

# ***AMHERST COLLEGE***



## **Annual Security and Fire Safety Report Calendar Year 2019 Clery Compliance Document**

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# Welcome

We would like to take this opportunity to welcome you to the Amherst College community and to wish you success with your individual endeavors.

The serenity and "smallness" of Amherst College are somewhat deceptive in that they lend the impression of isolation from the outside world. However, this is merely an illusion. Amherst College is part of the real world. Unfortunately, it is very easy to become caught up in this illusion and to become oblivious to the problems of the world outside. Among those forgotten problems is crime.

Contrary to popular belief, crime does exist at Amherst College. Members of the community are rudely awakened to this reality when they find themselves victims. Often the comment of these victims is the same: "I didn't think things like this happened here!"

Under the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, certain crime statistics and policies are mandated to be published. Amherst College supports this initiative and makes every effort to make this information easily available. An informed community is a safer community!

The responsibility of crime prevention does not rest solely with the police; it is shared jointly by you and all other members of the College community. In fact, your involvement is the most important factor in crime prevention. The success of prevention depends largely on your following sound security practices and recognizing and immediately reporting suspicious or criminal activity.

Remember, the potential for crime does exist, but in following the suggestions outlined in this document you can substantially reduce the probability of becoming a victim.

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## Your Police Department

The Police Department is staffed by twelve full-time officers, a Community Service Officer, the Chief of Police and a Deputy Chief. The department also employs part time police officers and part time community service officers. Other professional staff includes four full-time and several part-time dispatchers. All Police Officers are sworn police officers and exercise full police powers, including the authority to arrest, on all properties owned and used by Amherst College. Police officers are also sworn as Hampshire County Deputy Sheriffs to assist and support local law enforcement in environs around the campus. The officers receive law enforcement training from the Municipal Police Training Committee, and the Massachusetts State Police Academy as well as on campus in-service training. The Police Department maintains a direct telephone line contact with the Amherst Police and Fire Departments. The Department maintains a close working relationship with the Amherst Police Department and routinely exchanges information relative to criminal activity. It is the general policy of the Amherst College Police Department to promptly share all serious crimes with the local police. The Amherst College Police and the Town Police have a written memorandum of understanding regarding the investigation of crimes. The Amherst College Police Department also works closely with other college police departments in the area to exchange information relative to criminal activity.



The Amherst College Police Department is responsible for keeping the peace and enforcing public laws and College regulations. Although the Police Department performs many services, its main function is protecting the lives and property of members of and visitors to the College community. This is accomplished through the use of armed, officers who patrol the campus on foot, by bicycle, and in cruisers 24 hours a day. The Department also provides first responder assistance for reports of fire, medical emergencies, and criminal activity. Fire alarm and intrusion alarm signals are received at the Dispatch Center through a computerized alarm processing system.

The Police Department maintains offices in the Service Building which is open 24 hours a day. The police dispatcher can be reached 24 hours a day, seven days a week, by telephoning the following numbers:

**(413) 542-2111 Emergency**—This number is restricted to calls of an emergency nature, i.e., fire, medical emergency, suspicion of criminal activity, etc.

**(413) 542-2291 Police Business Line**—This number is for calls of a non-emergency or routine nature, i.e., motor vehicle registration information, lost or found property information, etc.

All on campus telephone calls received at the Dispatch Center indicate the phone number from which the call is initiated.

## Other Campus Security Authorities (CSA)

A campus security authority is a campus police or security official, or other official with significant responsibility for campus and student activities. A CSA has responsibilities under Clery to report information for timely warnings and crime statistics. At Amherst College, other than police department staff, CSAs include the Student Affairs Staff, Title IX team members, Athletic Department Staff, Residence Counselors, Faculty or Staff Advisors to student groups, and anyone who is identified as someone to whom crimes should be reported or if they have significant responsibility for student and campus activities. The four specific categories are as follows:

- A campus police department or a campus security department of an institution.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
  - Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
  - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.
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## Professional Standards

The Police Department's relationship with the community and ensuring that we provide quality service is vital to achieving our overall mission of a safe campus. All members of the Amherst College community can expect to be treated in a courteous and professional manner by members of our department. We also wish to recognize instances where our employees have been especially helpful or have exceeded your expectations in the service they provided.

Much of the quality of our service is dependent on feedback from the community. The department has an extensive professional standards process in place to address concerns and compliments.

All members of the Police Department should be willing to accept a written statement from the community to be forwarded to the appropriate supervisor.

Please help us maintain our quality service by bringing compliments and concerns to our attention through the following channels:

- Speak to the on-duty police supervisor (this may be a Sergeant or Officer-in-Charge) at the police station in the Service Building
  - Call and speak with, or email, the Deputy Chief of Police who oversees Professional Standards investigations
  - Address written correspondence to: Chief of Police, Amherst College Police Department, PO Box 5000, Amherst, MA 01002-5000
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## Providing a Safe Environment

- Crime Log and Annual Security and Fire Safety Report Availability
  - Timely Notice
  - AC ALERT
  - Emergency Response Procedures
  - Access to Facilities
  - Maintenance of Campus Facilities
  - Medical Transportation/ACEMS
  - Contacting Amherst College Police/Reporting Crimes
  - Confidential Reporting
  - Sale or Use of Illegal Drugs or Alcohol
  - Weapons on Campus
  - Crime Prevention and Community Outreach Programs
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### Crime Log and Annual Security and Fire Safety Report Availability

In compliance with Massachusetts' Open Police Log statute and the requirements of the Jeanne Clery Disclosure Act, there is a public police log and a Clery crime/fire log, available 24 hours a day, of all reported incidents and crimes, at the Amherst College Police Office located at 6 East Drive. On a regular basis, the Crime Log is submitted and sometimes published in the Amherst College student newspaper. Amherst College provides an electronic link to an annual report to all students and employees and to prospective students and employees upon request. Current statistics may be found in the last segment of this document. A printed document will be provided without charge to anyone who requests one. Personally identifying information about victims is excluded from the public logs and ASR.

### Timely Notice (Crime Alert)

The Police Department notifies the College community concerning any incident or crime that poses a serious or continuing threat to the community's safety and welfare by issuing Crime Alerts. The Chief of Police or designee assesses each reported crime to determine if a serious or ongoing threat to the Amherst College community exists. If a threat exists, the Chief or designee in the Police Department writes and distributes the crime alert. Police Department personnel may consult with the Chief Communications Officer, the Chief Student Affairs Officer, the Chief Policy Officer and General Counsel and/or the Chief of Campus Operations, if time permits.

**Crime Alerts** (intended to meet the requirements of the timely warning notice provision of the Clery Act) are distributed through the standard email distribution system, to advise the community and the public of a serious or continuing threat to their safety. Crime Alerts may also be posted by police and residence life in residence halls and academic/administrative buildings, if the email system is unavailable or if deemed appropriate by the Chief or designee of ACPD.



System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
<b>Campus Wide Email</b>	Chief of Police	Deputy Chief of Police & Sergeants	Chief of Police or designee	Chief of Police	Deputy Chief of Police & Sergeants
<b>Flyers</b>	Chief of Police	Deputy Chief of Police & Sergeants	Chief of Police or designee	Chief of Police	Deputy Chief of Police & Sergeants

The ACPD typically issues/posts Crime Alerts for incidents of:

- 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 on-going threat to the larger AC community)
- Robbery
- 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 of information known by the Amherst College Police Department)
- Major incidents of arson
- Other crimes as determined necessary by the Chief of Police, or his designee in his absence

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## Immediate Notification - AC ALERT

It is the policy of Amherst College to provide, without delay, immediate notification to the community upon confirmation of an incident or emergency that poses an immediate threat to the health or safety of the AC community.

Amherst has implemented a Mass Notification system, RAVE., a service that allows College officials to reach students and staff with time-sensitive information during unforeseen events or emergencies.

The system uses voice, e-mail, and text messaging to broadcast pertinent information and, when appropriate, provide directions to those in the affected area(s). The College has also installed an outdoor auditory speaker system to use in conjuncture with RAVE. Additionally, the Amherst College main webpage ([www.amherst.edu](http://www.amherst.edu)) may be used to provide emergency notification information. Community members and visitors may now also download the Alertus application onto their mobile

device from the app store. Instructions can be found by following this link:  
<https://www.amherst.edu/emergency/node/521933> .

Amherst College has created policy defining when the Mass Notification system will be used, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless such notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, investigate or otherwise mitigate an emergency.

Those titles that may authorize and make the decision to distribute and activate an Emergency Mass Notification include:

- A. President
- B. Chief Diversity and Inclusion Officer
- C. Chief Financial and Administrative Officer
- D. Chief Student Affairs Officer
- E. Provost and Dean of the Faculty
- F. Dean of Admission and Financial Aid
- G. Chief of Campus Operations
- H. Chief of Staff/Secretary of the Board of Trustees
- I. Chief Information Officer
- J. Chief Advancement Officer
- K. Chief Communications Officer
- L. Chief Policy Officer and General Counsel
- M. Director of Emergency Management
- N. Chief of Amherst College Police
- O. Environmental Health and Safety Director
- P. Director of Media Communications
- Q. Deputy Chief of Police
- R. Police Sergeants

The following positions are authorized to develop and initiate the immediate (emergency) notifications to the community:

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
<b>PRIMARY</b>					
Text Message (AC-Alerts)	Chief of Police	Chief Communications Officer, Director of Media Communications and Designee in ACPD	Chief Communications Officer, Director of Media Communications and Designee in ACPD	Chief of Police	Chief Communications Officer, Director of Media Communications and Designee in ACPD



Emergency Mass Communication (AC-Alert)	Chief of Police	Chief Communications Officer, Director of Media Communications and Designee in ACPD	Chief Communications Officer, Director of Media Communications and Designee in ACPD	Chief of Police	Chief Communications Officer, Director of Media Communications and Designee in ACPD
<b>SECONDARY</b>					
Outdoor Warning System	*	*	Both Chief of Police, Designee in ACPD, and Office of Public Affairs	Chief of Police	N/A
Campus Wide Email Broadcast (All User Email)	Chief of Police	Chief Communications Officer, Director of Media Communications and Designee in ACPD	Chief Communications Officer, Director of Media Communications and Designee in ACPD	Chief of Police	Chief Communications Officer, Director of Media Communications and Designee in ACPD
Website	Director of Media Communications	Chief Communications Officer	Chief Communications Officer	Director of Media Communications	Chief Communications Officer
Fire Alarm System (to communicate the need to evacuate the building)	*	*	ACPD staff member or Environmental Health and Safety	ACPD Staff Member	Environmental Health and Safety

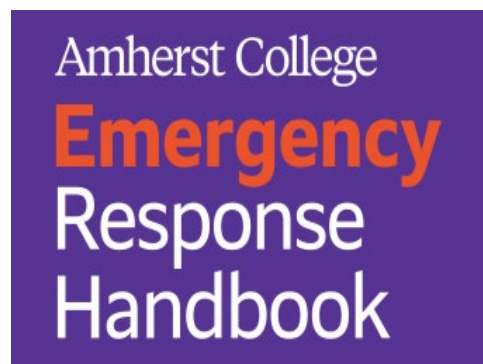
\*System does not require development of a message.

- The person listed above who creates and initiates the notification will determine the appropriate segment or segments of the community to receive the message.
- Some or all of the systems listed above will be used to communicate follow-up information to the AC community.
- Members of the larger community, such as neighbors, can use the website to receive updated information about an emergency on campus.
- When at all possible, the authorized individual considering an emergency notification shall attempt to consult with another colleague from the list of individuals authorized to make a decision to distribute an immediate (emergency) notification to the community to confirm the need for an immediate notification to the community. Certain emergencies will preclude consultation. There may be times when timeliness (time of day, immediate need to know) is more critical than inclusion and consultation.

