



WORCESTER POLYTECHNIC INSTITUTE

2018 ANNUAL SECURITY & FIRE SAFETY REPORT

FOR THE 2019-2020 ACADEMIC YEAR
CONTAINING CRIME STATISTICS FOR 2018, 2017, AND 2016

Preface

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was signed into law in November 1990. It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on or near campus. This report also includes fire safety statistics with residential halls emergency preparedness evacuations and missing person protocols. In 2013 the Act was further Amended with the additional requirements of reporting certain crimes under the Violence Against Women Act.

Preparation of the Annual Security Report

The 2019 Annual Security & Fire Safety Report was prepared by the Clery Act Coordinator/Title IX Coordinator by collaborating data and statistics submitted by the following offices and departments: Dean of Students; Residential Services; Student Development and Counseling Center (SDCC); Department of Physical Education, Recreation & Athletics; the WPI Police Department; the Worcester Police Department, and other law enforcement agencies. In compliance with the Act, the information is posted for employees and students at the [WPI Police website](#). Printed copies may be obtained by calling 508-831-5433.

Law Enforcement Authority and Interagency Relationships

The WPI Police Department is located at Founders Hall, lower level, about two blocks from the campus quadrangle. It operates 24/7, year-round. WPI Police Officers are commissioned in accordance with the provisions of Chapter 22C, Section 63, of the Massachusetts General Laws and have full law enforcement authority in and upon all property owned, occupied, or used by WPI, which includes the authority to enforce State, Local and Federal laws and University Policies. WPI Police receive their authority from the Colonel of the Massachusetts State Police, and are sworn Special State Police Officers. The WPI Police take responsibility for providing police services and crime prevention to all WPI Community members within their jurisdictional boundaries. The WPI Police Officers have jurisdiction to operate on WPI owned or controlled property and have the authority to make arrests.

WPI Police works closely with the Worcester Police in addressing security and safety concerns within the public streets and sidewalks contiguous to the WPI Campus. WPI Police may extend its jurisdictional authority under the guidance of the City of Worcester Police Department within the confines of a transfer of authority. WPI Police works closely with Worcester Police on matters of safety and security on our campus, as well as in the neighborhoods surrounding the campus. WPI Police attends meetings with the City of Worcester Police

Department to exchange ideas and identify problems which may be of concern for the WPI community.

All newly appointed police officers are graduates of a police academy conducted or sanctioned by the Massachusetts State Police or the Massachusetts Criminal Justice Training Council. Recruit training academies consist of several months of full-time, in-depth training in all aspects of police operations and are followed by several weeks of field training under the close supervision of a WPI Police supervisor. Annual in-service refresher training is provided to all officers, and officers are frequently assigned to attend in-depth training in a variety of specialized topics:

- Crime Prevention Theory
- Investigation of Sexual Assaults
- Investigation of Bias-Motivated Crimes
- Rape Aggression Defense (RAD)
- Defensive Tactics
- OSHA Regulations
- Firearms Training
- Terrorism
- ICS/NIMS (Incident Command)
- Weapons of Mass Destruction
- Active Shooter
- Diversity, Sensitivity, and Multicultural Awareness
- CPR/First Responder
- Defibrillator
- Narcan
- Mental Health

Crime Prevention and Awareness Programs

The WPI Police Department believes it is more beneficial to prevent crimes than to react to them after the fact. One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the WPI to inform students and employees of good crime prevention and security awareness practices.

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. The WPI Police Department facilitates programs for student and faculty orientations, student organizations, and for students living in the residence halls. Each semester on campus, Rape Aggression Defense (RAD) training is offered. It is a comprehensive course that begins with awareness, prevention, risk reduction, and avoidance, while progressing on the basics of hands-on defense training. Certified instructors teach the courses provided.

Additionally, the Security Tracking of Office Property (STOP), as well as Operation Identification programs, are offered to all community members throughout the year. These programs provide permanent deterrent markings of personal property of students, staff, faculty, and administrators, while recording serial and model numbers of the products in order to aid in identification should any of these items be stolen. This combination of deterrent effort and recovery

ability has resulted in a decrease of thefts of these types of items on the WPI campus.

The WPI Police Department encourages student, faculty, and staff to use WPI's Security Night Assistance Patrol (SNAP). The SNAP program provides community members with a mobile transport on campus and within a one mile radius of campus during the evening and early morning hours, 7 days a week when classes are in session. SNAP operates on a reduced schedule during recess/break periods.

Each academic year, WPI offers crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered annually. "Bringing in the bystander," a sexual violence prevention program, is presented to all incoming students each fall during New Student Orientation.

A primary vehicle for accomplishing this goal is the department's crime prevention strategy, a program based on the concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. This strategy is also based on a multilevel approach that includes proactive area patrols of the campus, crime prevention education and training, building and area surveys to assess risk, and recommended compensatory measures. The following are some of the crime prevention programs and services offered as part of the WPI Police Community Service Unit:

- Rape Aggression Self Defense (RAD)
- Security Tracking of Office Property (STOP)
- National Bicycle Registration
- Identity Theft
- Lost and Found
- Access Control
- Intrusion/Fire Alarm Monitoring
- Student Orientation Programs
- Sexual Assault Awareness
- Active Incident Awareness
- Domestic and Relationship Violence
- Student Transportation Services (SNAP)
- Emergency Phones
- Emergency Medical Services (EMS)
- Street Smarts Seminars
- Crime Prevention
- Officer Liaison, Community Relations
- Traffic Safety and Services
- Room and Building Lockouts
- Safe Haven Program
- Timely/Safety Notification of Criminal Activity
- Safety Escort Programs
- New Employee/Student Orientation

Members of the WPI community seeking specific crime prevention programs may arrange a meeting with a representative of the Community Service Unit, who will help tailor a program to fit your needs. Call Campus Police at 508-831-5433.

Interagency Relationships

The WPI Police Department maintains a close working relationship with the Worcester Police Department, Massachusetts State Police, ATF, and FBI law enforcement agencies, and other agencies of the criminal justice system. The Worcester Police routinely provide shift coverage in addition to working special events and details alongside of the WPI Police. Crime-related reports and statistics are routinely exchanged at information sharing meetings.

The WPI Police Command and Supervisory staff participate in professional associations that foster increased proficiency in their areas of responsibility. Members of the staff maintain active memberships in the following associations:

- International Association of Campus Law Enforcement Administrators
- Northeast Colleges and Universities Security Associations
- Massachusetts Association of College and University Public Safety Directors
- Massachusetts Chiefs of Police Association
- Central Massachusetts Chiefs of Police Association
- Greater Boston Police Council
- Association for Student Conduct Administration

Reporting Criminal Incidents and Other Emergencies

In compliance with the Clery Act, ***WPI requires that employees and students promptly report all emergencies and criminal activity immediately to the WPI Police Department, crimes can be reported by calling 508-831-5555; on campus, dial 5555.*** To assist in this process, WPI has strategically placed approximately 108 Emergency Phones (recognized by their blue lights) throughout the campus. These phones ring directly into the WPI Police Department, automatically registering the location of the caller.

A crime or other serious incident may also be reported at the WPI Police Station, Founders Hall, lower level.

Response to Reports of Crimes

All reports will be investigated. Violations of the law will be referred to the law enforcement agencies and when appropriate, to the college judicial discipline process for review. When a potentially dangerous threat to the college community arises, ***timely reports or warnings*** will be issued through email announcements, text messages or other appropriate means. An incident report is then completed by WPI Police personnel in accordance with departmental policies and procedures. WPI Police exercises victim confidentiality and withholds victim's names when issuing timely reports and warnings.

If assistance is required from the Worcester Police Department or the Worcester Fire Department, WPI Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including WPI Police, will offer the victim a wide variety of services. The WPI Police Department, in cooperation with local law enforcement agencies, investigates all reported criminal activity.

Crimes should be accurately and promptly reported to the WPI Police Department or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

Anyone with information regarding a crime or other situation that poses a threat to the campus community should notify WPI Police immediately, and/or the Dean of Students Office (508-831-5201), or the Title IX Coordinator (508-831-6514) for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

The Dean of Students Office, Residential Services Office, and the Student Development and Counseling Center (SDCC) can also assist students in reporting serious incidents. The Division of Talent and Inclusion is available to assist all employees with issues of concern and provide outside support resources.

In addition, several efforts are made to notify members of the WPI community in a timely fashion about incidents and campus crime. Some of these efforts include:

- Safety Notifications and Emergency Alerts
- Special articles (student newspaper)
- Annual Security and Fire Safety Report
- WPI participates in FBI's Uniform Crime Reporting Program for campus crime published in the annual U.S. Department of Justice publication, *Crime in the United States*.

The following numbers are provided to assist you in reporting incidents of crime:

Emergency:

WPI Police:	508-831-5555; on campus, dial 5555
Worcester Police:	911

Non-emergency:

WPI Police Department:	508-831-5433; on campus, dial 5433
WPI Dean of Students Office:	508-831-5201; on campus, dial 5201
WPI Residential Services:	508-831-5645; on campus, dial 5645
WPI SDCC (Counseling Center):	508-831-5540; on campus, dial 5540
WPI Talent & Inclusion	508-831-5470; on campus, dial 5470
Worcester Police:	508-799-8606

WPI Personal Safety Escorts (SNAP)	508-831-6111
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A map of Emergency Phone locations can be found at [here](#).

Confidential Crime Reporting

The WPI Police encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. WPI Police does not have a voluntary confidential reporting process because police reports are public records under state law, thus WPI Police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authorities (the primary CSAs are identified in the Reporting and Disclosure Procedures below).

WPI encourages those who have experienced any form of sexual misconduct to immediately seek available assistance and report the incident promptly to the **Title IX Coordinator, John Stewart**. He can be reached at 508-831-6514 or at titleix@wpi.edu. The Title IX office is located on the main level of the Rubin Campus Center, room 234.

