wreaths are prohibited and caution should be used with any other holiday decorations. Halogen lamps are prohibited.

- String lights that are battery operated and/or LED are permitted in individual residence hall rooms. These lights must not be wrapped around pipes, displayed over doorways, or near sprinkler heads, smoke detectors, or other forms of fire safety equipment.
- Wall coverings cannot exceed 25% of total wall surface (per wall). Tapestries and other cloth banners are prohibited.
- No items can be hung from ceilings, lights, exit signs, pipes, or sprinkler heads, anything attached to the wall must be adhered at four corners.
- Furniture and personal belongings must be stored in areas clear from hallways and means of egress from an individual room, suite, or building. All doors must open more than 45 degrees to allow for appropriate entrance/exit from a room, suite, or building.
- Smoke detectors, located in each room, should not be covered or otherwise obstructed with any type of cloth or other decorative material.
- Tampering with fire detection and safety equipment, calling in false fire alarms, and possession of explosive or incendiary materials and devices are serious offenses subject to disciplinary action and/or criminal charges. The Norton Fire Department reserves the right to issue a \$500 charge for responding to malicious false alarms. This charge will be assessed to the responsible parties or to the residents of the hall involved. Students found in possession of/or setting off fireworks or other incendiary devices are subject to a \$100 fine and other possible disciplinary action by the college.
- Any resident who fails to evacuate a residence hall immediately after a fire alarm or refuses to cooperate with hall staff members and/or Campus Safety/Fire personnel, is subject to disciplinary action and may be suspended or removed from the residence hall.
- The storage of athletic equipment, bags, furniture, motor bikes, bicycles, automotive equipment, and other personal items in corridors and stairwells of College buildings and residence halls is prohibited.

Sanctions for Violation of Wheaton's Fire Safety Regulations

The purpose of Wheaton's Fire Safety Policy is to create a safe campus, free of fire and the risk of fire. Any violation of Fire Safety Policy places all members of the community at risk and will result in the sanctions listed below.

Violations of the Wheaton College Fire Safety Policy include, but are not limited to:

- Smoking in the residence halls or on the balconies
- Possession or use of halogen lamps, candles
- Incense
- Coffee pots
- Microwaves
- Charcoal
- Lighter fluid

- Gas propane
- Items in hallway
- Holiday decorations (live trees, wreaths, corn stalks, straw)
- Covering heat/smoke sensors
- Hanging items from sprinklers and pipes and placing furniture/items in the hallway
- Any other devices that are a potential fire hazard

A first offense response must include but not limited to:

- \$100.00 fine Educational Response

A second offense response must include but not limited to:

- \$150.00 fine Educational Response

Offenses that include tampering with fire safety equipment (disabling smoke detectors, discharging fire extinguishers):

- \$500 fine for the first offense, and a second incident will result with a referral to the College Hearing Board

Fire Drills

Fire drills in residence halls are conducted twice a year. If a residence hall does not successfully complete these drills, additional fire drills and/or fire safety training may be required.

Fire Alarm Systems

Each building on campus has a fire alarm system consisting of automatic smoke and heat detectors, and alarm pull stations. Most buildings are equipped with sprinkler systems. Activation of these systems alerts both the Norton Fire Department and the Wheaton Campus Safety Department.

If you smell smoke or see fire:

- Sound the nearest fire alarm
- Immediately exit the building
- Call the Fire Department (911) from a campus phone
- Call Campus Safety (x3333)

Escaping a Fire

If there is a fire in the building while you are in your room:

Feel the door before opening it. If the door feels hot:

- *Do not open it.*
- Seal cracks around the door with towels or clothing to prevent smoke and toxic gases from entering room.
- If the outside air is clear, open the window and wave a sheet to attract the attention of firefighters.

If the door is cool:

- Open it and proceed to the nearest exit.
- Close doors behind you to limit the spread of fire and smoke.
- If there is smoke in the hall, stay low where the air is the freshest (a wet cloth over your face may help).
- Never use elevators during a fire.
- Know at least two ways out.
- Leave the building immediately; never stay to try and save possessions.
- Once outside, move away from the building (at least 50 ft away from building) and go to the predetermined meeting location.
- Cooperate with firefighters and Campus Safety Officers.
- Provide firefighters and Campus Safety Officers with information regarding the nature and the location of the fire and the whereabouts of those believed to be still in the building.

The Wheaton community does not tolerate those who choose to cause false fire alarms or tamper with fire safety equipment. When these individuals are identified they are subject to college and criminal sanctions.

Massachusetts law includes the following criminal sanctions:

M.G.L. c. 266, §1 (Dwelling houses; burning or aiding in burning):

Whoever willfully and maliciously sets fire to, burns, or causes to be burned, or whoever aids, counsels or procures the burning of, a dwelling house, or a building adjoining or adjacent to a dwelling house, or a building by the burning whereof a dwelling house is burned, whether such dwelling house or other building is the property of himself or another and whether the same is occupied or unoccupied, shall be punished by imprisonment in the state prison for not more than twenty years, or by imprisonment in a jail or house of correction for not more than two and one half years, or by a fine of not more than ten thousand dollars, or by both such fine and imprisonment. The words "dwelling house", as used in this section, shall mean and include all buildings used as dwellings such as apartment houses, tenement houses, hotels, boarding houses, dormitories, hospitals, institutions, sanatoria, or other buildings where persons are domiciled.

M.G.L. c. 269, §13 (False alarms of fire):

Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise, makes or circulates or causes to be made or circulated a false alarm of fire shall be punished by a fine of not less than one hundred dollars nor more than five hundred dollars, or by imprisonment in a jail or house of correction for not more than one year.

M.G.L. c. 148, §27A (Shutting off, disconnection, obstruction, removal or destruction, of fire protection devices; permit; report; violation of statute; enforcement):

Except as hereinafter provided, no person shall shut off, disconnect, obstruct, remove or destroy, or cause or permit to be shut off, disconnected, obstructed, removed or destroyed, any part of any sprinkler system, water main, hydrant or other device used for fire protection or carbon monoxide detection and alarm in any building owned, leased or occupied by such person or under his control or supervision, without first procuring a written permit so to do from the head of the fire department of the city or town wherein such building is situated, which permit such head is hereby authorized to issue subject to such terms and conditions as, in his judgment, protection against fire and the preservation of the public safety may require. This section shall not prevent the temporary shutting off or disconnection or partial removal of such a system, main, hydrant or other device for the purpose of making necessary repairs or preventing freezing or other property damage; provided, however, that the head of the fire department is notified immediately of such emergency action. The head of the fire department shall also be notified when the system, main, hydrant or other device is placed back in service. Violation of this section shall be punished by imprisonment for not more than one year or by a fine of not more than one thousand dollars, or both. The supreme judicial and superior courts shall have jurisdiction in equity to enforce compliance with the provisions of this section.