- Mass notifications may use any combination of methods and most notifications require the use of some or all of the AC-Alert system, but do not necessarily require the use of the outside audible speakers.

## Emergency Response Procedures

The Amherst College Emergency Action Plan includes information regarding shelter and secure-in-place and evacuation guidelines. In conjunction with other emergency agencies, the College conducts numerous emergency response exercises each year, to include table top and field exercises. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced.



Amherst College Police Officers have received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year as part of the College's Clery Act compliance efforts and is available on the AC Emergency Preparedness website <https://www.amherst.edu/emergency>.

The College tests the Mass Notification system on a semester basis, or twice annually. In 2018, the system was tested on

May 1st and August 1st. The date of the test was announced, but not the time.

## Emergency Evacuation

In the event that it becomes necessary to evacuate a building, the fire alarm may be used to notify occupants. When the fire alarm sounds, persons should proceed quickly and calmly to the nearest exit. Each residence hall and some special use buildings have posted evacuation plans and predetermined areas of re-assembly. Amherst College policy prohibits re-entry into a building until instructed to do so by a police officer or fire fighter. In addition, Amherst College has plans for re-location to areas of shelter on campus for extended evacuations. Amherst College in collaboration with the other campuses in the Five College, Inc. has agreements and plans of mutual aid for relocation of residents should shelter be needed off campus.

## Securing/Shelter in place

"Shelter-in-place" means, simply, to move to a safe place indoors and wait until you are instructed to leave. If you receive this instruction from the Amherst College Police Department (ACPD), whenever possible:

- Look for a small, interior room with no or few windows.
- Close, lock and avoid all doors and windows.
- Remain where you are until you receive an "All Clear" signal from the ACPD or other emergency personnel.

Emergencies change as they progress. The questions to ask yourself are:

Am I safer inside or outside?  
Where am I safest inside?  
Where am I safest outside?

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## Security of and Access to Facilities

The campus and facilities of the College are restricted to students, faculty, staff, guests and invitees of the College, except when all or part of the campus is open to the general public for a designated purpose and time. Guests of students must stay in the student's room or a guest bedroom in one of the residence halls.

All residential, academic and administrative buildings are routinely patrolled and are locked at designated times throughout the academic year. Most facilities are kept locked, and both key and electronic card access are restricted to individuals who obtain authorization. Residential Halls are locked twenty-four hours a day.



Individuals found on campus without a legitimate purpose are issued trespass warnings and directed to leave campus; failure to comply with a warning will result in arrest.

Each year, the Amherst College Police Department offers training to all students, faculty and staff. This training includes the department's services, legal authority, tips on reporting to the police, environmental health and safety, as well as maintaining security of self and property. These trainings can be customized to each group and their location.

## Maintenance of Campus Facilities

Amherst College is maintained in a manner that is intended to minimize unsafe conditions. The Amherst College Facilities Department maintains all safety and security systems on campus, including locks, doors, window screens, lights, fire safety and life safety measures. Any deficiencies should be reported as soon as possible to the Facilities Service Center.

**For Service or Repairs**  
Please call the Service Center at

**2254**

Campus telephones are located throughout the campus so that emergencies, requests for assistance or incidents of suspicious activity can be easily reported.

Amherst College continuously strives to provide a safe and comfortable environment for the College community. On a regularly scheduled basis, the police conduct thorough inspections of locks on all residence halls and individual rooms.

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## Medical Transportation

The College may provide transportation for medical purposes to the Amherst College Student Health Center; Ambulatory, Employee, Industrial, Occupational Urgent Health Care (AEIOU) or to the University of Massachusetts Health Center when the Amherst Student Health Center is not in operation. Transportation to other medical facilities is not available unless unusual circumstances require it. Emergency care and transportation is provided by the Amherst Fire Department Ambulance.

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### EMT On-call Program



Amherst College Emergency  
Medical Service

This student organization provides emergency medical care to the Amherst College community and is on call around the clock when school is in session. Student EMTs respond to health related emergencies on campus and can be reached by calling the ACPD emergency number 413-542-2111.

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## Contacting the Amherst College Police: How to Report a Crime or Emergency

The Police Department encourages you to report suspected crimes as promptly and as accurately as possible. Only through your help in promptly reporting criminal activity can the College take effective action to prevent crime and provide timely warnings of possible danger to the community and to include the required reported criminal offenses in the annual statistical disclosure.

Criminal offenses that may trigger a Timely Notice (Crime Alert) or an immediate notification (AC-Alert) must be reported to the Amherst College Police Dispatcher for appropriate action.

If you need to report a crime or other emergency, you should call the emergency telephone number of the Police Dispatch Center. The Police Dispatch Center can be reached for emergency response, 24 hours a day, seven days a week, every day of the calendar year by dialing (413) 542-2111.

**All crimes should be reported to the Police Department.**

For crimes that are no longer a threat, on-line reporting is also available through the Office of Student Affairs Reporting Forms site: <https://www.amherst.edu/offices/student-affairs/community-standards/reporting-forms>

## Confidential Reporting Option

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report.

Confidential reporting may be made through The Office of Student Affairs Reporting Forms site: <https://www.amherst.edu/offices/student-affairs/community-standards/reporting-forms> Directions on remaining anonymous are included in the directions of each reporting form. These forms give you the means to enter detailed information if you have it.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## Confidential Reporting – Pastoral and Professional Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

*Pastoral Counselor:* An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

*Professional Counselor:* An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**SEE IT.....HEAR IT.....REPORT IT**

## Response to a Report

Dispatchers are available 24 hours a day to answer your calls. In response to a call, ACPD will take the required action, either dispatching an officer or asking the victim to report to ACPD to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All ACPD incident reports involving students are forwarded to the Student Affairs Division for review and referral to the Director of Community Standards for potential action. As appropriate ACPD officers will investigate a report when it is deemed necessary. Additional information obtained via the investigation will also be forwarded to the Director of Community Standards. If assistance is required from the local Police Department or the local Fire Department, ACPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including ACPD, will offer the victim a wide variety of services.

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## Sale or Use of Illegal Drugs or Alcohol and Associated Risks

Amherst College complies with, and will enforce, all federal and state laws which prohibit the use, sale, and possession of illegal drugs. Further, Amherst College will enforce Massachusetts laws regarding underage drinking as well as laws pertaining to the illegal possession, use and sale of alcoholic beverages. The sale or use of illegal drugs or alcohol is subject to College discipline as well as criminal prosecution. The College will not shield any student, faculty member, employee or visitor from action by law enforcement agencies, including Amherst College Police. Information regarding the College's sanctions concerning alcohol and drug violations can be found in the Student Code of Conduct or Staff Handbook. Please refer to your copy for specific State Law and College Policy information. You will be held accountable for the information found in the Student Code of Conduct and Staff Handbook, so you should read it carefully and call the Office of Student Affairs, Amherst College Police or the Human Resources Office with any questions.

In addition to disciplinary consequences, there are a number of safety issues directly related to drug and alcohol consumption. The use of these substances will cause impaired judgment, which can lead to vulnerability or poor decision making. It is extremely common for drugs or alcohol to be factors in date rape or acquaintance rape incidents. Operating a vehicle while impaired by drugs or alcohol is not only a serious criminal offense, but poses a threat to your personal safety and the safety of others in the community as well. Drugs and alcohol can give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others. As mentioned previously, the effects of drugs and alcohol will often lead to unsafe consensual or non-consensual sexual relations.

The Amherst College Police Department encourages the student body to make educated and responsible decisions regarding drug and alcohol use. To facilitate this decision making, we have added information regarding the health risks involved in drug and alcohol abuse, and the resources available to assist a person who may be struggling with these problems on our campus, to this brochure. This information is designed and compiled to assist you in making decisions that protect your personal safety. Please read it carefully.



## **The Effects of Drugs on Your Body**

### **Narcotics (Heroin)**

- Addiction
- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed appearance
- Signs of overdose or prolonged use include: slow shallow breathing, clammy skin, loss of appetite and weight and possible death.

### **Depressants (Barbiturates, Tranquilizers)**

- Addiction
- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Signs of overdose or prolonged use include: shallow breathing, clammy skin, weak and rapid pulse, coma and possible death.

### **Stimulants (Cocaine, Methamphetamine)**

- Addiction
- Increased heart rate and respiratory rate
- Elevated blood pressure
- Decreased appetite, weight loss
- Blurred vision, dizziness, insomnia, anxiety
- Impaired decision making
- High doses can cause physical collapse, irregular heartbeat, stroke and possible death.

### **Hallucinogens (LSD, PCP, Mushrooms)**

- Addiction
- Hallucinations
- Confusion, panic, anxiety, depression and poor perception of time and distance
- Respiratory failure
- Death due to careless behavior.

### **Cannabis (Marijuana, Hashish)**

- Addiction
- Increase in heart rate, bloodshot eyes, dry mouth and throat, increased appetite
- Interferes with memory, speech, coordination, motivation, and perception of time
- Increased risk of lung cancer, weakened immune system and affects to the reproductive system
- Impaired decision making which can lead to harm or death.

The effect that any drug has on the human body has a lot to do with how it is ingested. The method in which the drug enters your body can add new risks and health concerns above and beyond those associated with the drug itself. Many drugs are taken through the digestive system in a pill or added to a food, others however, are inhaled or injected. Inhaling a drug is dangerous because you are replacing the oxygen that your body needs with a harmful substance. Inhalation can happen through smoking, snorting or "huffing." Huffing is a method involving the inhalation of solvents or other volatile substances directly from the container or from rags that have been soaked in the substance. This is an extremely dangerous practice and can often result in brain damage or death. When a drug is injected, it enters the body through your blood stream, thus carrying it throughout your entire body very quickly

and doing a lot of damage in the process. Injecting drugs risks health problems associated with blood borne infections such as hepatitis and HIV.

## **The Effects of Alcohol on Your Body**

- Impairment of brain function, judgment, alertness, coordination and reflexes
- Attitude and behavioral changes such as uncharacteristic hostility or increased risk taking
- Inability to safely operate a vehicle
- When combined with other drugs, alcohol can intensify or alter the effect of the drug, cause nausea, sweating, severe headaches, convulsions and overdose
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, legal problems
- Health problems such as cirrhosis of the liver
- Birth defects and mental retardation in user's children.

## **Drug and Alcohol Abuse Education Programs**

The college provides services and resources for community members who experience alcohol and drug-related difficulties. The complete Drug Free Schools and Community Act policy can be viewed at the <https://www.amherst.edu/offices/student-affairs/community-standards/student-code-of-conduct>.

The school provides training about the consumption of drugs and alcohol for students through the Health Education Director.

The following are included in these programs:

### **AOD Programs & Interventions** - 6/2019-12/2019

**July 16, 2019**

#### **EverFi *AlcoholEdu* Course for First Year Students**

##### **Description:**

In the summer prior to their arrival on campus all First Year Students were required to complete the first part of the EverFi *AlcoholEdu* course. This AOD course is an online interactive program utilizing evidence-based prevention methods to encourage students to make healthier decisions with respect to alcohol. The course focuses on basic alcohol information, attitudes around alcohol, strategies and skills for both drinkers and non-drinkers, and laws around alcohol. The program consists of a pre-course survey of behaviors and attitudes, a pre-course knowledge quiz, and then a post-course survey and knowledge quiz. The deadline for completing the first part of the course was August 1, 2019.