It is important to know that different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles.

Reporting to Responsible Employees: WPI has adopted the policy that defines all employees as mandatory reporters. Responsible Employees under Title IX are obligated to share reported information involving sexual misconduct, domestic/dating violence and stalking, including information about the identity of the victim and accused, with the Title IX Coordinator. This means that once any employee receives a report of sexual misconduct, it is considered official notice to the College, which must be reported to the Title IX Coordinator. When reporting to employees, it can be expected that reports will be taken seriously and that they will be investigated and properly resolved. Unreasonable delay in reporting may impede the College's ability to conduct an investigation and/or effect appropriate remedial action. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individuals.

Confidential Reporting: Some resources can offer you confidentiality, sharing options and advice without any obligation to identify you unless you want them to:

Counselors and Medical Personnel: Massachusetts law provides that communication between a patient and their mental health or medical provider or counselor is confidential. This includes confidential communication with either an on or off campus mental health counselor or health care providers or off-campus rape crisis center.

Clergy: Massachusetts law provides that communications between the clergy and any individual consulting with him or her for the purpose of seeking spiritual advice in the clergy's professional capacity is considered privileged, and the person making the communication has a privilege to refuse to disclose and prevent the clergy member from disclosing the confidential communication. Under the law, a "clergyman" is a minister, priest, rabbi, accredited Christian Science practitioner, or other similar

functionary of a religious organization or an individual reasonably believed so to be by the person consulting him.

If a reporting party does not desire action by the College and would like the details of the incident to be kept confidential, the reporting party may seek support from certain resources who are not required to tell anyone else private, personally identifiable information unless there is cause for fear of victim safety, or the safety of other members of the community.

On Campus:

- WPI Student Development and Counseling Center – 508-831-5540
- WPI Student Health Services – 508-831-5520
- WPI Collegiate Religious Center – 508-831-5796

Local Off Campus:

- Pathways for Change Rape Crisis Center – 1-800-870-5905
- Worcester County Victims Assistance – 1-508-792-0214
- SafeLink Domestic Violence Hotline – 1-877-785-2020

National Resources:

- National Sexual Assault Hotline – 1.800.656.HOPE
- National Resource Center on Domestic Violence – 1.800.799.SAFE

Timely Warnings

In the event a crime is reported or a situation arises within the WPI Clery Geography (i.e. On Campus, Public Property and Non-campus property), that in the judgment of the WPI Police, and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat, a campus wide “timely warning” notice will be issued.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger WPI community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the WPI PD, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson

Other Clery crimes as determined necessary by the WPI Chief of Police, or their designee in their absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of WPI.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Timely Warning Notices are typically written and distributed by the WPI Police Department.

Timely Warning Notices will be issued to the campus community via email blast to all WPI assigned email accounts. Timely warnings may also be issued using some or all of the following methods of communication: text messages or emails sent through the University's WPI ALERT system, or building postings by building administrators.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Emergency Notification Systems and Evacuation Procedures

WPI has a full-time Emergency Management Director to coordinate emergency planning, preparation and response measures on campus. The Emergency Management Director will assess all emergencies, in conjunction with WPI Police and other university departments. WPI maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus Emergency Management provides resources and guidance for the development of these plans.

The Director of Public Safety or Emergency Management Director will make a decision regarding emergency notification and/or evacuation without delay, taking into account several factors. Among the factors to be considered are as follows:

- The safety of the community
- The nature of the emergency
- The duration of the emergency
- Does the emergency impact a particular building, entire campus, or a segment of the population, and based on the nature of the emergency, should an evacuation plan be activated
- Whether community notification is needed
- The content of such message(s)
- Whether to send the emergency message to all or some of the campus

- Will the notification, in the professional judgment of the responsible authorities and/or first responders (including, but not limited to, WPI PD, Local PD, and/or the Local Fire and Emergency Medical Services), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency

WPI will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system.

If the Emergency Management Director determines that a significant threat exists, the College's Crisis Response Team will be immediately notified, the WPI Emergency Operations Center will be activated, and response operations will be initiated, including additional emergency notifications as necessary. The Division of Marketing Communications has the primary responsibility for preparing and disseminating messages and updates. The WPI Chief of Police, the WPI Police Command Staff, and/or the Emergency Management Director will use some or all of the systems described below to communicate the threat to the WPI Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. If a threat involving imminent risk to personal safety is confirmed, the Command Staff of the WPI Police Department and/or the Emergency Management Director may activate any and/or all means of the emergency notification systems prior to notifying the Crisis Response Team. In the event of an emergency, WPI will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

The WPI Campus Police staff is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders and/or the national weather center.

NOTIFICATION PROCEDURE

In the event a situation arises that constitutes an immediate threat to members of the WPI community, the college has various systems in place to communicate information quickly. In the event of an emergency, WPI will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

Upon confirmation of a dangerous situation or significant emergency involving an immediate threat to the health and safety of our community members on campus, the following methods may be activated:

- A timely warning will be posted on the WPI Police Department's Emergency Management Safety Notification page: <https://www.wpi.edu/about/emergency-management/safety-notifications/>
- A notice will be posted on WPI's website
- A notice on campus electronic bulletins

- A notice posted in each residence hall and may be disseminated to fraternities and sororities
- The activation of WPI ALERT, our emergency notification system that utilizes email, text messaging and telephone voice messaging. The message will include pertinent details as well as direct community members to where they can find additional information. The college will also post updates during critical incidents on the WPI website.
- All WPI Community members are automatically enrolled to receive WPI Alerts to their WPI email address. In order to receive emergency information by phone, text, or additional email address, you must enter your personal information into the WPI ALERT system. In order to receive WPI Alerts in the way(s) that best suit your personal needs, please visit: <http://wpialerts.wpi.edu/> to make your selections and provide your personal information. (WPI credentials are required). Parents can also sign up to receive WPI Alerts.
- Face to face communication may also be used to notify community members about an emergency situation.

Follow-up information and updates will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the WPI homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergency Evacuation Procedures

Evacuation procedures are addressed in Section V of the WPI Emergency Preparedness Manual. Any modification of these procedures would be a decision made by the Director of Public Safety or Emergency Management Director based upon unique characteristics associated with the precipitating event. In these cases, community members will be given the precise steps they are to execute in evacuating.

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The WPI PD does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In such cases, WPI PD staff on the scene will communicate information to community members regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At WPI evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify WPI Police at 508-831-5555 (x5555 on campus).

- Remain calm
- Do NOT use elevators, use the stairs
- Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform WPI Police or the responding Fire Department of the individual's location
- Proceed to a clear area at least 500 feet from the building. Keep all walkways clear for emergency vehicles
- Make sure all personnel are out of the building
- Do not re-enter the building until instructed to do so

Shelter-in-Place Procedures – What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in until it is safe to go outside.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources including WPI Police or other authorities utilizing the WPI ALERT emergency communication system, or the Worcester Police.

The College’s Crisis Response Team, in conjunction with the Director of Public Safety and Emergency Management Director, plans, publicizes and conducts a test of the emergency response and notification system at least annually and maintains a record documenting each test, including a description of the exercise, the date, time and whether it was announced or unannounced. This task is handled and managed by the WPI Police Department.

These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The campus publicizes WPI’s emergency response and evacuation procedures on WPI’s Emergency Management web page as well as on the WPI mobile application.

WPI Police Daily Log

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC § 1092(f) with implementing regulations at 34 CFR 668.46 the WPI Police Department maintains, and makes available, a Daily Crime Log, which records all criminal incidents and alleged criminal incidents reported to WPI Campus Police. New incidents will be recorded not more than two business days after they are first reported, and generally changes to, or dispositions of, existing incidents will be updated not more than two business days after they are changed or closed.

NOTE: The Daily Crime Log contains only those criminal incidents and alleged criminal incidents taking place in or upon lands or structures of any property or roadway owned, used or occupied by WPI and its identified boundaries (see the geographical campus map [here](#)). For information about criminal incidents and alleged criminal incidents taking place outside the primary area of jurisdiction of the WPI Police, please contact the Worcester Police Department at 508-929-1300 or visit their [website](#). Information reported includes:

- Date the crime was reported
- Date and time the crime occurred
- Nature of the crime
- General location of the crime
- Disposition of the complaint, if known

Maintenance

The WPI Police Department reserves the right to exclude criminal incidents and alleged criminal incidents if the disclosure:

- Is prohibited by law
- Would jeopardize the confidentiality of the victim

The WPI Police Department reserves the right to temporarily withhold information of criminal incidents and alleged criminal incidents if the disclosure would:

- Jeopardize an ongoing investigation
- Jeopardize the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

Availability

- Viewable at the WPI Police Department located in the lower level of Founders Hall, 26 Boynton St., Monday through Friday (with the exception of Massachusetts and Federal holidays), 8:00am – 4:00pm
- Available upon request for incidents that occurred in the last 60 days
- Available within two business days for incidents older than 60 days

Monitoring and Recording Criminal Activity

On campus: Our computerized information management system assists officers in documenting reports of crimes, injuries, emergencies, unusual events, or suspicious activity on campus, and facilitates the collection of monthly and annual crime statistics. The WPI Police Department is linked nationwide through the LEAPS/NCIC/CORI Law Enforcement Network, allowing the department access to criminal activity, motor vehicle history/information, and priority communication between law enforcement agencies.

Non-campus and Public Property: The Worcester Police Department provides WPI Police with statistics for crimes committed on public property located within the same reasonably contiguous geographic area of the university (i.e., sidewalk, street, thoroughfare, parking facility) and is adjacent to a facility that is owned or controlled by the university if the facility is used by WPI in direct support of, or in a manner related to, the university's educational purposes. It also provides statistics for crimes committed in any building or property owned or controlled by student organizations that are officially recognized by WPI (see Crime Statistics section).