Following this there was an 8-week intersession period, after which students were prompted to take Part 2 of the course (on October 1, 2019). The second part also consisted of a survey and knowledge quiz to assess retention of course content and any behavior changes over the first 6-week period of the semester.

## **August 2019**

### **Social Norming Poster Campaign with EverFi Data**

#### **Description:**

Based on the EverFi Data collected from First Year Student responses, the following four (4) social norms posters were created:

*Poster #1 - 35% of First Year Students Don't Drink Alcohol*

*Poster #2 - Top 5 Positive Things First Year Students Do When They Drink*

*Poster #3 - Top 5 Reasons First Year Students Choose Not to Drink*

*Poster #4 - Remember Your Goals*

Posters were distributed to First Year RCs to hang in the halls of the first year quad prior to move-in, were featured in the Parent Resource Fair on Student Move-in Day (August 27, 2019) and have been continually distributed across campus throughout the academic year.

## **August 22, 2019**

### **AOD Presentation for Residence Life RC Training**

**Attendance:** Approx. 70 RCs

**Duration:** 60 minutes

#### **Description:**

Ashley Netanel, Alcohol & Other Drugs Educator, led an AOD presentation/session for all Resident Coordinators as part of RC training. The presentation included the following topics: an overview of Health Education; the AOD Educator as a campus resource; the Student Health Educators as a campus resource; alcohol information and harm reduction strategies (i.e. understanding Blood Alcohol Content, the biphasic response, rate of absorption, etc.); BASICS; the Amherst College Amnesty Policy; and the RC's role in addressing alcohol and other drug issues.

## **August 27, 2019**

### **Parent Resource Fair during Student Move-In**

#### **Description:**

The Department of Health Education hosted a table at the Parent Resource Fair on Student Move-In Day. The table was staffed by the Director of Health Education, the Sexual Respect Educator, and the Alcohol & Other Drugs Educator, as well as student staff members. The table provided parents with information about Health Education offerings, student wellbeing, talking to their students about alcohol, partying, and other drugs, education around alcohol and other drugs, and information and resources on sexual respect and sexual violence prevention.

## **September 2019**

### **Amnesty Policy Poster Campaign**

#### **Description:**

Ashley Netanel together with two Student Health Educators communicated with Corey Michalos in Community Standards about the specifics of the Amherst College Amnesty policy. Out of these conversations, they designed a series of three (3) posters to clarify and demystify the Amnesty process at Amherst College in order to reduce the barriers in asking for help when a student or their friend is intoxicated. The posters in the series were as follows:

*Poster #1 - Amnesty @ AC - Amnesty Process* (walks students through the process of asking for help and what happens when Amnesty is invoked)

*Poster #2 - Amnesty @ AC - Amnesty Debunked* (clarifies myths and common misconceptions about Amnesty)

*Poster #3 - Amnesty @ AC - What is BASICS?* (briefly reviews what happens at a BASICS meeting, which is often an outcome of the Amnesty policy for first time alcohol incidents)

The completed posters were distributed to RCs to hang in dorms, were added to the Health Education Resource request form where they could be requested by RCs and others on an ongoing basis, and later in the year distributed to Athletic Coaches to hang in locker rooms.

### **September 1, 2019**

#### **Student Health Educator (SHE) Skits for First Year Students**

**Attendance:** Most of the First Year class

**Duration:** 2 60-minute performances

**Description:**

As part of First Year Orientation the Student Health Educators performed skits about navigating wellbeing at Amherst College. Skit topics included: Peer pressure and drinking/drinking games; What is ACEMS (Amherst College Emergency Medical Services) and how to call; the challenge in determining one's level of intoxication; alcohol's effect on the body; hook-ups; friendship and navigating awkwardness; belonging; sexuality and sexual health; belonging; and various on campus resources.

#### **First Year Alcohol Workshop**

**Dates:** September 29, October 20

**Workshops Held:** 2

**Attendance:** 8

**Duration:** 60 minutes each

**Description:**

In 2019-2020 Student Health Educators held two (2) separate First Year Alcohol Workshops for students in residence halls. This workshop utilizes a jeopardy style game to introduce students to basic concepts around alcohol and drinking safely. Topics include: standard drink size; BAC; positive expectancies of alcohol; blackouts (vs. passing out); physiological effects of alcohol; campus AOD policy; and campus resources.

### **October 2, 2019**

#### **First Year Dorm RC Discussion**

**Attendance:** Approx. 25 RCs

**Duration:** 60 minutes

**Description:**

Ashley Netanel attended a staff meeting for the Resident Coordinators of First Year residence halls and held a conversation about the importance of alcohol education for first year residents. The conversation included information on existing alcohol education efforts and data collected from EverFi course completion, as well as how to go about having continuous conversations with residents about their experience with alcohol.

### **October 26, 2019**

#### **Safe Homecoming Harm Reduction Table**

**Description:**

Student Health Educators sponsored a table at the Homecoming football game tailgate, where they distributed water, snacks (apple cider donuts), and alcohol information/harm reduction strategies (i.e. blood absorption, resource cards, BAC information). The purpose of the table was to reduce the harm of high risk drinking that typically takes place at Homecoming tailgate by providing food and water.

**November 7, 2019**

**Student Activities In-Service Training for CCMs**

**Attendance:** Approx. 20 CCMs

**Duration:** 45 minutes

**Description:**

Ashley Netanel (Alcohol & Other Drugs Educator) and Lauren Kelly (Sexual Respect Educator) led a combines training for the Campus Center Managers in Student Activities. In groups, they held conversations about the issues related to alcohol, substances, and sexual respect that the managers might encounter on their shifts in the Keefe Campus Center and their responsibilities related to response as campus community leaders. Together they discussed key points of overlap and identified future needs of CCMs for addressing issues they encounter, and concluded by providing resources, including information about Amnesty.

**December 11, 2019**

**AOD Athletic Coaches Meeting/Training**

**Attendance:** Approx. 25 Athletic Coaches

**Duration:** 30 minutes

**Description:**

Ashley Netanel attended the December 2019 Athletics Head Coaches meeting and offered a 30-minute training and introduction to Alcohol & Other Drugs Education at Amherst. In addition to establishing the Alcohol & Other Drugs Educator as a resource to Coaches and their Student Athletes, Ashley discussed a plan for developing and implementing team-specific AOD education/trainings. Ashley also introduced the coaches to the BASICS program--how it works, what happens at BASICS appointments with students, and how BASICS can be used to support students who are struggling with alcohol. All coaches were then asked to sign up for smaller group meetings (like focus groups) to take place in January and were given the following printed resources to utilize with their Student Athletes: The Amnesty Policy Poster Series (Amnesty Process; Amnesty Debunked; and What is BASICS) and BASICS FAQs.

**BASICS – Brief Alcohol Screening and Intervention for College Students - Ongoing: September 2019-December 2019**

**Referrals:** 25 students

**Description:**

In Fall 2019, Ashley Netanel (Alcohol & Other Drugs Educator), saw a total of 25 students for both sessions of BASICS. 24 cases were Mandated Referrals by Community Standards; 1 case was a Community Referral (from Title IX). Each BASICS referral consisted of two meetings, an introductory meeting with motivational interviewing followed by a digital substance use assessment, and a second meeting two weeks later to review and discuss the assessments results as well as next steps.

Posters & Passive Education Materials Distributed:

**AOD Printed Materials Created and/or Distributed in Fall 2019**

- Social Norms Poster #1 - 35% of First Year Students Don't Drink Alcohol (*Created/Distributed: August 2019*)
- Social Norms Poster #2 - Top 5 Positive Things First Year Students Do When They Drink (*C/D: August 2019*)

- Social Norms Poster #3 - Top 5 Reasons First Year Students Choose Not to Drink (*C/D: August 2019*)
- Social Norms Poster #4 - Remember Your Goals (*C/D: August 2019*)
- 2 Specific Amherst Declassified Pages on Cannabis and Sober Curiosity (*C/D: August 2019*)
- Amnesty Poster #1 – Amnesty Process (*C/D: September 2019*)
- Amnesty Poster #2 – Amnesty Debunked (*C/D: September 2019*)
- Amnesty Poster #3 – What is BASICS? (*C/D: September 2019*)
- T-Break Guide for Cannabis Tolerance (Created by University of Vermont)
- The Basics of BASICS FAQ Guide (*C/D: December 2019*)

## Resources

### **Amherst College Counseling Center**

During regular business office hours or after hours—(413) 542- 2354. If you contact this number outside of business hours, it will connect you with a licensed mental health counselor by phone.

### **Amherst College Health Services**

(413) 542-2267 (UMass Health Services is available after regular business hours at (413) 577-5000.

### **Administrator on Call (Student Affairs)**

The Administrator on Call can be contacted through the Amherst College Police Dispatch Center at (413) 542-2291.

## Weapons on Campus

Except as noted below, the General Laws of the Commonwealth of Massachusetts prohibit the possession of the following on the campus of any college or university: any firearm, stiletto, dagger, dirk knife, any knife having a double-edged blade, a switch knife or any knife having an automatic spring release which has a blade over one and one-half inches, a sling shot, black jack, metallic knuckles or knuckles of any substance with a similar effect as metallic knuckles, pellet guns, BB guns, mace, and pepper spray.

In addition to the weapons identified above, Amherst College also prohibits all other weapons, including, but not limited to: open flames (unless otherwise approved by Environmental Health and Safety), ammunition, explosives, paintball guns, replica guns (except as noted below), electronic incapacitation or other stun weapons, and any other object (including an otherwise innocuous object) that the college determines could be used (or is being used) to harass or injure another individual or that the college reasonably determines has the effect of intimidating another individual.



### Exceptions

Only Amherst College Police Officers and other law-enforcement officers are authorized to possess firearms on campus.

Possession of a replica gun does not constitute a violation of this policy, provided that such replica gun is used exclusively in connection with a theatrical production. The Chief of Police and Director of Public Safety may authorize other possession or use of a replica gun in certain other limited circumstances.

In accordance with Massachusetts law, any exception to this policy authorizing the presence of a weapon otherwise prohibited under the law (including any firearm) must be approved in writing by the President of the college. Any request for such an exception should be directed to the President in the care of the Chief of Police and Director of Public Safety. Requests for an exception by faculty members for pedagogical purposes will be approved unless the use would pose an exceptional danger to the community.

### Violations

The possession of any weapon on Amherst College property in violation of this policy by an Amherst College student, faculty member, or staff member will result in disciplinary action, up to and including termination of employment or expulsion. The college may issue a no-trespass order to, and enforce the terms of a no-trespass order against, any other person who violates this policy.

In addition to the consequences noted above, in most instances, the college will also pursue legal action against anyone who:

- 1) possesses a firearm on campus in violation of this policy;
- 2) possesses any weapon while not lawfully present on campus; and/or
- 3) uses any weapon in the commission of any other violation of law or college policy.

Nothing in this policy precludes law enforcement, including Amherst College Police, from taking appropriate law-enforcement action, including criminal complaints and/or arrests.

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## **Crime Prevention and Security Awareness Programs**

The Amherst College Police Department is committed to a pro-active approach, which enables us through education, police presence and community awareness to stop many potential incidents before they occur. It is with the cooperation of our community and the integration of our Security Awareness and Crime Prevention Community Outreach efforts that we have created a partnership between police and community members. This partnership enables us to unite our efforts and encourages each member of our community to take an active role in their own safety and the safety of others.

The police conduct the following crime prevention and security awareness programs:

- provide training to new employees and requesting departments for crime prevention, security awareness, as well as Environmental Health and Safety
- offer Basic, Advanced, and Keychain R.A.D. (Rape Aggression Defense) classes to students, staff and faculty. This is an opportunity to gain empowerment and education as well as self-defense technique training. (1 time in 2019, 1 time in 2018, and 2 times in 2017)
- staff information and resource tables at the Campus Center, where we provide safety and security information as well as promote our self-defense and alcohol awareness programs and activities. (once each semester)
- conduct public speaking and crime prevention programs at community forums about issues such as hate crimes, alcohol awareness, sexual assault, relationship violence or general safety.
- are active in the training of Residential Counselors and Peer Advocates of Sexual Respect.
- supervise Student Security employees. Our Student Security program is supervised by a police sergeant who coordinates hiring as well as training and scheduling for the student security staff. (weekly)
- are involved in meetings and task forces throughout College such as Title IX, the Sexual Respect Task Force, and the Security Advisory Committee. (8 times a year)
- are assigned to the District Attorney's Domestic Violence Intervention Program (4 times a year) and Sexual Assault Respect Task Force
- work with student organizations such as the Centers for Diversity and Inclusion to discuss issues which are of particular concern to these groups and to identify ways in which our department can provide the safest possible environment for every member of our community.
- post notices and posters about fire safety, room security and local alcohol and noise ordinances which may affect our students.
- conduct alcohol awareness training using the Fatal Vision Goggles program to raise awareness about alcohol and impairment.
- make available to members of the college community Operation Identification engraving tools at no cost. Operation Identification allows members of the community to engrave numbers or owner recognized numbers on their computers, stereo equipment, bicycles or other valuables. (Constant)
- offer bicycle registration that is highly publicized and enables students to have their bicycles engraved and documented by an Amherst College Police Officer. Additional information about bicycle safety and security is also provided. (Constant)
- offer a laptop registration program (Constant)
- maintain emergency telephones located throughout the campus and a list of these locations is provided in the campus directory as well as on this document.
- distribute pamphlets about all types of crime and crime prevention issues at outreach events and in our office area.
- create and distribute Crime Alerts when a specific safety issue arises and requires public notification.
- will, upon request of the individual departments, give specific crime prevention and safety talks to staff members in their facilities.
- provide safety escort rides to and from on campus locations and the University Health Center during hours of darkness when personal safety is a concern.
- monitor the College's electronic access security system, which is located in all residential halls and many academic and administrative buildings.

In addition, The first floor and fire escape access windows on our residential halls are outfitted with security screens that make it less likely that an intruder could gain access to those rooms through the window.

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## Active Shooter

Video Link <https://www.amherst.edu/emergency/handbook/active-shooter>

### **RUN--or--HIDE--or--FIGHT**

In a quickly unfolding situation involving an individual with a gun, immediately leave the area and call the Amherst College Police Department (ACPD) at **413.542.2111**. For those in an area with a dangerous person, remember: **RUN – HIDE – FIGHT**.

#### **Run**

- Have an escape route and plan in mind.
- Keep your hands in plain sight for your safety and the safety of responding police.

#### **Hide**

- Hide in an area, room or closet out of the shooter's view.
- Lock the doors. If the door cannot be locked, block or wedge the door shut from inside.
- Move away from windows and pull down blinds/shades.
- Leave cell phones on, but turn the volume off so you can continue to receive messages.
- Do not open the door for anyone identifying themselves as a police officer or other rescuer. The police will gain entrance using keys or after an "All Clear" is sent.

#### **Fight**

- As a last resort, when your life is in danger, FIGHT!
- Any object or substance—such as coffee, chemicals, pens and pencils, furniture—can be used as a weapon to incapacitate a shooter.

#### **Call law enforcement when you safely may do so.**

Amherst College Police (413) 542-2111 or Ext 2111

Amherst Police (413) 259-3000 or 9-1-1

Massachusetts State Police (413) 585-3000 or 9-1-1

What to do when law enforcement arrives:

- Remain calm and follow officers' instructions
- Immediately raise hands and spread fingers wide
- Keep hands visible at all times
- Avoid making sudden movements towards police or grabbing them
- Do not stop officers to ask for assistance or directions in evacuating; just proceed to the area from which officers are entering
- If possible provide law enforcement with the location, number, and description of the shooters

**Make the Amherst College Police a speed dial function on your cell phone.  
Seconds count in emergencies**

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## **Emergency Telephone Locations**

There are a number of emergency telephones located around the campus to facilitate the reporting of crimes or to request assistance from the police. The telephones are identified by a blue light and direct dial the police when the emergency button is pushed. Telephones are located in the following areas:

ALUMNI GYM main entrance  
ALUMNI GYM rear east side entrance  
ALUMNI PARKING LOT center of lot closest to Cohan  
CADIGAN RELIGIOUS CENTER main entrance  
CHARLES PRATT between Charles Pratt and Seeley Mudd  
CONVERSE PARKING LOT near bus stop  
CONWAY FIELD HOUSE  
SERVICE BUILDING at front entrance  
FAYERWEATHER QUAD on pole between Chapin and Fayerweather  
FROST LIBRARY at entrance  
GOODING FIELD Walkway  
GREENWAY along main access road  
GREENWAY on northwest side  
GREENWAY on northeast side  
HILLS PARKING LOT on gray barn south side  
HILLS PARKING LOT at College Street Entrance on gray barn east side  
JOHNSON CHAPEL on quad side of the building  
JOHNSON CHAPEL on the west side of the building  
KEEFE HEALTH CENTER on west side by Moore  
KING on southwest side near walkway  
KIRBY THEATER near the walkway to Appleton  
MARSH HOUSE WALKWAY between Marsh and Lessey Street  
MEMORIAL HILL at top of hill  
MERRILL SCIENCE between Merrill Science and Campus Center  
MOORE RESIDENCE HALL College Street side by Valentine  
MUSIC BUILDING College Street side by lot entrance  
NEWPORT HOUSE Northampton Road side by the sidewalk  
O'CONNELL PARKING LOT on gray barn  
PLIMPTON on walkway from Lessey Street  
SCIENCE CENTER west side of the building on walkway  
SOUTH LOT at northeast entrance  
TENNIS COURTS near northeast corner  
WEBSTER CIRCLE near College Street  
WHALEN HOUSE rental housing parking lot near softball field

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## Operation Identification

**Operation Identification** is a nationwide crime prevention program. The program involves the permanent marking of valuables with a unique number, symbol or combination, recording of identification information, and affixing a decal warning potential thieves that the property is registered with the police. This program not only deters theft by making stolen property more difficult to sell and easier to identify, but also expedites insurance claims in the event of a loss.

The program is open to all members of the Amherst College community, and all students, faculty, and staff are encouraged to participate.

The program works as follows:

- Come to the Amherst College Police station in the Service building and you will be provided with the following:
  - An electric engraver and/or diamond pen. You will be required to sign for these items and to return them within three days.
  - A property inventory sheet on which you record identification information for each item of value.
- Engrave your number on all moveable items of value.
- Methodically inventory the contents of each room and record pertinent identification information on the property inventory sheet.
- Return the electric engraver and/or diamond pen, along with your completed inventory sheet to the Amherst College Police station in the Service Building. The property sheet will be kept on file for your future reference in case of loss.

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## Student Security/Safe R-I-D-E

The Police Department employs Amherst College students in various paid, non-sworn capacities for clerical and security duties. Any student interested in these positions should contact Sergeant Shea at [jrshea@amherst.edu](mailto:jrshea@amherst.edu).

### Student Security

Student Security members are trained to provide party monitor services and crowd control for registered student events. They ensure security of the building used for the event and are equipped with two-way radios to immediately report any suspicious or criminal activity.

### Safe R-I-D-E

Safe Ride operates between the hours of 7:00 PM and 2:00 AM and provides lockout services and safety escorts for on-campus locations to Amherst College community members. Safe R-I-D-E can be reached by calling R-I-D-E (x7433).

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## Prevention Education Programs and Campaigns

Amherst College is committed to raising awareness and educating its community by providing comprehensive, intentional, and integrated programs intended to prevent incidents of dating violence, domestic violence, sexual assault, and stalking. The College prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for the purposes of the Clery Act.

The Amherst College Sexual Respect Education team conducts trainings throughout the campus for various departments in an effort to reach all new and existing faculty and staff members. The Amherst College Police Department also receives training in accordance with the Violence Against Women Act in responding to dating violence, domestic violence, sexual assault, and stalking.

Among other awareness-raising and educational programs (listed below), the Sexual Respect Education team informs incoming students, new employees, and current students and employees on the topics of bystander intervention and risk reduction:

- *Bystander Intervention* is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. This training helps bring attention to the Bystander Effect, which shows that as the number of bystanders increase, the likelihood of any one bystander helping someone decreases. Bystander Intervention training about the prevention of sexual assault, domestic violence, and stalking, is provided to each incoming student and new employee. Ongoing programming throughout the year also teaches options for bystanders. Guidelines for being an active bystander are often known as the “4Ds.”

The “4Ds” include:

**Direct:** Make direct contact. Intervene in the moment to prevent a problem from happening.

**Distract:** Be a distraction. Interrupt the situation without directly confronting anybody.

**Delegate:** Delegate someone else to intervene. Get help from someone who is better equipped to handle the situation.

**Delayed:** Follow up later with the people involved in the situation.

- *Risk Reduction* provides options designed to decrease perpetration and bystander inaction, and to increase empowerment for impacted individuals in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The following list of Amherst’s Sexual Respect Education events includes descriptions of primary prevention and awareness programs for all incoming students and new employees, ongoing prevention and awareness campaigns for students and employees, and ongoing bystander intervention and risk-reduction programs. All of these programs use multiple strategies to promote awareness and educate



incoming students, new employees, and current students and employees about the prevention of dating violence, domestic violence, sexual assault, and stalking:

## **Sexual Respect Education (2019)**

**January 22-26, 2019**

### **Peer Advocate of Sexual Respect Training (44 hours)**

Description:

New Peer Advocates of Sexual Respect were trained for 40 hours on issues related to facilitation skills, program planning, dialogue facilitation, sexual violence and bystander intervention. The majority of the trainings were conducted by Amanda Collings Vann, Sexual Respect Educator and Deputy Title IX Coordinator. Sessions were also conducted by experts in the respective topics.

**January 27, 2019**

### **Bystander Intervention for New and Transfer Students**

Description:

Bystander Intervention workshops were conducted by the Peer Advocates of Sexual Respect. The workshop explored what it means to be an active, empowered bystander. This interactive workshop allowed students to explore realistic situations they might encounter at Amherst College on a range of issues including sexual violence. Students were asked to think about why people choose or choose not to intervene and honed their skills in safe and effective intervention. Developed and practiced a full range of options to create a respectful, caring culture at Amherst College. This 90-minute workshop was mandatory for all incoming Students.

**February 1, 2019**

### **Women's Ultimate captain and Coach meeting**

Description:

Held a meeting with the Captains of the team to discuss issues of sexual respect within the team. Meeting included planning for a team meeting.

**February 4, 2019**

### **Trauma Informed Yoga Practice- All levels Welcome with Molly Kitchen**

Description:

This workshop was part theory, part practice. Molly Kitchen explained the basics of trauma-informed yoga and why it's important. Then lead a group practice focused on personal choice and simple, accessible postures. Each participant will be given a consent card to keep for their yoga practice. This program was part of the [#SurvivorSupportSeries](#).

**February 5, 2019**

### **Jackson Katz: Men and #MeToo**

Description:

Dr. Jackson Katz a noted Educator, Author, Filmmaker and Cultural Critic presented a keynote address. Dr. Katz provided insight on the role of men in the #MeToo movement and shared ways men can be proactive in their efforts to support gender equality, as well as ways to rise up against sexism on the individual and institutional levels.