Monitoring and Recording of Criminal Activity by Students at Non-campus locations of Recognized Student Organizations: WPI has officially recognized student organizations that own or control housing facilities outside of the WPI core campus. If Worcester PD is called by a citizen to respond to one of those locations, Worcester PD will typically notify WPI PD to respond with them or they will notify WPI PD after they have responded to inform WPI of the situation. However, Worcester PD does this out of courtesy and is not "required" to notify or involve WPI PD when they respond to a call involving private property.

When a serious crime occurs off campus, the Worcester Police Department is contacted and WPI Police works closely with the Worcester Police Department in a coordinated investigative effort, and collaboratively responds to crimes within the peripheral areas of the WPI Campus. Such areas includes: Fraternities, Sororities, and other student housing contiguous to the WPI Campus. Depending upon the nature of the crime, State Police specialists may be contacted and requested to assist in the investigation.

On-Campus Missing Student Protocol

As required by federal laws, WPI has adopted this missing student notification protocol.

If any member of the WPI Community believes that a student who is living in on campus housing is missing, the WPI Police must be notified immediately at 508-831-5555. WPI Police will initiate an investigation to locate the student and notify the Dean of Students and/or Administrator on call.

All students residing in on-campus housing have the option to identify confidentially an individual to be contacted by WPI in the event the student is determined to be missing for more than 24 hours using [this link](#) to access the form. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement officers in

furtherance of a missing person investigation. Students who wish to identify or update a confidential contact for this purpose can do so at any time using the link provided above. If the missing student is under the age of 18 and is not an emancipated individual, WPI will notify the student's parent or legal guardian, in addition to notifying any additional contact person designated by the student, within 24 hours after WPI Police has determined that the student has been missing for more than 24 hours.

Missing Student Procedures

If members of the WPI community believe that a student has been missing for 24 hours, it is critical that they report that information to WPI PD by calling 508-831-5555.

Within 24 hours of determining that a student is missing in accordance with its internal operating procedures, WPI will notify the Worcester Police Department, unless the local law enforcement agency was the entity that made the determination that the student is missing. Additionally, the police department of the community where the missing student maintains a home of record, and the individual designated as the student's confidential contact, will be notified that the student has been missing for 24 hours. If the missing student is under the age of 18 and not an emancipated individual, WPI is also required to notify a custodial parent or guardian not later than 24 hours after determining that a student has been missing for 24 hours, in addition to notifying the student's confidential contact. If the missing student is under the age of 21, WPI will also post a missing person notice on the national police information network. WPI reserves the right to notify additional individuals or law enforcement agencies or authorities in its discretion if an emancipated student over the age of 18 is determined to be missing, including the parents or guardians of the missing student.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, WPI will inform the Worcester PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Security & Access to Academic Buildings, Other Facilities

Access to campus facilities and grounds is a privilege extended to students, faculty, staff, and guests. WPI encourages an open environment, with limitations, to assure adequate protection of all members of the university community. Except for residence halls, most campus facilities are accessible to community members and visitors during the days and evenings that classes are in session. WPI residence halls are only accessible to building residents and their authorized guests and visitors.

Specific hours of operation are determined by respective department heads (faculty, administrative, and/or building managers). Access to these facilities after hours (and when classes are not in session) is in accordance with the access control policies established by the designated department head and the WPI Police Department. Faculty, staff, and students will receive proper and advanced authorization when these facilities are closed.

Most of WPI's students, faculty, and staff use keycards or keys to access buildings and rooms on campus. Lost or stolen keys should be reported to the WPI Police

Department immediately. A report will then be documented and forwarded to the WPI locksmith. Keys issued are nontransferable. WPI will prosecute unauthorized persons found trespassing on university property or found in possession of unauthorized keys, keycards, or access codes.

For additional information on property and property damage, malfunctioning locks, lost keys/keycards, and costs, please see the [Facilities website](#).

Public Safety Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

Residential Services Program

WPI's Residential Services staff provides resident students with information concerning security and safety policies and procedures, including guest access policies, in its housing and dining contract.

During holidays and other periods when classes are not in session, some residence facilities are closed. Students authorized to live on campus during those times may be asked to register with the Residential Services Office and the WPI Police Department. Safety and security policies and procedures that apply during the academic school year are in effect during these periods as well.

Security in the residence halls is an extremely important issue. Resident students play a key role in ensuring that residence halls areas are safe and secure, because they know best who lives there and who does not. Students serve as the eyes and ears for their fellow students and the WPI community. If something looks suspicious to them, they're advised to call the WPI Police Department. Since resident students cannot assume that everyone who approaches the door of a residence hall is a student or resident, they are advised to avoid holding doors to let others enter or from propping doors open for any reason. WPI Police patrols of residence halls include perimeter, lobbies, dining areas and basements.

Global Projects Program

WPI is committed to the health, safety, and security of all students who participate in the Global Projects Program. While off-campus study can present unique challenges and risks, careful preparation, diligent planning, and adherence to recommended safety practices all support a productive and rewarding project experience. The Interdisciplinary and Global Studies Division (IGSD) promotes safety in all of our programs through a series of mandatory pre-departure orientations that address key issues related to health, safety, and security at off-campus project locations. IGSD provides detailed logistics and safety information through the Going Global handbooks prepared for each site, and maintain a 24-hour emergency response service that is available to assist all participants at global project centers. IGSD works closely with the Dean of Students Office, the Student Development and Counseling Center (SDCC), the WPI Police Department, and other campus resources to address incidents that do arise.

It is imperative that all students undertaking off-campus study through the Global Projects Program and Individually Sponsored Residential Projects at WPI adhere to health and safety recommendations distributed through the Going Global handbooks

and pre-departure orientations. All students traveling off-campus are strongly encouraged to supplement these formal preparations with their own research to learn more about issues concerning personal health, safety, security, crime prevention, and cultural differences at their planned project site. Through the decisions they make before and during their project experience and by their day-to-day choices and behaviors, students can have a major impact on their own health and safety while they are completing projects off campus. Please contact the IGSD with questions or for more information on how to best prepare for your experience in the Global Projects Program. IGSD: 508-831-5547 or global@wpi.edu.

Maintaining the Physical Security of Campus Grounds and Facilities

The Department of Facilities provides maintenance and repair of campus buildings and grounds. WPI Police officers routinely check the campus and report unsafe conditions to the Facilities Office. Police patrols of residence halls include perimeter, lobbies, dining areas and basements. However, if you have concerns for personal safety and property protection (i.e., inoperative locking hardware, hazardous conditions), you may alert the Facilities Customer Service Center by calling 508-831-5500 between 7am and 5pm M-F. After-hours issues should be directed to WPI Police at 508-831-5433.

Medical and Emergency Medical Services

The WPI Health & Wellness Services, located in Stoddard C, 32 Hackfeld Road, is open Monday through Friday, 9 a.m. to 5 p.m. A health care provider can be reached at 508-831-5520. For after-hours urgent calls, a medical doctor is on call and can be reached at 508-334-8830 (identify yourself as a WPI student). Any off campus services may be billable to your health insurance.

WPI Police are trained as first responders and are certified in cardiopulmonary resuscitation, and fully equipped with automatic external defibrillator (AED) and Narcan. During the academic year, a group of student certified first responders volunteer their services to the community by assisting WPI police with medical emergency calls. Sick or injured persons are transported by a local ambulance service to a nearby hospital if determined necessary. Ambulance transport charges may apply. It is your responsibility to familiarize yourself with the exclusions and/or limitations of your health insurance plan.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

WPI prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, WPI issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By 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 in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”
 - **Rape** is defined as 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 victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person’s safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions in Massachusetts of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** The state of Massachusetts (in M.G.L c.290A) defines “Abuse” as the occurrence of one or more of the following acts between family or household members:
 - Attempting to cause or causing physical harm; or
 - Placing another in fear of imminent serious physical harm; or
 - Causing another to engage involuntarily in sexual relations by force, threat or duress.

Under the definition above, "Family or household members" are defined as those persons who:

- Are or were married to one another; or
 - Are or were residing together in the same household; or
 - Are or were related by blood or marriage; or
 - Who have a child in common regardless of whether they have ever married or lived together; or
 - Are or who have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
 - The length of time of the relationship;
 - The type of relationship;
 - The frequency of interaction between the parties; and
 - If the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.
- **Dating Violence:** The state of Massachusetts does not have a definition of dating violence. However, the definition of domestic violence above does include criteria to be considered in determining whether individuals are in a substantive dating or engagement relationship and therefore meet the definition of ‘family or household member.’
 - **Sexual Assault:** The state of Massachusetts does not have a definition of sexual assault. However, within the context of a general definition of sexual assault as actual or attempted sexual contact with another person without that persons consent, there are specific crimes described in Massachusetts General Law which would fall under the category of sexual assault. These include, but are not limited to:
 - **Rape:** The state of Massachusetts (in M.G.L c.265 § 22b) defines ‘rape’ as the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral contact or penetration to a sex organ of another person, without the consent of the victim.
 - **Fondling:** The state of Massachusetts does not have a definition of fondling.

- **Incest:** The state of Massachusetts (in M.G.L c.272 § 17) defines ‘incest’ as sexual contact or marriage with individuals who are related by blood or adoption.
- **Statutory Rape:** The state of Massachusetts (in M.G.L c.265 § 23) defines ‘statutory rape’ as sexual intercourse with a person who is under 16 years of age at the time of the offense.
- **Stalking:** The state of Massachusetts (in M.G.L c. 265 § 43) defines ‘stalking’ as:
 - Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and
 - Whoever makes a threat with the intent to place the person in imminent fear of death or bodily injury.
- **Consent:** The state of Massachusetts does not define consent in relation to sexual activity.

WPI Sexual Misconduct Policy, Definitions, and Procedures

WPI values the health and safety of every individual on campus and expects its community members to treat all people with respect and dignity. The university recognizes the critical need to develop policies and programs that support victims/survivors and encourages them to report sexual assaults and sexual harassment to the university staff. WPI is committed to providing a working and learning environment free of all forms of sexual misconduct including sexual harassment, dating violence, domestic violence, stalking, sexual assault, and rape and to offering the educational programs designed to meet these goals.

WPI is committed to the safety of community members and is required by federal law to investigate all allegations of sexual misconduct and take any remedial action deemed necessary to preserve a victim’s safety and that of the community, whether or not they wish to make a formal complaint. However, in planning any response, the wishes of the reporting individual are given full consideration. WPI encourages victims of sexual assault to talk to somebody about what happened – to get the support needed, and so the College can respond appropriately. A list of confidential resources can be found later in this section. Reporting an incident to a confidential person will not result in disclosure to WPI. All other employees of WPI are required to report to the Title IX Coordinator any reports of sexual misconduct. The Title IX Coordinator will not take any action without your knowledge.

Victims of sexual assault are urged to report the incident to the WPI Police as soon as possible, regardless of where the offense took place, and/or whether or not the offender is known to the victim. (WPI Police 508-831-5433 and/or Worcester Police 508-799-8606). The university will present several options and services to the victim so they can choose the most appropriate course of action. Among the options are counseling and mental health services, relocation of your residence hall (if you reside in on-campus housing), possible academic schedule changes or work assignment

adjustments. Additionally, in accordance with Massachusetts law, the identity of a sexual assault survivor will be kept confidential.

As articulated in the WPI Sexual Misconduct Policy, the following definitions are used by WPI to articulate community standards and identify prohibited behaviors:

Sexual Misconduct is a broad term that includes sexual harassment, sexual assault, sexual exploitation, gender motivated stalking, relationship abuse, engaging in certain inappropriate relationships, and retaliation against a person reporting sexual misconduct or participating in any investigation or proceeding related to this policy, all as defined below. This definition of sexual misconduct includes sexual assault (e.g. rape, fondling, incest, or statutory rape) as defined by the Clery Act, a federal law on campus safety and security. Sexual misconduct can occur between individuals who know each other, individuals who do not know each other, individuals who have an established relationship, and individuals who have previously engaged in consensual sexual activity. Sexual misconduct can be committed by persons of any gender identity, and it can occur between people of the same or different sex. Use of alcohol or other drugs will not excuse any behavior that violates this policy.

Sexual Assault is any intentional sexual contact or activity that occurs without the consent of any individual involved.

Sexual Exploitation is purposefully taking sexual advantage of another person without consent.

Stalking is defined as a pattern of actions or course of conduct directed at a specific person over time that would cause a reasonable person to feel fear. This policy covers those instances where the stalking of a person is motivated by the person's real or perceived gender, sex, or sexual orientation. For the purposes of this definition, "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Relationship abuse is defined as behavior that serves to exercise control and power in an intimate relationship. The behaviors can be physical, sexual, psychological, verbal and/or emotional. Relationship abuse can occur between current or former intimate partners who have dated, lived together, have a child together, currently reside together on or off campus, or who have otherwise connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships.

Consent is the positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent must be an informed, deliberate and voluntary decision to engage in mutually acceptable sexual activity. It is the responsibility of the person who initiates sexual activity to make sure consent is received from any other person(s) involved. WPI recognizes that there are a wide variety of sexual interactions, that there is no single way to communicate consent, and that context matters. At all times, each party is free to choose where, when, and how they participate in sexual activity.

Consent is active not passive. Individuals should be able to clearly articulate why and how they believed they received consent and what they considered to be indications

of consent as they engaged in sexual activity. Consent must be received for each sexual act. It is important to remember:

- Consent to one sexual act does not constitute or imply consent to another act.
- Previous consent does not imply consent to future sexual activity.
- Consent cannot be assumed based on the parties' relationship or sexual history.
- Consent can be withdrawn at any time before or during sexual activity.

These definitions of consent are articulated in the WPI Sexual Misconduct Policy in our university policies and procedures.

SEXUAL VIOLENCE: WHAT YOU NEED TO KNOW

If you experience any form of sexual violence, there are a number of ways you can report the incident and a wide array of resources available to help you obtain information and ensure your physical and emotional health and safety.

PROCEDURES A VICTIM SHOULD FOLLOW IMMEDIATELY AFTER AN INCIDENT

GET TO A SAFE PLACE

Get to a safe place as soon as possible. Go to your room, a friend's room, or a public place on or off campus. If you are worried about your safety, contact WPI Police immediately. WPI Police officers can help get you to a safe place, transport you to a hospital for medical care, and connect you with a WPI counselor if you wish to speak with a confidential resource.

HOW TO CONTACT WPI POLICE

- Dial 5555 from an on-campus phone
- Dial 1-508-831-5555 from a non-WPI phone
- Locate a WPI emergency phone (identified by a blue light) on campus

SPEAK WITH A CRISIS COUNSELOR

On campus: You can speak with WPI's counselor on call by contacting WPI Police. You can also call a number of free and confidential 24-hour hotlines in the community.

Off campus: Off campus crisis counselors 24 hours a day/7 days a week

- Pathways for Change: 1-800-870-5905, Office: 508-852-7600
- Daybreak: 1-508-755-9030
- RAINN: 1-800-656-HOPE (4673)
- RAINN Online Hotline with messaging at <https://ohl.rainn.org/online/>
- A complete list of crisis centers in Massachusetts can be found [here](#)

GET MEDICAL ATTENTION

Medical attention following an incident of sexual assault, domestic violence or dating violence can be helpful and important for many reasons: to treat any injuries or ensure that you are not injured; receive antibiotics to prevent sexually transmitted infections; obtain emergency contraception; or enable the collection of forensic evidence in the event that you later decide to take legal or criminal action against your assailant.

Specially trained Sexual Assault Nurse Examiners (SANE) are available at the following area hospitals to care for survivors and perform evidence collection for up to five days following a sexual assault. Evidence collection does not require police investigation or legal action. Additional SANE designated sites in Massachusetts can be found [here](#).

Harrington Memorial Hospital
100 South Street
Southbridge, MA 01550
(508) 765-9771

Milford Regional Medical Center
14 Prospect Street
Milford, MA 01757
(508) 473-1190

St. Vincent's Hospital
123 Summer Street
Worcester, MA 01608
(508) 363-5000

UMASS Memorial Hospital
Memorial Campus
119 Belmont Street
Worcester, MA 01605

UMASS University Hospital
University Campus
55 Lake Avenue North
Worcester, MA 01655

PRESERVE EVIDENCE

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful for investigation and/or adjudication processes.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Police or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

EMOTIONAL SUPPORT & COUNSELING SERVICES

You are not alone. Experiencing sexual violence can be an enormous burden to bear, but there are a number of people who are available to support you. Consider speaking with a confidential resource at WPI or in the local community. WPI's Student Development & Counseling Center (SDCC) can provide you with emotional support in the wake of trauma, including free and confidential counseling. The SDCC is located at 16 Einhorn Rd. and offers walk-in hours every weekday from 2 to 3pm. Contact the SDCC at 1-508-831-5540 or sdcc@wpi.edu

ACCOMODATIONS & PROTECTIVE SERVICES

The Dean of Students Office can assist you with a variety of measures, including a "no-contact order," a "stay away order," academic support, and/or housing accommodations, whether or not a formal complaint is filed. Contact the office at 508-831-5201 or dean-of-students@wpi.edu. WPI Police can also provide information and support if you are interested in filing for a court-issued protective order. Once issued, WPI will work with you to make necessary accommodations.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, WPI will provide notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator (titleIX@wpi.edu, 508-831-6514). The Title IX Coordinator will provide the victim with contact information to request specific accommodations and can also provide assistance to the victim in requesting these services.

REPORTING SEXUAL VIOLENCE: WHAT YOU NEED TO KNOW

If you have experienced any form of sexual violence, stalking, dating violence or domestic violence, there are several ways you can report the incident. Depending on

who you are most comfortable speaking with, you can reach out to any of the resources listed below to discuss the incident and explore your reporting options.

CONFIDENTIAL RESOURCES

- Student Development and Counseling Center: 1-508-831-5540, sdcc@wpi.edu
WPI Health Services: 1-508-831-5520, healthcenter@wpi.edu
- WPI Collegiate Religious Center Chaplains
- Pathways for Change Rape Crisis Center: 1-800-870-5905.
- Confidential Resource Advisors (see list [here](#)) – These are specially trained WPI employees who can advise about reporting options, assist with connecting to resources, and provide support. Reports to Confidential Resource Advisors will be kept confidential.

Confidential resources will provide support and discuss your reporting options. If you choose to file a report, they will refer you to the Title IX Coordinator.

NON-CONFIDENTIAL RESOURCES

- Campus Police: 1-508-831-5555
- Dean of Students Office: 1-508-831-5201, dean-of-students@wpi.edu
- Talent & Inclusion: 1-508-831-5470, human-resources@wpi.edu
- WPI Title IX Coordinator: 1-508-831-6514, titleix@wpi.edu
- A WPI coach, faculty or staff member, or project advisor

Non-confidential resources are required to report incidences of sexual violence to the Title IX Coordinator. Reports will include your name and identifying information. Once a university employee is made aware of an incident of sexual violence, the university will take immediate and appropriate steps to investigate what happened and resolve the matter promptly and equitably. Depending on the circumstances of the incident, WPI may have an obligation to move forward with or without your participation. You should know that a request for confidentiality may limit the ability for the university to respond.

REPORTING OPTIONS

You may choose to explore one or more of the reporting options below and can change your mind at any time during the process. You are not required to file a report immediately, but you are encouraged to preserve any evidence of the incident.