**February 25, 2019**

**Speed Friending**

**Description:**

The Peer Advocates and First Year Experience sponsored a speed friending event to build connection and learn about the components of healthy relationships. Students moved from table to table spent a short amount of time meeting someone new. We provided prompt questions (Who is your favorite superhero? Favorite Netflix binge? Outdoor activity you love?) or people could talk about something that interests you.

**February 28, 2019**

**At the Intersection: Gender, Asexuality, and Sexual Agency**

**Description:**

The Peer Advocates and the Queer Resource Center joined together to host a conversation on sexual agency and body ownership. When sex is equated to intimacy and deemed mandatory in relationships, people, especially women, nonbinary, and ace people, experience pressure to say “not now” to sex even if we mean “no” or “never.” Working collaboratively students constructed a way to create healthy and safe relationships that went beyond narratives of “owed” sex.

**February 26, 2019**

**February 27, 2019**

**February 28, 2019**

**February 29, 2019**

**March 1, 2019**

**Community Promise Tabling**

**Description:**

The Peer Advocates for Sexual Respect hosted tables to gather responses to the prompt "why and how we support survivors". Responses will be arranged into a community poem. Resources were provided.

**March 4, 2019**

**Sexual Respect with Men's and Women's Crew Team**

**Description:**

The Peer Advocates of Sexual Respect led a conversation and film screening with the Men's and Women's Crew Team related to sexual violence and systemic rape culture. Team members viewed “I am Evidence” followed by a discussion.

**March 13, 2019**

**Sexual Respect and Men's Crew**

**Description:**

Sexual Respect Educator, Amanda Collings Vann conducted a discussion with the Men's Crew Team focused on steps to transform culture and personal decision points for changing culture.

**March 20, 2019**

**Decolonizing Indigenous Masculinities with Ty P. Kāwika Tengan**

**Description:**

Ty P. Kāwika Tengan (Kanaka Ōiwi) is an Associate Professor of Ethnic Studies and Anthropology at the University of Hawai'i at Mānoa and author of Native Men Remade: Gender and Nation in Contemporary Hawai'i (Duke U, 2008). He has both researched and participated in community-based efforts to

regenerate Native Hawaiian masculinities through Indigenous cultural practice. In this talk, he described the work carried out by the Hale Mua (Men's House) and the 'Aha Kāne (Foundation for the Advancement of Native Hawaiian Men) and discussed the potentials and limitations that their respective projects hold for decolonizing Indigenous masculinities.

### **Plants and Flowers for Healing with Molly Kitchen**

**March 25, 2019**

#### **Description:**

In this workshop students created a relaxing herbal tea blend and a calming lavender sachet while learning the properties and benefits of the herbs. This workshop was part of our Survivor Support Series, which builds skills and resources for healing

**March 27, 2019**

### **Film Series Screening of "The Bystander Moment"**

#### **Description:**

The Peer Advocates for Sexual Respect held and film screening and discussion as part of Sexual Assault Awareness Month. Jackson Katz's renowned documentary "The Bystander Moment: Transforming Rape Culture at It's Roots" draws on male involvement in the [#MeToo](#) movement and educates on ways to be an effective bystander. Discussion followed.

**March 29, 2019**

**April 2, 2019**

**April 4, 2019**

**April 8, 2019**

**April 10, 2019**

**April 16, 2019**

**April 18, 2019**

**April 22, 2019**

**April 24, 2019**

### **Sexual Assault Awareness Month Tabling**

#### **Description:**

The Peer Advocates for Sexual Assault hosted resource tables during the month of April to offer support and provide information about upcoming programs for SAAMherst, Amherst College's Sexual Assault Awareness Month.

**April 1, 2019**

### **2<sup>nd</sup> Annual Community Promise: Why I Believe and Support Survivors**

#### **Description:**

Two-hundred forty-three students contributed to a community promise where we shared why we believe and support survivors. Twenty-Four students from across campus joined together to read the poem in the Powerhouse. The event was a powerful reminder of our shared vision. The poem was followed by a reception and shared conversation. Resources were provided.

**April 9, 2019**

### **Film Series Screening of "I am Evidence"**

#### **Description:**

The Peer Advocates for Sexual Respect held a film screening and discussion as part of Sexual Assault Awareness Month. The PAs hosted an illuminating documentary "I am Evidence!" The film focuses on the Rape-Kit backlog, and the measures taken to test all executed kits. Discussion followed.

**April 10, 2019**

**Create, Construct, Connect: A Collage Event**

**Description:**

Collaging can often serve as a spontaneous and highly cathartic way of mirroring our inner emotions, whatever they may be. The Peer Advocates for Sexual Respect hosted a collage making event as part of the survivor Support Series.

**April 10, 2019**

**Sexual Respect / Sexual Harassment at Amherst & You New Employee Welcome Event**

**Alumni House**

**Description:**

Amherst & You is a new employee welcome event. Sexual Respect Educator Amanda Collings Vann and Human Resources Training Specialist Stephen Butler presented on Sexual Harassment, Sexual Respect and Bystander Intervention. New Employees could voluntarily attend this event. Amherst College policies, definitions of various types of sexual violence, what constitutes sexual harassment and options for bystander intervention were all covered in this session.

**April 16, 2019**

**Decolonize Your Thirst**

**Description:**

Is there a line between socialization and sexual and romantic attractions? How can we interrogate our sexual and romantic attraction if our desire is rooted in normative beauty standards, rigid gender norms, and white supremacy? The Peer Advocates for Sexual Respect and the the Women's and Gender Center and the Multicultural Resource Center presented a program on how students decolonize our attractions through self-reflection and radical self-love. The first 30 students were given T-shirts.

**April 23, 2019**

**Film Series Screening of "Free CeCe"**

**Description:**

The Peer Advocates for Sexual Respect held a film screening and discussion as part of Sexual Assault Awareness Month. On her way to the store with a group of friends, Chrishaun Reed "CeCe" McDonald was brutally attacked. While defending her life, a man was killed. After a coercive interrogation, CeCe was incarcerated in a men's prison in Minnesota. An international campaign to free CeCe garnered significant support from media and activists, including actress Laverne Cox. Cox signed on as executive producer of FREE CECE!, committed to exploring the role race, class, and gender played in CeCe's case. In the end, CeCe emerged not only as a survivor, but also as a leader. Documentarian Jac Gares pushed past the everyday narratives of victimhood surrounding the lives of transgender people, to spotlight the way CeCe and other trans people are leading a growing movement fighting for the rights of transgender people everywhere. CeCe's powerful story highlights the groundswell of voices questioning the prison industrial complex and calling for its disassembly. Discussion followed.

**May 2, 2019**

**Opening Ceremony: The Healing Fire Initiative for Survivors of Sexual Violence, their friends, families and allies.**

**Description:**

Educators from Gedakina, Faculty, Staff and Students welcomed people to the fire. The Confidentiality of the space was discussed, resources were identified and a welcoming ceremony was performed.

**May 2, 2019 at 1:00 pm until**

**May. 3, 2019 at 1:00pm**

**The Healing Fire Initiative for Survivors of Sexual Violence, their friends, families and allies.**

**Description:**

People who came to the healing fire were welcome to make offerings to the fire. Wooden shims and sharpies were provided and people were welcome to bring letters and pictures. Amherst College partnered with Gedakina Inc. in an effort to provide a space for healing with our campus community. In 2002 Gedakina cofounded the Healing Fire Initiative for Survivors of Sexual Violence. The purpose of the Healing Fire Initiative is to offer survivors of sexual violence a welcoming and comforting place to break the isolation they may feel, build community with other survivors, advocates, and supporters, and begin or continue their healing process. This program is now a regional initiative with organizations and colleges/universities across the United States adopting this award-winning program. The fire burned until 1:00pm on April 27th and will be staffed by faculty, staff and the Peer Advocates of Sexual Respect throughout the 24-hour period. This was dedicated as a confidential space, which was indicated on signs at the event and a resource table was provided.

**Periodically throughout the semester**

**Poster Distribution****Description:**

Posters distributed included:

Sexual Respect Is...We asked and Amherst Answered

What Consent Is

In My Relationships I Have the Right and Responsibility To

Breaking Up is Hard to Do

How to Support a Survivor

Self-Care Strategies

92 Ways to Love

**August 2019**

**Sexual Assault Prevention for Undergraduates Online Course**

**Location: Everfi Online Platform**

**#of Participants: 485 students**

**Presenter: Amanda Vann, Director of Health Education**

**Description:** Incoming students were required to complete the Everfi Sexual Assault Prevention for Undergraduates online course prior to arriving on campus. The 6-module course includes a pre and post survey and covers a range of sexual violence and sexual respect topics including relationships, identities, stereotypes, sexual harassment, stalking, sexual assault, consent, bystander intervention, and reporting and responding. Additionally, campus-specific information, resources, and welcome letter were included.

**August 21, 2019**

**Sexual Respect & Bystander Intervention Training for Resident Counselors**

**2 sessions**

**Location: Amherst Alumni House**

**# of Participants:** 70 Resident Counselors

**Presenters:** Amanda Vann, Director of Health Education & Lauren Kelly, Sexual Respect Educator

**Description:** Resident Counselors received two trainings as a part of their onboarding process. RCs were broken up into two groups – new and returning – and received two one-hour consecutive trainings related to sexual respect, two hours total of training. One training was conducted by Amanda Vann, Director of Health Education as an advanced bystander session, specially exploring ways to respond and intervene in their role as RCs when interacting with their residents. The second training was led by Lauren Kelly, Sexual Respect Educator and focused on proactive strategies within residence halls to foster sexual respect through programming, community norms, and role modeling. RCs received sets of posters from Sexual Respect Education to hang in the dorms.

**August 22, 2019**

**Orientation Leader Training**

**Location:** Friedmann Room

**# of Participants:** 15 Orientation Leaders

**Presenters:** Amanda Vann, Director of Health Education & Lauren Kelly, Sexual Respect Educator

**Description:** Orientation Leaders received an hour and a half long training in preparation for their roles and new student orientation. They reflected on messages, positive and negative, that they received as incoming students related to sexual respect and brainstormed ways to proactively promote sexual respect in their roles as OLs and members of the Amherst community. Additionally, they received a bystander refresher training, addressed different strategies and considerations for intervention, and practiced different scenarios they might encounter as an OL. Additionally, there was the opportunity for questions and comments regarding any specific concerns they had about sexual respect topics and their roles as OLs.

**August 23, 2019**

**CISE Orientation Training**

**Location:** Science Center

**# of Participants:** 65

**Presenter:** Amanda Vann, Director of Health Education

**Description:** Members of the Health Education Department provided information and resources about programs and services.

**LEAP Leader Training**

**Location:** Campus Center

**# of Participants:** 40

**Presenter:** Amanda Vann, Director of Health Education

**Description:** Members of the Health Education Department provided information and resources about programs and services

**August 27, 2019**

**Orientation Resource Fair**

**Location:** First Year Quad

**# of Participants:** 225

**Presenter:** Amanda Vann, Director of Health Education; Ashley Netanel, Alcohol & Other Drugs Educator; Lauren Kelly, Sexual Respect Educator; and Peer Advocates for Sexual Respect

**Description:** Members of the Health Education Department provided information and resources about programs and services to new students and their families. Giveaways and informational materials at the



table and Health Education staff were present to answer any questions for new students, parents, and/or family members. Additionally, the Alcohol & Other Drugs Social Norms Campaign was shared based on data from the Everfi course completed by incoming students in August 2019.