UNIVERSITY COMPLAINT

If the alleged perpetrator is affiliated with WPI, you may file a complaint with the university by contacting the [Title IX Coordinator](#). University complaints and the process to resolve those complaints are governed by the [WPI Sexual Misconduct Policy](#). The standard of proof is “preponderance of the evidence,” meaning more likely than not. Violations of the Sexual Misconduct Policy can result in a range of sanctions, including behavioral restrictions, relocation from residence hall, being trespassed from campus grounds, community service, participation in training programs, disciplinary warning, probation, suspension from the university for one or more terms, expulsion from WPI, and termination for an employee.

In accordance with the requirements of the Jeanne Clery Act as amended in 1992, and the guidance issued by the Department of Education, in any campus conduct case involving allegations of certain sexual offenses, the accuser and the accused are entitled to the same opportunities to have support persons present during a campus disciplinary proceeding and will be informed in writing of the outcome of any campus disciplinary proceeding, including when the results become final and any appeals. For more information regarding the WPI Sexual Misconduct Policy, please contact the Title IX Coordinator:

John Stewart, Title IX Coordinator
508-831-6514
titleix@wpi.edu

FILING A COMPLAINT WITH WPI POLICE

WPI Police Officers are available 24 hours a day and are professionally trained and experienced in dealing with sexual assault, rape, and other forms of violence including dating violence, stalking, and domestic violence. They are sensitive to the feelings you may be experiencing and will be supportive in assisting you with options and resources. WPI Police handle on-campus investigations of crimes of this nature and may work in collaboration with other local, state, and federal agencies, if necessary. If you choose to file a report with the WPI Police Department, the process may include an interview with a police officer, written and/or recorded statement, photographs and the potential identification of witnesses and suspects. The Worcester Police Department's Detective Division is the primary investigatory agency of crimes of this nature that are committed off campus.

FILING A CRIMINAL COMPLAINT

If you wish to file a criminal complaint, the Title IX Coordinator will connect you with WPI Campus Police, who will assist you in pursuing criminal charges. If you choose to file a criminal complaint, WPI Campus Police will also provide you with support throughout the process. The WPI Police will assist with all aspects of the criminal investigation and they will provide liaison support if the criminal investigation falls under the purview/domain of another law enforcement agency.

A criminal complaint is governed by applicable criminal statutes, and the standard of proof is "beyond a reasonable doubt." Potential sanctions include all applicable criminal sanctions, up to and including incarceration. It is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, WPI Campus Police will assist any victim with notifying law enforcement if the victim so desires. The Worcester Police Department may also be reached directly by calling 508-799-8606, or in person at 9-11 Lincoln Square, Worcester, MA. Additional information about the Worcester Police department may be found online at <http://www.worcesterma.gov/police>. When filing a criminal complaint, WPD will conduct an initial interview with the victim and provide the victim with the opportunity to submit their own written statement. A detective may also be assigned to the case to conduct a detailed investigation.

REPORT WITHOUT DETAILS

If you do not wish to share the name of the other party and/or the date/time/location of the incident, the following processes will commence:

- A report will be made to the university Title IX Coordinator
- Based on the information provided, the Title IX Coordinator may conduct an investigation
- You may choose whether you want to participate or not in the investigation

DO NOTHING AT THIS TIME

You do not have to take any action or file a complaint if you do not want to do so, and you may change your mind at a later date. Please know that in certain cases, when the safety of the campus community is at risk, the university may move forward to investigate the case with or without your participation.

ANONYMOUS REPORTING

Anonymous reports of sexual violence may be made [here](#). The ability for WPI to follow up on anonymous reports may be limited.

RETALIATION PROHIBITED

Retaliation means any adverse action or threat taken or made against an individual, including through third parties, for making a report of misconduct or participating in any investigation or proceeding related to the Sexual Misconduct Policy. Retaliation of any kind against any person involved in a complaint concerning sexual harassment or violence will not be tolerated by WPI. Complaints of retaliation arising from a person's participation in the investigation of a complaint of sexual harassment will be handled in accordance with applicable WPI policies and procedures and may result in disciplinary action.

CAMPUS REPORTING AND SAFETY NOTIFICATIONS

Depending on the circumstances, a campus safety notification reporting the incident may be sent to the community. Your name will not be identified in the notification. Similarly, WPI will report the incident, with no identifying information, as part of the annual crime report.

Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking. These include informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and a respondent, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will make such

accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the WPI Police or local law enforcement. Students and employees should contact the Title IX Coordinator at 508-831-6514, titleix@wpi.edu.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate 6. Institution will provide the victim with an explanation of the victim's rights and options 7. Institution will provide a "no trespass" or "no contact" directive to accused party if deemed appropriate 8. Institution will provide instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination, for assisting in the investigation, or as a respondent in an investigation, during and following the outcome of the investigation.
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide complainant with referrals to on and off campus mental health providers 4. Institution will provide instructions on how to apply for Protective Order 5. Institution will provide information to complainant on how to preserve evidence 6. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 7. Institution will provide the victim with an explanation of the victim's rights and options 8. Institution will provide a "no trespass" or "no contact" directive to accused party if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide instructions on how to apply for Protective Order

	<ol style="list-style-type: none"> 4. Institution will provide information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with an explanation of the victim's rights and options 7. Institution will provide a "no trespass" or "no contact" directive to accused party if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide instructions on how to apply for Protective Order 4. Institution will provide information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with an explanation of the victim's rights and options 7. Institution will provide a "no trespass" or "no contact" directive to accused party if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide victims with an explanation of their rights and options. Such information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, WPI will provide notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Service Provider	Contact Information
Counseling	Student Development and Counseling Center	508-831-5540
Health	Health Services	508-831-5520
Mental Health	Student Development and Counseling Center	508-831-5540
Victim Advocacy	Student Development and Counseling Center	508-831-5540
Legal Assistance	WPI Police Department	508-831-5433
Visa and Immigration Assistance	International Student Life	508-831-6030
Student Financial Aid	Student Aid and Financial Literacy	508-831-5469

OFF CAMPUS	Service Provider	Contact Information
Counseling	Daybreak/YWCA	508-755-9030
Health	UMass Memorial	508-334-1000
Mental Health	Hope Coalition	508-334-7312
Victim Advocacy	Victim Assistance Program	508-792-0214
Legal Assistance	Community Legal Aid	855-252-5342
Visa and Immigration Assistance	Immigration Legal Aid	508-754-1121, ext. 407

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Rape, Abuse and Incest National Network: <http://www.rainn.org>

Department of Justice: <http://www.ovw.usdoj.gov/sexassault.html>

Department of Education, Office of Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/index.html>

Confidentiality

Victims may request that directory information on file with the University be withheld by request by contacting the Registrar's Office at 508-831-5211.

Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Education and Training

WPI is committed to creating a safe and healthy community. The university has established a comprehensive educational programs to prevent dating violence, domestic violence, stalking, and sexual assault. The goal of the program is to prevent and respond to assaults by providing educational and peer-to-peer programs, counseling, and support resources, and to increase awareness and prevent these crimes in the WPI community. The Sexual Assault & Violence Education Committee (SAVE) is a coordinated community response team comprised of students, administrators, staff and faculty working to nurture a campus community that is healthy, safe and supportive for all. SAVE works to foster this environment by providing education on the topics of sexual assault, dating and domestic violence, and stalking while creating opportunities for open campus dialogue around these issues, promoting pro-social and proactive bystander intervention, and empowering all member of the community to gain knowledge of support resources. The SDCC, SAVE committee, and SPARC (Students Preventing Assault & Rape in Our Community) are all responsible for violence prevention programming throughout the year. Annual events include:

- Training for all new students on sexual violence
- Bystander intervention training for all new students
- Healthy relationship workshops
- Speakers/programs on Sexual Assault and Domestic Violence
- Clothesline Project
- Take Back the Night

In addition, WPI Police offers a variety of personal safety programs for students including RAD (Rape Aggression Defense) System training for women.

For more information about sexual violence, training opportunities, and educational resources, visit <https://www.wpi.edu/+save>.

How to Be an Active Bystander

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.”¹ 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 list² of some ways to be an active bystander. If you or someone else is in immediate danger while on campus, dial Campus Police at 508-831-5555 (on campus x5555) or dial 911 if you are off campus. Immediate danger could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. 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.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don’t know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.

² Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

University Resources

The University has designated the following individuals as having oversight responsibility for receiving complaints of and investigating allegations of sexual misconduct by a WPI student in connection with a University program or activity:

Title IX Coordinator (Student, Faculty or Staff Conduct)

- John Stewart, Title IX Coordinator, 1-508-831-6514, titleix@wpi.edu

Deputy Title IX Coordinators

- Emily Perlow, Assistant Dean of Students, 508-831-5060, eperlow@wpi.edu
- Kristan Coffey, Director of Talent & Human Resources, 508-831-4680, kecoffey@wpi.edu
- Art Heinrich, Dean of Undergraduate Studies, 508-831-5397, heinrich@wpi.edu
- Anne Ogilvie, Director for Team Learning, IGSD, 508-831-5485, atogilvie@wpi.edu

Students Traveling

The Interdisciplinary & Global Studies Division and the Student Development and Counseling Center have collaborated to develop a pre-departure orientation program focused on sexual assault awareness and prevention for all students traveling to residential project centers (both domestic and international) through the Global Projects Program. The pre-departure orientation program is centered on an online module which includes an educational video, and an in person component where staff facilitators lead a pre-departure health, safety and security session, which includes scenario based discussion groups, one of which is on how to prevent and respond to a sexual assault.

Equal Opportunity, Anti-Discrimination & Harassment Policy

It is the policy of WPI to provide each qualified individual - regardless of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status – the opportunity to participate in the university's educational and employment programs and activities in a discrimination and harassment-free environment, in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Furthermore, WPI prohibits and will not tolerate unlawful discrimination or harassment. Unlawful discrimination or harassment consists of treating a person differently in any WPI program or activity based on their race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status. This includes, for example, the display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

WPI prohibits and will not tolerate any form of retaliation against persons who have complained about, or participated in an investigation of a complaint about, unlawful discrimination or harassment.

WPI will administer any complaint of discrimination or harassment with the utmost degree of privacy and confidentiality possible under the circumstances of each matter and as permitted by law. Failure of any participant in an investigation process conducted under this policy to respect confidentiality, both during or after any investigation, may constitute retaliation and subject the violator to discipline.

WPI will make an independent inquiry into complaints of unlawful discrimination and harassment, according to applicable WPI procedures. Students who are determined to have violated this policy will be subject to disciplinary action, including suspension or expulsion, where appropriate.

Any individual who believe(s) that he or she has been subjected to prohibited discrimination or harassment in connection with any university program or activity should immediately bring the matter to the attention of Kristan Coffey, ADA Coordinator/Director, Talent and Human Resources at 508-831-4680, or to a member of the Dean of Students Office staff (for student conduct only) at 508-831-5201.

Inquiries concerning Section 504/disability discrimination should be referred to Kristan Coffey, ADA Coordinator/Director, Talent and Human Resources (for faculty or staff inquiries) at 508-831-4680 or Amy Curran, Director, Office of Disability Services (for student inquiries only) at 508-831-4908.

Procedures for Obtaining Protective Orders

The Abuse Prevention Law, MGL 209A was enacted to help victims from being abused. The law, most commonly known as a restraining order, allows the court to issue a protection order notifying your abuser to stop the abuse. The Worcester and WPI Police are responsible for enforcing any violations of the restraining order. If you decide to file a complaint for an Abuse Prevention Order contact the WPI Police at (508) 831-5433 and they will assist you with the process described below. The law also provides victims of harassment with the ability to receive relief from the courts even though there is no relationship with the abuser. The Harassment Prevention Order, Massachusetts General Law 258E, addresses a critical gap in the law to protect victims of criminal harassment, stalking, or sexual assault from being harassed repeatedly regardless of their relationship with the assailant. Sexual harassment and misconduct by WPI community members will be addressed using applicable procedures and state laws.

Victims can file an application for a civil complaint for protection of abuse at the local courthouse. You will then speak to a clerk or judge to explain your reasons for requesting the protective order. The judge will determine whether or not a temporary order for 10 days will be issued. If the temporary order is issued, you will be provided with a copy and will be required to come back to court in 10 days for a hearing. The abuser will receive a summons from the court requiring them to attend the 10 day hearing. At the 10 day hearing, the judge will determine if the order will be extended. Bring any witnesses or evidence that you may have to support your testimony. If the abuser does not appear, the hearing is still held. You must appear at the hearing or the order will be dismissed. The judge will determine whether the restraining order will be extended for a longer period of up to one year or dismissed, based upon the testimony and evidence provided.

If you need immediate protection from an abuser, contact the WPI Police Department at (508) 831-5555 or if off campus in the city of Worcester call Worcester Police at 911. Always consider ways to leave your present situation safely. Try to remember the following:

- Leaving a violent relationship can be very difficult and dangerous
- Make sure you have a safety plan in place
- Know ahead of time a safe place you can go to in an emergency
- Bring along with you important documents (bankbooks, driver's license, custody papers etc.) and tell a friend.
- Let someone you trust help you make the first step.

The Worcester and WPI Police will assist you in obtaining an Emergency Restraining Order which will be valid until the next court business day. As soon as the order is issued you will be provided with a copy and the police will attempt to serve a copy to the abuser.

Violation of an Abuse Prevention Order

If the abuser violates the restraining order, call the police immediately. If you live on the WPI campus, contact the WPI Police immediately. If you live off campus within the city of Worcester, call the WPD 911 line. If the abuser leaves the area, provide the police with as much information as possible. Let the police know the last known direction of flight and any physical or clothing description. If the police are unable to locate the individual, the next step would be the application of a criminal complaint.

Remember to keep the order with you at all times!

University Stay Away Requests and No Contact Orders

The University may issue a Stay Away Request or No Contact Order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

University-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by WPI.

Adjudication of Violations of the WPI Sexual Misconduct Policy

The university's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct a hearing process that protects the safety of the victim and promotes accountability.

The Sexual Misconduct Policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both, may be present;
2. The complainant, the respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. Advisors may communicate with their advisee but may not speak or otherwise communicate on behalf of a party. Advisors are subject to the same confidentiality obligations applicable to others in attendance;
5. The complainant and the respondent will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Resources for Information about Sex Offenders

Sexual Offender Registry Information

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

How to Inquire

Members of WPI may request information about sex offenders in Massachusetts at the Massachusetts Sex Offenders Registry Board, telephone (978) 740-6400 or <http://www.state.ma.us/sorb> or the Worcester Police Department (508)799-8600.

Penalties for Improper Use of Sex Offender Registry Information

Information contained in the Sex Offenders Registry will not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information will be punished by not more than two and one half years in the house of corrections or by a fine of not more than \$1000 or by both such fine and imprisonment.

Hazing Statement

Massachusetts law prohibits the practice of hazing by a student organization. WPI, in an effort to educate the entire student population about hazing, requires each student to read and sign the Hazing Policy as part of the academic registration process twice a year.

WPI is committed to emphasizing that all campus activities be made constructive, educational and safe for individuals and for student organizations. Therefore, in support of the University's commitment to the mental, emotional and physical well-being of every student, it is the policy of WPI and the Commonwealth of Massachusetts that hazing in any form is prohibited and its practices in any fashion be condemned. See Massachusetts Act regarding hazing [here](#).

(HEOA) Notification to Victims of Crimes of Violence

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Policies on Illegal Drugs and Alcohol and Controlled Substances

WPI supports, promotes, respects and expects adherence to federal and state laws regarding alcohol and drugs. The WPI community is composed of students, faculty, staff and alumni. The entire community must assume responsibility for providing a climate that respects personal rights, federal and state laws, promotes safety, and models appropriate and acceptable behavior.

Policy on Illegal Drugs and Alcohol

WPI enforces the Massachusetts underage drinking laws and state and federal drug laws, including within on-campus and off-campus living residences. The legal drinking age in Massachusetts is 21. Students found in violation of the Policy on Illegal Drugs and Alcohol will be subject to disciplinary action. Solely in programs involving off-campus travel outside of the United States, students may comply with the legal drinking age of the respective country they are located in. However, it is important to note that dangerous, or binge drinking in any location is a violation of the Code of Conduct.

Specifically, WPI prohibits the unlawful possession, use, sale and/or distribution of illicit drugs and alcohol on its property and/or as part of its activities.

1. Students under the age of 21 may not possess, consume, transport, or be served alcohol. Students under the age of 21 may not be under the influence of alcohol or a controlled substance. Regardless of age, no individuals may possess open containers on campus.
2. Kegs, bulk containers, or any other common sources of alcohol are not permitted on WPI-owned, operated, or affiliated property at any time.
3. Dangerous and/or binge drinking, or exhibiting offensive or disruptive behavior while under the influence of alcohol is prohibited.
4. Students may not possess, use, or distribute illicit drugs or possess drug-related paraphernalia.
5. Students may not furnish alcohol to anyone under 21 years of age. Furnish means to knowingly or intentionally supply, give or provide to, or allow a person under 21 years of age to possess alcoholic beverages on premises or property owned or controlled by the person or organization charged.

Policy on Use of Controlled Substances

WPI prohibits the unlawful use, possession, sale, distribution, or manufacture of controlled substances on WPI property or as part of University activities. WPI also prohibits the use, possession, sale, distribution, or manufacture of other substances, even though they may not be illegal, including, but not limited to, whippits, 2-C's, molly, ecstasy, NBOME, Spice, K-2, and non-prescribed performance enhancing drugs ("prohibited substances").

WPI prohibits persons from permitting the use of prohibited substances in a campus residence or associated residence, including in fraternities and sororities. WPI also prohibits the unlawful distribution, possession, social sharing, non-prescribed use, or

abuse of prescription drugs. Altering, tampering, or forging a prescription is also prohibited.

Policy on Recreational Marijuana

Although the Commonwealth of Massachusetts has legalized recreational use of marijuana by people at or over the age of 21, WPI must abide by federal laws, including the Drug-Free Schools and Communities Act, in order to remain eligible for federal funding, including funding for student financial aid. Therefore, WPI must continue to maintain and enforce its prohibition on the use of marijuana. This means that for all students, regardless of age, WPI prohibits the use, sale, manufacture, distribution, possession, or facilitation of the use of marijuana on campus. WPI also prohibits the unlawful manufacturing, selling, and distribution of marijuana regardless of location or age.

Student members of the WPI community who are in violation of this policy are subject to local, state, and federal law as well as disciplinary adjudication under the Code of Conduct, and/or WPI Fraternity and Sorority Community Policies. The various sanctions outlined in the Code of Conduct are applicable to students found responsible for violating the Policy on Illegal Drugs and Alcohol.

Tobacco-Free Campus Policy

WPI is a tobacco-free campus and does not permit the use or sale of any tobacco products (combustible or smokeless), including e-cigarettes.

This policy will apply to all members of the WPI community including visitors to the campus. The WPI campus will be entirely free from tobacco products and E-cigarettes everywhere including all buildings, walkways, patios, playing fields, lawns, parking lots, parking garages and all WPI owned, leased or rented vehicles.

Adherence to and management of this policy requires common sense, courtesy, and support among members of the WPI community. Students with concerns or questions should contact the Dean of Students Office.

Alcohol and Drug Education

Education and counseling services are available to all members of the WPI community. Students, faculty, and staff are encouraged to refer persons troubled by alcohol and/or drug use to the WPI Student Development and Counseling Center (SDCC) or to one of the various community support services available in or around Worcester. Campus and community resources are located at <https://www.wpi.edu/student-experience/health-counseling/counseling-services/alcohol-drug-education>.