**August 28, 2019**

**New Student Orientation Sexual Respect Training**

**2 Sessions**

**Location: Music Hall**

**# of participants: 485 students**

**Presenter: Lauren Kelly, Sexual Respect Educator and Peer Advocates for Sexual Respect**

**Description:** As a part of the New Student Orientation schedule, incoming students received an hour and a half long training on topics related to sexual respect. They learned about different forms of sexual violence, including stalking, relationship violence, sexual assault, and rape. Additionally, they learned about the importance of consent and healthy communication, how to recognize signs of unhealthy behaviors, ways to support those impacted by violence, different campus resources, and the positive social norms their incoming class holds when it comes to promoting and practicing sexual respect based on Everfi 2019 data. Additionally, they received an introduction to bystander intervention by members of the Peer Advocates for Sexual Respect.

**August 31, 2019**

**Orientation Trivia Night, hosted by the PAs**

**Location: The Powerhouse**

**# of Participants: 72 students**

**Presenter: Amanda Vann, Director of Health Education; Lauren Kelly, Sexual Respect Educator; and Peer Advocates for Sexual Respect**

**Description:** The Peer Advocates hosted a Trivia Night for new students as a part of Orientation. A resource table featured a range of sexual respect and PA resources, along with swag and giveaway items for new students. Snacks were provided for all participants. This provided a fun and lowkey opportunity for new students to meet one another, along with many members of the Peer Advocates for Sexual Respect. Winners of trivia received prizes including back to school kits, snack packs, and stuffed Mammoths.

**September 7-26, 2019**

**Bystander Intervention Trainings**

**20 Sessions**

**Location: Miscellaneous - Chapin Hall Chapel, O'Connor Commons, Gerald Penny Center, Alumni House, Ford Hall Event Space**

**# of Participants: 476 students**

**Presenter: Peer Advocates for Sexual Respect**

**Description:** The Peer Advocates facilitated 20 sessions of one and a half hour-long Bystander Intervention Training for first year students. The session included a review of the concept of bystander intervention; the four D's (direct, delegate, distract, and delay) of bystander intervention; discussion of costs, benefits, barriers, and places of power in intervention situations; and the role values play in acting as a bystander. Students engaged in a range of activities including personal reflection, pair and share, complex scenario role playing, and speed round scenarios. Attendance was tracked, students completed a pre and post survey for the program and the PAs provided a resource table available to all participants.

**September 25, 2019**

**Survivor Support Resource Table as a part of Mental Health Awareness Week**

**Location: Keefe Campus Center & Val Dining Hall**

**# of Participants: 56 students**

**Presenter: Peer Advocates for Sexual Respect**

**Description:** As a part of a campus-wide Mental Health Awareness Week initiative and the #SurvivorSupportSeries, the Peer Advocates organized and hosted a Survivor Support Resource Table to. The table provided giveaways such as journals, stress balls, fidget toys, and coloring books as well as survivor and sexual respect-centered stickers and buttons. Additionally, informational resources about campus and community services for services and how to support someone impacted by sexual violence were provided for students to take. The PAs offered two tables – one in Keefe Campus Center during the day and one in Val Dining Hall in the evening as to reach the most students – and were available to speak one-on-one with students who had questions or concerns.

**September 26, 2019**

**Meet the PAs Informational & Recruitment Gathering**

**Location: McCaffrey Room, Keefe Campus Center**

**# of Participants: 45 students**

**Presenter: Peer Advocates for Sexual Respect**

**Description:** The Peer Advocates hosted a Meet the PAs event as a strategy for recruitment for hiring of new members. Bubble tea was provided to all attendees. Students could stop by, receive information about the PAs and the application process, meet with current PAs and ask questions, learn about opportunities to promote sexual respect on campus and socialize with other students. Attendees could sign-up with name and email address in order to receive the electronic link for the application.

**October 1-2, 2019**

**2 Sessions**

**PA Recruitment Tabling**

**Location: Val Dining Hall and Keefe Campus Center**

**# of Participants: 25 students**

**Presenter: Peer Advocates for Sexual Respect**

**Description:** The Peer Advocates hosted recruitment tabling in Val Dining Hall and Keefe Campus Center to promote upcoming PA applications. They provided a link to the application, answered questions to interested students, and provided general PA and sexual respect resources to any students who stopped by the table.

**October 2, 2019**

**Intimate Partner Violence 101 Training for Queer Resource Center Student Staff**

**Location: Queer Resource Center, Keefe Campus Center**

**# of Participants: 5 students**

**Presenter: Lauren Kelly, Sexual Respect Educator**

**Description:** In preparation for an upcoming collaboration with the Queer Resource Center and local domestic violence organization, Safe Passage, a training was requested for QRC student staff to gain a baseline understanding on intimate partner violence, dynamics of unhealthy relationships, warning signs, and barriers and resources for survivors. The training was specifically framed to address the impact within the LGBTQ+ community. Time was provided at the end for QRC student staff to ask questions and speak with Lauren Kelly.

**October 4, 2019**

**Health Education Station at The Wellness Fair**

**Location: Valentine Quad**

**# of Participants: 178 students**

**Presenter: Amanda Vann, Director of Health Education; Ashley Netanel, Alcohol & Other Drugs Educator; Lauren Kelly, Sexual Respect Educator; Student Health Educators and Peer Advocates for Sexual Respect**

**Description:** The Department of Health Education hosted a station at the campus-wide Wellness Fair. Baby animals were provided for students to pet, feed, and play with as an opportunity for stress relief and enjoyment. There was also a table provided with Health Education, Student Health Educator, and Peer Advocate resources and swag for students to take. Additionally, the PAs and SHEs promoted upcoming hiring and collected email addresses for students interested in applying for either position.

**October 5, 2019**

**Health Education Retreat**

**Location: Science Center**

**# of Participants: 16 peer educators: 10 Student Health Educators and 6 Peer Advocates**

**Presenter: Amanda Vann, Director of Health Education; Ashley Netanel, Alcohol & Other Drugs Educator; and Lauren Kelly, Sexual Respect Educator**

**Description:** The Department of Health Education hosted a retreat for both student teams – Student Health Educators and Peer Advocates for Sexual Respect. The morning sessions provided opportunities for staff development. Specifically, for the Peer Advocates, they had sessions on campus programming and conflict management. During the afternoon, sessions included an overview of department philosophy and approach to wellbeing, department expectations, building better workshops, and navigating difficult conversations. This provided an opportunity for joint training of the SHEs and PAs and center larger, collective work as a department for the upcoming year.

**October 10, 2019**

**Sexual Respect Training for the Cross-Country and Track & Field Teams**

**Location: Alumni Gym, Conway Classroom**

**# of Participants: 72 students**

**Presenter: Lauren Kelly, Sexual Respect Educator**

**Description:** In accordance with NCAA requirements, a sexual respect training was facilitated for the Cross-Country and Track & Field Teams. The session was framed as an advanced bystander session. In reviewing key concepts and skills of bystander intervention and generating a list of scenarios that they encountered, we discussed strategies for intervention. Students then had the opportunity in small groups to brainstorm strategies for intervention. Additionally, there were small and large group discussions to address how being on an athletic team impact intervention, group values and norms, gender dynamics within their teams. Resources were provided to participants and Lauren was available for questions following the session.

**October 22, 2019**

**Intimate Partner Violence in LGBTQ+ Communities Tabling**

**Location: Keefe Campus Center Atrium**

**# of Participants: 48 students**

**Presenter: Peer Advocates for Sexual Respect, Queer Resource Center, Safe Passage**

**Description:** In anticipation of the IPV in LGBTQ+ Communities led by Safe Passage, the Peer Advocates and QRC Student Staff facilitated a tabling event with Sexual Respect, QRC, and Safe Passage resources, materials, and giveaways. The Peer Advocates and QRC Student Staff facilitated an educational trivia activity for students on IPV in LGBTQ+ communities and encouraged table visitors to attend to event to follow.

**October 22, 2019**

**Intimate Partner Violence in LGBTQ+ Communities Training with Safe Passage**

**Location:** Keefe Campus Center & Queer Resource Center

**# of Participants:** 12 students

**Presenter:** Ollie Schwartz, Safe Passage; Lauren Kelly Sexual Respect Educator; Jxhn Martin, Director of the QRC

**Description:** Safe Passage, a local domestic violence organization, collaborated with Sexual Respect Education and the Queer Resource Center on hosting a training on Intimate Partner Violence In LGBTQ+ Communities. The session addressed the specific needs and barriers facing the LGBTQ+ communities and provided information about on-campus and community resources. The training was facilitated primarily by Ollie Schwartz, Transgender, Non-binary, and Gender Non-conforming Outreach Advocate at Safe Passage. Lunch was provided for attendees and staff were made available for any questions or concerns following the session.

**October 24, 2019**

**Create, Collage, Construct**

**Location:** McCaffrey Room, Keefe Campus Center

**# of Participants:** 15 students

**Presenter:** The Peer Advocates for Sexual Respect

**Description:** As a part of the #SurvivorSupportSeries, the Peer Advocates hosted a program open for all student to collage and craft with one another. There was the option for two guided collaging projects to reflect on one's past, present, and future or their inner versus outer self, as well as the option to create freely and unguided. This provided a safe and healing space for survivors and allies to share in community with one another. Insomnia Cookies and tea were provided to all attendees, PAs were available to answer any questions or concerns, and a resource table featured a range of giveaway items to student to take.

**November 6, 2019**

**Low Down on Going Down**

**Location:** Queer Resource Center

**# of Participants:** 25 students

**Presenter:** Peer Advocates for Sexual Respect, Student Health Educators, and QRC Student Staff

**Description:** This has been a reoccurring event organized by the Student Health Educators and the Queer Resource Center. This year, the Peer Advocates were asked to co-sponsor in order to intentionally incorporate consent and healthy communication into the conversation. The event focused on how to engage in safe, pleasurable sex, specifically for queer and trans students and was structured in a facilitated discussion format. An ice cream sundae bar was provided and student facilitators were present to offer resources and answer any questions or concerns.

**November 7, 2019**

**Campus Center Managers Training**

**Location:** McCaffrey Room, Keefe Campus Center

**# of Participants: 15 students**

**Presenter: Lauren Kelly, Sexual Respect Educator and Ashley Netanel, Alcohol & Other Drugs Educator**

**Description:** Following discussions with the Student Activities staff, Health Education was invited to lead a training for Campus Center Managers around addressing issues related to sexual respect and substance use when managing the Campus Center. Students split up into two groups and met with Lauren and Ashley separately and then switched to meet with the other person. The training consisted of facilitated discussion about common situations when on shift, strategies for assessing safety concerns, resources and skills to utilize in order to intervene, and information to provide to their peers.

**November 12, 2019**

**Sexual Respect Training for the Baseball Team**

**Location: Alumni Gym, Conway Classroom**

**# of Participants: 32 students**

**Presenter: Lauren Kelly, Sexual Respect Educator and the Peer Advocates for Sexual Respect**

**Description:** In accordance with NCAA requirements, a sexual respect training was facilitated for the Baseball Team by Lauren Kelly and two Peer Advocates for Sexual Respect. This training was framed as an advanced bystander session. Topics covered included a review of key bystander concepts and skills, a polling activity to gauge participants questions/ideas, review of consent, addressing rape culture, and responding to subtle forms of sexual violence culture. The training concluded with each member sharing one proactive strategy they could do to help promote sexual respect on campus. Resources were provided to participants and facilitators were available for questions.

**November 13, 2019**

**Survivor Support Resource Table at Graphically Yours hosted by the Student Health Educators**

**Location: The Powerhouse**

**# of Participants: 27 students**

**Presenter: Peer Advocates for Sexual Respect**

**Description:** The Peer Advocates were asked to provide a resource table at the Graphically Yours event hosted by the Student Health Educators. The event was in partnership with the Graphic Sex Project and a part of the Sex Week series in which students could engage in positive discourse around sex and sexuality through a gallery walk and graph-making activity. The PAs hosted a resource table with self-care activities, survivor support resources, consent materials, and were available to answer any questions or concerns to attendees.

**November 19, 2019**

**Sexual Respect Training for the Women's Golf Team**

**Location: Alumni Gym, Conway Classroom**

**# of Participants: 10 students**

**Presenter: Lauren Kelly, Sexual Respect Educator**

**Description:** In accordance with NCAA requirements, a sexual respect training was facilitated for the Women's Golf Team. The team requested an advanced bystander session which consisted of pair and large group discussion reviewing key bystander concepts and skills, brainstorming situations they've encountered and strategies they've used, addressing subtle forms of sexual violence and differentiating proactive versus reactive bystanders. The session concluded with participants sharing out one proactive strategy they could do to promote sexual respect.

**November 18-20, 2019**

**3 Sessions**

**Unpacking Masculinity Tabling**

**Location:** Val Dining Hall and Keefe Campus Center

**# of Participants:** 249 students

**Presenter:** Peer Advocates for Sexual Respect

**Description:** In preparation for the Unpacking Masculinity Panel, the Peer Advocates hosted tabling in Val Dining Hall and Keefe Campus Center. In addition to promoting information about the event and sharing sexual respect resources, they also facilitated an interactive opportunity for students to write what comes to mind when they hear the term masculinity. Those responses were compiled, displayed at the event and used as reference during the panel discussion.

**November 20, 2019**

**Unpacking Masculinity Panel**

**Location:** Sterns Auditorium

**# of Participants:** 83 students

**Presenter:** Peer Advocates for Sexual Respect

**Description:** This event featured a panel of student leaders, athletes, administrators, staff, and coaches to reflect on their understandings and experiences around masculinity. The event was facilitated by a Peer Advocate who asked questions ranging from toxic and healthy messages and portrayals of masculinity. Additionally, the conversation addressed the role toxic masculinity and gender expectations contribute towards and perpetuate sexual violence and ways to reduce violence and promote sexual respect. Pizza from Antonio's was provided for all attendees and a resource table featuring the responses collected during the Masculinity Tabling. Peer Advocates and staff were available for any questions or concerns.

**December 2-5, 2019**

**Healthy Relationships Week Tabling**

**3 Sessions**

**Location:** Val Dining Hall and Keefe Campus Center

**# of Participants:** 130 students

**Presenter:** Peer Advocates for Sexual Respect

**Description:** The Peer Advocates hosted a Healthy Relationships Week in which they had different activities centered around examples and strategies of healthy relationships. Additionally, students could participate in a raffle by completing a response to the Community Promise prompt – "What is a healthy relationship and why do you deserve to have one?". Raffle entries were entered and drawn to win prizes to enjoy individually, with a partner, or with a friend including tea, chocolate, socks, face masks, popcorn and were packaged in the Ways to Love tote bags. The PAs also provided a range of healthy relationship resources and information for students, as well as were available for questions or concerns.

**December 3, 2019**

**Sexual Respect Session for the Men's Rowing Team**

**Location:** Alumni Gym, Conway Classroom

**# of Participants:** 25 students

**Presenter:** Lauren Kelly, Sexual Respect Educator

**Description:** In accordance with NCAA requirements, a training was requested by the Men's Rowing Team. This session centered around the role of alcohol with sexual violence. The group spent the beginning of the session doing bystander review and discussing how alcohol can impact a bystander to intervene and contribute towards sexual assault. The team broke up into small groups to brainstorm different components of consent including ways to communicate "yes," "no," asking and checking in,

and responding to a “no.” The session concluded with each member sharing how they could incorporate consent and healthy communication into future encounters – sexual and nonsexual – and how they can address the role of alcohol and party culture as an active bystander. Lauren was available for questions after the session and participants were given sexual respect resources.

#### **December 5, 2019**

##### **Meet the New PAs**

**Location:** Pemberton Lounge, Chapin Hall

**# of participants:** 17 students

**Presenter:** Peer Advocates for Sexual Respect

**Description:** At the end of the semester, the Peer Advocates hosted a gathering with current and newly hired PAs. This provided an opportunity for current PAs to welcome new PAs and reflect on the successes of fall semester. Additionally, it provided space for new PAs to learn about sexual respect education and future programming opportunities. Dinner was provided and Lauren Kelly, Sexual Respect Educator was available for any questions.

#### **December 9, 2019**

##### **Relaxation Stations**

**Location:** Keefe Campus Center Atrium and Women’s & Gender Center

**# of Participants:** 147 students

**Presenter:** Peer Advocates for Sexual Respect and Women’s & Gender Center

**Description:** Following previous collaborations with the Women’s & Gender Center and Peer Advocates for Sexual Respect, this event was a part of the #SurvivorSupportSeries and centered around self-care and distress outlets during the end of the semester. Stations included make your own sugar scrub; create a self-care kit including coloring pages, candy, stress balls, and fidgets; journaling and mindful coloring; and chair massages stationed in the WGC. Insomnia Cookies, hot chocolate, and tea were provided for all attendees. This event was open to all students and offered passive activities for students to participate. The PAs, Nayah Mullings, Director of the WGC, and Lauren Kelly were available for any questions or concerns.

#### **December 11, 2019**

##### **Amherst & You Training**

**Location:** Alumni House

**# of Participants:** 23 staff

**Presenter:** Lauren Kelly, Sexual Respect Educator

**Description:** As a part of the Amherst & You training that the Office of Human Resources provides to new College employees, Lauren facilitated a sexual respect session followed by a bystander session led by Stephen Butler in Human Resources. The sexual respect session introduced new staff to how sexual respect is framed on campus, provided framing for how to understand and practice consent, addressed prevalence and different forms of sexual violence, and provided resources. New staff were provided Sexual Respect Education resource cards and Lauren was available for questions and concerns following the session.

#### **Fall 2019**

##### **Periodic Poster & Resource Distribution**

**Location:** Across Campus

**Description:** The following posters, resource cards, infographics, and brochures were distributed across campus. Some materials were requested through the Health Education Resource Request Form or by

individual campus partners and offices, as well as shared in public spaces across campus and handed out during programs:

Self-Care Strategies poster

In My Relationship, I Have the Right and Responsibility to poster

92 Ways to Love poster

How to Support a Survivor infographic

Self-Care & Healing brochure

The 4 Ds of Bystander Intervention poster

How to Help a Friend Dealing with Relationship Violence brochure

Sexual Respect Education infographic

Peer Advocates for Sexual Respect resource cards

Do Something posters

What is Consent poster

A Guide to Healthy Relationships poster

What is Consent resource card

## **Procedures to Follow After a Crime of Dating Violence, Domestic Violence, Sexual Assault, or Stalking Has Occurred**

### Safety

Immediately following a crime of dating violence, domestic violence, sexual assault, or stalking, getting to a safe place is of utmost importance. If on campus and in need of emergency services, call the Amherst College Police Department at (413) 542-2111. If off campus and in need of emergency services, call 911.

Acknowledging that every situation may be different, if you are faced with a threat, we encourage you to seek safety first. For example, if you think you are being followed, you can call out for assistance and run to a lighted business or residence, enlist the assistance of a passerby or flag down a passing vehicle, break a window in a residence, or pull a fire alarm. Do anything that might attract attention or summon assistance.

### Medical Attention

The College encourages all individuals to seek assistance from a medical provider immediately after an incident of dating violence, domestic violence, or sexual assault. A medical provider can provide emergency and/or follow-up medical services, and the ability to discuss any health care concerns related to the incident in a confidential medical setting may bring peace of mind.

After a sexual assault, a medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (e.g. internal injury, sexually transmitted infection, or the possibility of becoming



pregnant); and second, if performed by a qualified Sexual Assault Nurse Examiner, to properly collect and preserve evidence. There is a limited window of time (typically no longer than 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. It is important that you try to refrain from bathing, douching, brushing your teeth, drinking, or changing your clothing, as those actions may destroy helpful evidence if you decide to pursue criminal charges or obtain a protection order. If you do change clothes, put the clothes worn at the time of the incident in a paper bag, not plastic bag, to bring to the hospital. If you are seeking a sexual assault examination kit, you can go to a local emergency room. Additionally, the Center for Women and Community at the University of Massachusetts Amherst has advocates who can meet you at the hospital emergency room 24/hrs/day for a sexual assault exam. The Center for Women and Community's 24-hour hotline is 413-545-0800.

If you experience physical acts of dating or domestic violence, it is important that you seek medical attention. The medical exam is to treat the full extent of any injury or physical trauma and to preserve any evidence. Preserving evidence may be helpful if you decide to pursue criminal charges or obtain a protection order in the future.

Taking the step to gather medical evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will remain confidential and may assist in the preservation of the full range of options for resolution through the College's complaint processes or through the pursuit of criminal action. The College encourages individuals to obtain medical attention promptly after an assault.

#### Preservation of Evidence

The College encourages all individuals to preserve evidence following an incident of dating violence, domestic violence, sexual assault, or stalking. Preserving evidence is important in that it may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

In addition to seeking medical attention, as described above, some other forms of evidence preservation include, but are not limited to: saving text messages, voicemails, other forms of communication, social media posts, photos or videos, and/or keeping a written log detailing the incident(s).

#### Involvement of Law Enforcement

Community members who are impacted by dating violence, domestic violence, sexual assault, or stalking have several options to involve law enforcement, including options to:

- Notify proper law enforcement authorities, including the Amherst College Police Department and local police;
- Be assisted by campus authorities in notifying the Amherst Police Department and/or local police if they choose to do so; and
- Decline to notify such authorities.

The Amherst College Police Department is available 24 hours a day and can be contacted by using the following phone numbers: (413) 542-2291 (non-emergency line) or (413) 542-2111 (emergency line).

The College is mandated to comply with student requests for assistance in notifying law enforcement or obtaining other police services. To make a request for assistance, community members may contact the Title IX Coordinator, Laurie A. Frankl, Converse Hall Rm. 105-E, (413) 542-5707, [lfrankl@amherst.edu](mailto:lfrankl@amherst.edu). For an explanation about what is involved in making a police report, see the “Reporting Options” section below.

### Protective Orders and Restraining Orders

A “No-Communication and Restricted Proximity Order” (NCRPO), also known as a no-contact order, may be available for community members involved in incidents of dating violence, domestic violence, sexual assault, or stalking. A student may request, or the College may impose, communication and contact restrictions between College community members. In general, communication restrictions preclude in-person, telephonic, electronic, or third-party communications. The College may also limit an individual or organization’s access to certain College facilities or activities as part of the NCRPO.

- For students, to request information about the option to obtain a no-contact order or to file a request for this option, contact the Title IX Coordinator, Laurie A. Frankl, Converse Hall Rm. 105-E, (413) 542-5707, [lfrankl@amherst.edu](mailto:lfrankl@amherst.edu)
- For faculty and staff, to request information about the option to obtain a no-contact order or to file a request for this option, contact the Title IX Coordinator, Laurie A. Frankl, Converse Hall Rm. 105-E, (413) 542-5707, [lfrankl@amherst.edu](mailto:lfrankl@amherst.edu)

In addition to institutional no-contact orders, individuals impacted by dating violence, domestic violence, sexual assault, or stalking may pursue the following protective orders, enforceable through the Massachusetts Court System:

- Protective Orders (Massachusetts General Laws, chapter 209A); and
- Harassment Prevention Orders (Massachusetts General Laws, chapter 258E) may be requested through the court system.