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, WPI publishes information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a

description of available treatment programs for WPI students and employees. A complete description of these topics, as provided in the University's annual notification to students and employees, is available at <https://www.wpi.edu/about/policies/alcohol-drug-policy>.

Criminal Offenses Reported to WPI Police

Worcester Polytechnic Institute embraces the philosophy that an informed community is better prepared and becomes a more safety conscious community. The following statistics are provided under the guidelines of the federal Jeanne Clery Disclosure of Campus Security/Crime Act. The Crime Act requires the publication of certain crimes statistics for the previous three years. If you have any questions regarding these statistics, or if you would like more information about our security services and policies please contact the office of the Director of Public Safety at 508 831-5533.

State Law Definitions

In addition to the definitions of conduct that is prohibited by the College, the following are excerpts compiled from the Massachusetts General Laws that describe how certain relevant behavior is defined in Massachusetts. These definitions may not be identical to the definitions of conduct prohibited in the College's Sexual Misconduct Policy, but the College considered these definitions in developing its Policy.

Crime Statistics

How Do We Compile These Statistics

WPI Police and the Clery Act Coordinator collect the crime statistics disclosed through a number of various methods.

WPI Police Officers enter all reports of all crime incidents reported directly to the department in an automated case management software program called IMC. Once an Officer enters the report, a Department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook and the FBI National Incident Based Reporting System (NIBRS) Handbook (sex offenses only). Any reports of incidents from WPI Police are filed and maintained with the crime statistics for the applicable reporting period.

The Clery Act Coordinator sends an email correspondence to Worcester Police as defined in the Clery Act, requesting them to disclose any reports of crimes that may have been reported directly to them and not to WPI Police. The Coordinator examines these reports to ensure that none of the incidents reported by Worcester Police was also reported to the WPI Police to avoid possible double counting.

The Clery Act Coordinator requests local and state police agencies to provide statistics for applicable incidents on or within on campus locations, public property and non-campus property. In addition, other law enforcement agencies throughout the world

where WPI has a presence are contacted to request disclosure of any reports of crimes that have been reported to them.

The Clery Act Coordinator also contacts departments on campus and other individuals with significant responsibility for student and campus activities that may have received reports of crimes that were not reported to WPI Police. They are asked to submit information to the Clery Act Coordinator for compilation.

Statistics are compiled by the Clery Act Coordinator. The Coordinator examines all reports from all of the sources to ensure that none of the reports are double counted and to prevent duplication.

Definitions Used For Reportable Crimes

The FBI's UCR and NIBRS Handbooks have defined the actions for which data was collected as follows:

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** is defined as 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 victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

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.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Drug Abuse Violations: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (e.g. morphine, heroin, codeine); marijuana; synthetic narcotics (e.g. Demerol, methadone); and dangerous nonnarcotic drugs (e.g. barbiturates, Benzedrine).

Weapons: Carrying, Possessing, etc. The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Locations as Defined by the Crime Awareness and Campus Security Act

On Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the university in direct support of, or in a manner related to, its educational purposes. This includes residence halls, any building or property owned by the institution but controlled by another person, those frequently used by students, and those that support university purposes, such as food or retail vendors.

Non-Campus: Property owned or controlled by student organizations recognized by the institution, or property owned or controlled by the institution used by students for educational purposes that is not contiguous to the campus.

Public Property: Sidewalks, streets, parking lots, or thoroughfares within the contiguous area of the institution or adjacent to a facility owned or controlled by the institution and used for educational purposes.

Residential Facilities: On-campus student housing owned or controlled by the institution.

CRIME STATISTIC DATA FOR CALENDAR YEARS 2016, 2017, & 2018

UNFOUNDED CRIMES:

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of: criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

There were no Unfounded Crimes in 2016, 2017, or 2018.

BIAS MOTIVATED INCIDENTS AND HATE CRIME REPORTING:

Bias motivated incidents are defined as incidents involving vandalism, theft, intimidation, harassment, and assault that are motivated by race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity.

There were no hate crime reported in 2016.

There were two (2) hate crimes reported in 2017:

- On-campus, Religion, Characterized by Intimidation
- On-campus, Race, Characterized by Damage/Destruction of Property

There was one (1) hate crime reported in 2018:

- Public Property, Race, Characterized by Intimidation

CRIME STATISTIC DATA FOR CALENDAR YEARS 2016, 2017, & 2018

Primary Crimes	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*
Murder/Non Negligent Manslaughter	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Rape	2018	5	1	0	6	5
	2017	5	3	0	8	5
	2016	1	3	2	6	1
Fondling	2018	0	1	0	1	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Incest	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2017	0	0	6	6	0
	2016	0	0	0	0	0
Aggravated Assault	2018	0	0	1	1	0
	2017	1	1	1	3	1
	2016	0	0	0	0	0
Burglary	2018	3	2	0	5	1
	2017	0	1	0	1	0
	2016	0	6	0	6	0
Motor Vehicle Theft	2018	2	0	1	3	0
	2017	0	0	0	0	0
	2016	0	2	0	2	0
Arson	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*
Weapons Law Violation Arrests	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Drug Law Violation Arrests	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Liquor Law Violation Arrests	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2018	1	0	0	1	1
	2017	0	0	0	0	0
	2016	0	0	1	1	0
Drug Law Violation Referrals for Disciplinary Action	2018	18	0	0	18	18
	2017	10	0	0	10	10
	2016	9	3	0	12	9
Liquor Law Violation Referrals for Disciplinary Action	2018	53	4	6	63	49
	2017	84	4	6	94	76
	2016	115	7	18	140	115

VAWA Offenses	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*
Domestic Violence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	1	0	1	0
Dating Violence	2018	2	1	0	3	2
	2017	5	0	0	5	1
	2016	0	1	0	1	0
Stalking	2018	2	0	0	2	0
	2017	2	0	1	3	0
	2016	1	0	0	1	1

**Crimes reported in Residential Facilities are included in the On Campus category*

Annual Fire Safety Report and Statistics

Fire Safety and Residence Halls

The WPI Police and Facilities Services departments work closely with the Worcester Fire Department to ensure that the university is in compliance with applicable fire and life safety codes and standards. Egress drills and educational training programs in fire safety and prevention are available to all students, faculty, and staff. All WPI community members are encouraged to report any smoke or fire related incident immediately to the WPI Police.

Residence Hall Fire and Suppressions Systems

All on-campus residential buildings are equipped with fire alarm and sprinkler systems which are mandated by state, local, and fire safety codes. The fire alarm systems in all on-campus residential facilities consist of audible horns and strobes. All alarms are remotely monitored at the WPI Police Department through the WPI's campus wide alarm monitoring systems. On-campus residence halls are also equipped with fire rated smoke/fire doors dictated by the fire safety codes which impedes the spread of smoke and fire. In the residence halls that have a suite or apartment format, the fire rated door is the door that opens to an adjacent hallway. Regular and frequent inspections are conducted by WPI Police, Residential Services, Facilities personnel, and approved contractors who immediately report fire hazards within the residence halls along with recommended and prompt solutions.

WPI on-campus housing consists of a variety of configurations, including traditional dormitory style buildings, former houses converted to residential housing, apartments/townhouses, and apartment style facilities. Each facility is equipped with the fire and life safety systems required by the building codes, and fire safety equipment is reviewed regularly.

Policies on rules for portable electrical appliances, smoking and open flames in on-campus residence halls

There are a limited number of appliances permitted in the residence halls, and it does vary by location. Certain cooking appliances are prohibited in traditional dormitory style rooms but may be permitted in the apartment style facility. All appliances must bear the UL certified label. For a detailed list of approved appliances please refer to the

Residential Services website. Smoking or the use of candles, incense or other open flames in residence halls is strictly forbidden.

Fire Safety Education and Evacuation Procedures for Student Housing

The subject of fire safety is one that is taken very seriously at WPI. WPI works closely with our students and Residential Services staff to educate them on fire safety. The Residential Services staff is educated during Resident Advisor training in the fall and winter and are provided with informational handouts and materials to educate themselves as well as residents throughout the year. Resident Advisors discuss fire safety with residents at initial floor meetings in the fall and review evacuation routes and assembly areas.

Updates and information are shared through electronic means such as email, Twitter and Facebook to give student residents additional educational information in regards to fire safety. There is an annual review of the campus evacuation plan by officials of the WPI Emergency Preparedness Team and Residential Services professional staff. The Residential Services Staff conducts scheduled Health and Fire Safety Inspections each academic term. The purpose of the inspection is to inspect student rooms for health and fire safety violations, security concerns, damage, and other violations of college policies. The inspections are designed to seek out and correct potentially hazardous situations in order to protect the health, safety and general welfare of community members. Students will be notified in writing of any violations found during an inspection and will be required to remove/eliminate the identified safety hazard. Other violations of WPI policies observed during the inspection will also be documented and followed up on.

WPI conducts fire drills annually and has clearly marked all fire alarm pull stations on the residential floors. Pull stations can be activated by pulling the red alarm handle. Alarms will be set off if a smoke or heat detector is activated. The alarm will ring continuously until the building has been cleared. WPI Police and/or building staff will notify residents of the "all clear" to reenter the building. All residence halls are equipped with smoke and/or heat detectors. The detectors will set off the building alarm and appropriate staff will respond.

Procedures Students and Employees Should Follow in Case of a Fire

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Do not use elevators.
- Feel doors before opening; if door is hot, don't open it.
- Close doors and windows as you leave if safe to do so.
- Report the fire to WPI Police by calling (508) 831-5555 once outside.
- If trapped, keep the doors closed and place cloth under them to keep out smoke. Signal for help by hanging an object (e.g., such as a jacket or shirt) out of the window to attract attention.

- Remain at least five hundred (500) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- Do not go back in the building for any reason until an authorized university official deems it safe to re-enter.
- If your clothes catch fire remember STOP, DROP & ROLL. Rolling can help smother the flames.

Student Housing Evacuation Procedures in Case of a Fire

At the first indication of a fire, whether it is a persistent smoke or fire alarm, smoke, or flames, follow the procedures outlined below.

- **Sound the alarm:** Sound the alarm, if available, as soon as you find or suspect a fire. Wake up everyone in the room, apartment, or area. Warn other occupants - - knock on doors and shout as you leave.
- **Dress:** If time permits, take a jacket and shoes, and a towel to cover your face.
- **To survive a fire:** If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor. Feel any door before opening it. If it is cool, brace yourself against the door and open it slightly. If trapped by heat or heavy smoke, close the door and stay in the room. Stay next to windows so that fire fighters can get to you quickly-- help is on the way. Do not jump!
- **If you are trapped:** Keep the doors closed. A closed door can protect you from fire, heat, and smoke elsewhere in the building. Seal cracks and vents from incoming smoke. Do not break your window with a chair or other objects; this may draw smoke into the room.
- **Signal for help:** Stay where you are, and hang something like a sheet or shirt from the window to attract the fire department's attention. Call Campus Police (x5555) and give them your building name and room number.
- **Check the hallway:** If the hallway is relatively clear of smoke, close your door behind you and proceed to the nearest exit as quickly as possible. If heat, fire, or smoke blocks the nearest exit, stay low and go to another exit. Use exit stairs, not elevators. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke if they remain closed and will help protect you until you are outside.
- **If you are on fire:** If your clothes catch on fire, Stop, Drop and Roll wherever you are. Rolling can help smother the flames.
- Once outside, **proceed to the designated assembly area** for your residence hall, and away from the building and doors.
- **Students with physical disabilities:** In case of fire drill/fire or other emergencies limiting elevator use, a person using a wheelchair/scooter should go to the nearest, safe stairwell to await assistance and two people should accompany them. One person should stay with them in the stairwell, while the other should leave to inform the proper authorities (Campus Police, emergency or firefighting personnel) of the location of the individual. Campus Police, emergency or firefighting personnel will immediately come and assist the individual out of the building.

Fire Response in On-Campus Residential Facilities

An activation of the college's automated fire alarm, or upon the report by a person(s) observation of smoke or fire, will result in an immediate response by WPI Police and the Worcester Fire Department to investigate the cause of the alarm. The incident is logged and a report is generated. The WPI Facilities Manager is also notified and adheres to proper protocols by investigating and rectifying any concerns or necessary repairs.

Reporting Fires

Per federal law, WPI is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then call WPI Police at 508-831-5555. Once the emergency has passed, you should notify WPI Police at 508-831-5433 to investigate and document the incident for disclosure in the University's annual fire statistics.

If a member of the WPI community finds evidence of a fire that has been extinguished, and the person is not sure whether WPI Police has already responded, the community member should immediately notify WPI PD at 508-831-5433 to investigate and document the incident for disclosure in the University's annual fire statistics.

Plans for Improvement to Fire Safety

The university does not have any planned improvements in fire safety at this time.

Fire Log

In accordance with the Jeanne Clery Fire Statistics, codified 34 CFR 668.49(d) log requirement and 34 CFR 668.49 (c) statistics disclosure. The WPI Police Department maintains and makes available a daily fire log of all fires occurring on-campus within student housing facilities. Reported fires include fires that are already extinguished as well as those discovered while burning. They include emergency situations involving fires that necessitate a call to 911 for fire department assistance as well as minor fires, such as trash cans fires. Fires can be reported by anyone and are reportable regardless of the individuals association with the institution. In addition, any student housing fire that is reported to any official at WPI must be documented.

A record of all fires in on-campus residence halls is maintained by WPI Police and is available for public viewing at the WPI Campus Police Station in Founders Hall during normal business hours in the combined Crime/Fire log.

Fire Prevention Matrix and Fire Safety Statistical Data

A matrix of WPI's residence halls and the steps that are taken to address fire prevention is included on the following page. After the Fire Prevention Matrix, the Fire Safety Statistical Data for 2016, 2017, and 2018 for WPI's residence halls can be found.

Fire Prevention Matrix

WPI Residence Halls	Fire Alarm Monitoring by Simplex & WPI Police	Fire Suppression System	Smoke Detection	Fire Extinguishers	Evacuation Plans in Rooms	Number of fire drills each year
Elbridge House 16 Elbridge St.	Yes	Yes	Yes	Yes	Yes	2
Schussler House 22 Schussler Rd.	Yes	Yes	Yes	Yes	Yes	2
Trowbridge House 25 Trowbridge Rd.	Yes	Yes	Yes	Yes	Yes	2
Hackfeld House 26 Hackfeld Rd.	Yes	Yes	Yes	Yes	Yes	2
Daniels Hall 82 Institute Rd.	Yes	Yes	Yes	Yes	Yes	2
East Hall 30 Boynton St.	Yes	Yes	Yes	Yes	Yes	2
Ellsworth Apartments 87 Institute Rd.	Yes	Yes	Yes	Yes	Yes	2
Faraday Hall 10 Faraday St.	Yes	Yes	Yes	Yes	Yes	2
Founders Hall 26 Boynton St.	Yes	Yes	Yes	Yes	Yes	2
Fuller Apartments 79 Institute Rd.	Yes	Yes	Yes	Yes	Yes	2
Institute Hall 12 Boynton St.	Yes	Yes	Yes	Yes	Yes	2
Morgan Hall 90 Institute Rd.	Yes	Yes	Yes	Yes	Yes	2
Riley Hall 74 Institute Rd.	Yes	Yes	Yes	Yes	Yes	2
Stoddard A 23 Einhorn Rd.	Yes	Yes	Yes	Yes	Yes	2
Stoddard B 95 Institute Rd.	Yes	Yes	Yes	Yes	Yes	2
Stoddard C 32 Hackfeld Rd.	Yes	Yes	Yes	Yes	Yes	2
Salisbury Estates* 79 Park Ave.	Yes	Yes	Yes	Yes	N/A	N/A
Messenger Hall** 200 West St.	Yes	Yes	Yes	Yes	Yes	2

***Salisbury Estates Townhouses** – These residences are located away from main campus at 79 Park Avenue. The townhouses are equipped with individual fire alarms in each unit, fire extinguishers, and smoke detectors. In calendar year 2018, no fire drills were performed.

** **Messenger Hall** opened for student occupancy in August 2018

Fire Safety Statistical Data for Calendar Years 2016 and 2017

WPI Residence Halls	Fire Incidents	Cause of Fire: Intentional, Unintentional, Undetermined	Value of Property Damage Caused by Fire	Number of injuries that required medical treatment	Number of Deaths related to a Fire
Elbridge House 16 Elbridge St.	N/A	N/A	N/A	N/A	N/A
Schussler House 22 Schussler Rd.	N/A	N/A	N/A	N/A	N/A
Trowbridge House 25 Trowbridge Rd.	N/A	N/A	N/A	N/A	N/A
Hackfeld House 26 Hackfeld Rd.	N/A	N/A	N/A	N/A	N/A
Daniels Hall 82 Institute Rd.	N/A	N/A	N/A	N/A	N/A
East Hall 30 Boynton St.	N/A	N/A	N/A	N/A	N/A
Ellsworth Apartments 87 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Faraday Hall 10 Faraday St.	N/A	N/A	N/A	N/A	N/A
Founders Hall 26 Boynton St.	N/A	N/A	N/A	N/A	N/A
Fuller Apartments 79 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Institute Hall 12 Boynton St.	N/A	N/A	N/A	N/A	N/A
Morgan Hall 90 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Riley Hall 74 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Stoddard A 23 Einhorn Rd.	N/A	N/A	N/A	N/A	N/A
Stoddard B 95 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Stoddard C 32 Hackfeld Rd.	N/A	N/A	N/A	N/A	N/A
Salisbury Estates 79 Park Ave.	N/A	N/A	N/A	N/A	N/A
Messenger Hall** 200 West St.	N/A	N/A	N/A	N/A	N/A

** Messenger Hall opened for student occupancy in August 2018

Fire Safety Statistical Data for Calendar Year 2018

WPI Residence Halls	Fire Incidents	Cause of Fire: Intentional, Unintentional, Undetermined	Value of Property Damage Caused by Fire	Number of injuries that required medical treatment	Number of Deaths related to a Fire
Elbridge House 16 Elbridge St.	N/A	N/A	N/A	N/A	N/A
Schussler House 22 Schussler Rd.	N/A	N/A	N/A	N/A	N/A
Trowbridge House 25 Trowbridge Rd.	N/A	N/A	N/A	N/A	N/A
Hackfeld House 26 Hackfeld Rd.	N/A	N/A	N/A	N/A	N/A
Daniels Hall 82 Institute Rd.	N/A	N/A	N/A	N/A	N/A
East Hall 30 Boynton St.	N/A	N/A	N/A	N/A	N/A
Ellsworth Apartments 87 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Faraday Hall 10 Faraday St.	1	Unintentional	N/A	N/A	N/A
Founders Hall 26 Boynton St.	N/A	N/A	N/A	N/A	N/A
Fuller Apartments 79 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Institute Hall 12 Boynton St.	N/A	N/A	N/A	N/A	N/A
Morgan Hall 90 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Riley Hall 74 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Stoddard A 23 Einhorn Rd.	N/A	N/A	N/A	N/A	N/A
Stoddard B 95 Institute Rd.	N/A	N/A	N/A	N/A	N/A
Stoddard C 32 Hackfeld Rd.	N/A	N/A	N/A	N/A	N/A
Salisbury Estates 79 Park Ave.	N/A	N/A	N/A	N/A	N/A
Messenger Hall 200 West St.	N/A	N/A	N/A	N/A	N/A

** Messenger Hall opened for student occupancy in August 2018