These orders are civil proceedings that are independent of the College. Amherst College Police Department can assist community members in learning about and, if requested, filing paperwork with the Court to request an order of protection. To request information about the option to pursue these court orders or to file a request for assistance, contact the Title IX Coordinator, Laurie A. Frankl, Converse Hall Rm. 105-E, (413) 542-5707, [lfrankl@amherst.edu](mailto:lfrankl@amherst.edu).

If a court order is issued, the College will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order.

### Reporting Options

The College encourages the reporting of all forms of sex- or gender-based concerns. The College is committed to creating and to continually fostering a community of care, fairness, dignity, and respect. The Amherst Title IX Office is available to support all members of the community in matters related to dating violence, domestic violence, sexual assault, or stalking.

All community members have the following options available to them to report an incident:

- *Reporting to Law Enforcement*  
As mentioned above, the College can assist an individual in making a criminal report, either with the Amherst College Police Department or the Town of Amherst Police Department. Filing a report with a law enforcement agency does not require that an individual pursue a criminal prosecution. Reports to law enforcement will be forwarded to the Northwestern District Attorney's office for review. The College will, to the extent permitted by law, cooperate with law enforcement agencies if an individual decides to pursue the criminal process.
- *Private Report to the Title IX Office or Person Who Is Obligated to Share Report with the Title IX Office*  
Any individual who is concerned about dating violence, domestic violence, sexual assault, or stalking affecting an Amherst College community member may provide that information to the Title IX Office in person, via email or telephone, or by using the online Sexual Misconduct Reporting Form. Except when submitted pursuant to one's mandatory reporting obligations – as set forth below – a reporting party may choose to disclose their identity as the reporting party OR may choose to submit the report anonymously (see below).
- *Mandatory Reporters of Information Regarding Title IX Prohibited Conduct*  
Individuals may also disclose concerns to faculty, staff, and certain student employees who have been designated by the College as "mandatory reporters" of information regarding dating violence, domestic violence, sexual assault, or stalking. All College employees, except those identified as Confidential Resources – including faculty and staff, certain student employees, and certain student volunteers – are required to share with the Title IX Office information they learn that gives them reason to believe that an Amherst College community member has been affected by dating violence, domestic violence, sexual assault, or stalking. Mandatory reporters are not expected to understand with certainty whether or not the behavior they have learned about meets all of the parameters of the definitions of this policy. Mandatory reporters must report the information to the Title IX Office, who will work with affected persons.

Community Advisors (formerly "Residence Counselors") must report to the Title IX Office any information regarding dating violence, domestic violence, sexual assault, or stalking of which they become aware at any time, regardless of whether they are serving in their role at the time they learned of the behavior.

Students also have the responsibility to report – to a member of the Title IX Office – instances of dating violence, domestic violence, sexual assault, or stalking of which they become aware while acting in the following roles:

- Student Security Monitors - Student Event Staff
  - Orientation Leaders
  - Community Engagement Orientation Trip (CEOT) Leaders
  - First-Year Orientation Trips (FOOT) Leaders
  - Learn, Explore, Activate, and Participate (LEAP) Leaders
- *Anonymous Reporting*  
Any individual may make an anonymous report concerning an act of dating violence, domestic violence, sexual assault, or stalking. An individual may report the incident without disclosing their name, identifying the Respondent, or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, the College's ability to respond to an anonymous report may be limited.

Anonymous reports may be made by telephone at 888-497-1022, or online at: [www.amherst.ethicspoint.com](http://www.amherst.ethicspoint.com).

Ethics Point is a service that allows anyone to report suspected misconduct or other issues with complete anonymity, if so chosen. This service allows the person making the report and College administrators to confer about additional details, while the reporting party's identity remains anonymous. All reports will go to the Title IX Coordinator. Persons may also submit anonymous reports using the Sexual Misconduct reporting form and choosing not to submit their identifying information, though the College will be unable to confer with the reporting party.

#### Confidential Resources and Support – Making a Confidential Disclosure

The College encourages all Amherst community members to report concerns about dating violence, domestic violence, sexual assault, or stalking. The College recognizes, however, that not every individual will choose to report to the College or to local law enforcement. For those individuals who do not want their information to be reported to the Title IX Office, there are several confidential resources available for students, staff, and faculty. Staff at these confidential resources are prohibited, either by state law and/or College policy, from releasing an individual's information without that individual's express consent (except under limited circumstances that pose an imminent danger to the individual or to others).

The following resources are confidential. Disclosures made to staff at these resources will not be shared with the Title IX Office:

On Campus	Off Campus
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**AC Keefe Health Center** | (413) 542-2266

Available during regular office hours.

**AC Counseling Center** | (413) 542-2354

Available during regular office hours. During off hours, you will be connected by phone to a licensed therapist or a therapist working under the supervision of a licensed clinician.

**Religious and Spiritual Life** | (413) 542-8149

Available during regular office hours.

**Center for Women & Community** | (413) 545-0800

Confidential sexual assault, domestic/dating violence counseling available to all 24 hours a day.

**University Health Services** | (413) 577-5000

Open daily 8 a.m. to 8 p.m.

**New England Learning Center for Women in Transition** | (413) 772-0806

Confidential sexual and domestic/dating violence crisis hotline available to all 24 hours a day.

**Victim/Witness Program** | (413) 586-5780

Available through the District Attorney's Office-Northampton to victims of crimes who are going through the court process.

**Safe Passage** | (413) 586-5066

Confidential sexual and domestic/dating violence counseling available to all 24 hours a day.

**Employees | e4health** (800) 828-6025 or

<https://www.helloe4.com/> are available 24 hours. E4health is the Amherst College Employee Assistance Program.

Employees are provided with a username and password for the website on the human resources site.

### Reporting Resources and Additional Support

All of the resource personnel listed below are trained to support students and employees impacted by dating violence, domestic violence, sexual assault, or stalking; and to coordinate with the Title IX Coordinator in a manner consistent with the College's commitment to a safe and healthy educational environment.

For a description of supportive and protective measures available, refer to the College's Interim Title IX Policy, <https://www.amherst.edu/offices/title-ix/title-ix-policy>, or see the "Availability of Supportive Measures" section below.

### **On-Campus Resources**

**Amherst College Police** | (413) 542-2111

Available 24 hours a day

**Student Affairs/Administrator on Call** | (413) 542-2337

Available during regular office hours and can assist with academic concerns, changes in housing or other modifications and referrals to other resources. Members of Student Affairs are also available 24 hours a day by calling Amherst College Police.

**Director of Community Standards | (413) 542-32337**

The Dean of Student Conduct is available during regular office hours for students interested in receiving information on filing a complaint through the College.

**Employees: e4health | (800) 828-6025 or <https://www.helloe4.com/>**

Available 24 hours a day. E4health is the Amherst College Employee Assistance Program. Employees are provided with a username and password for the website on the human resources site.

**Community Advisors**

Students living in the residence halls who are employed by Residential Life and trained to refer students to campus resources.

**Title IX Coordinator | (413) 542-5707 | [lfrankl@amherst.edu](mailto:lfrankl@amherst.edu)**

Laurie Frankl, the Title IX Coordinator, is available during regular office hours. The Title IX Coordinator oversees the College's centralized review, investigation, and resolution process for reports of Title IX Prohibited Conduct and coordinates the College's compliance with Title IX. The Title IX Coordinator also leads the College's Title IX Team and is supported by several College administrators who serve as Deputy Title IX Coordinators.

**Title IX Deputy Coordinators**

Available during regular office hours. Deputy Title IX Coordinators can be contacted by telephone, by email, video call, or in person during regular office hours. The duties and responsibilities of the Title IX and Deputy Title IX Coordinators include: supporting community members, training, and the oversight of policies and procedures.

- Angie Tissi-Gassoway (students) | (413) 542-2337 | [atissi@amherst.edu](mailto:atissi@amherst.edu)
- Dean Gendron (students) | (413) 542-2337 | [dgendron@amherst.edu](mailto:dgendron@amherst.edu)
- Maria Rello (Athletics Departments) | (413) 542-8467 | [mrello@amherst.edu](mailto:mrello@amherst.edu)
- Catherine Epstein (faculty) | (413) 542-2334 | [cepstein@amherst.edu](mailto:cepstein@amherst.edu)
- Maria-Judith Rodriguez (staff, administration, and visitors) | (413) 542-2327 | [mjrodriguez@amherst.edu](mailto:mjrodriguez@amherst.edu)

**Institutional Procedures Once an Incident of Dating Violence, Domestic Violence, Sexual Assault, or Stalking Has Been Reported**Confidentiality

The College is committed to protecting the confidentiality of complainants, respondents, and all other necessary parties in responding to reports of dating violence, domestic violence, sexual assault, or stalking. Consistent with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), information related to these reports will be shared with only those individuals who "need-to-know" the information in order for the College to properly assess and resolve the matter. The College will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of any personally identifying information.

The College will maintain as confidential any modifications or protective measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the modifications or protective measures.

If a report of Title IX Prohibited Conduct discloses an immediate threat to the College campus community, the College may, in accordance with its obligation under the Clery Act, issue a Timely Warning notice of the conduct to the community in the interest of the health or safety of the broader campus community. Immediately threatening circumstances include, but are not limited to, reported incidents of recently occurring dating violence, domestic violence, sexual assault, or stalking that include the use of force, a weapon, or other circumstances that may represent a serious and ongoing threat to College students, faculty, administrators, staff or visitors.

All resolution proceedings are conducted in compliance with the requirements of FERPA (as applicable), the Clery Act, Title IX, and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy.

#### Written Notifications

When a student or employee reports to the College that the student or employee has been impacted by dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of the student's or employee's rights and options.

Upon receiving a report, the College will provide students and employees with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid assistance, and other services available for parties both within the institution and in the community. Students and employees can access these services directly by referring to the on- and off-campus resources described above. To request more information about these services, students and employees can contact the Title IX Coordinator, Laurie Frankl, by phone (413) 542-5707 or email [lfrankl@amherst.edu](mailto:lfrankl@amherst.edu).

Furthermore, written notification will be provided to impacted individuals about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The College will make such modifications or provide such protective measures if the individual requests them and if they are reasonably available, regardless of whether the individual chooses to report the crime to Amherst College Police Department or local law enforcement. The College is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense.

### Availability of Supportive Measures

The College is committed to treating all individuals with dignity, care, and respect. All Amherst College community members affected by dating violence, domestic violence, sexual assault, or stalking have access to support resources through the College. The College encourages Amherst College community members to seek the support of campus and community resources. The College can provide guidance about College policy and assist persons in obtaining information about available resources. Individuals are encouraged to use all available resources, regardless of whether an incident occurred recently or in the past.

In addition to the protective measures described above (see “Procedures to Follow After a Crime of Dating Violence, Domestic Violence, Sexual Assault, or Stalking Has Occurred” section), the College also offers supportive measures. Upon receipt of a report, the Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures. The Title IX Coordinator will consider the Complainant’s wishes with respect to Supportive Measures and inform the Complainant of the availability of Supportive Measures.

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College’s education program or activity without unreasonably burdening the other party, including measures taken in the interest of the safety of all parties or the College’s educational environment, or to deter sexual harassment. The College will determine the necessity and scope of any Supportive Measures. Even when a person involved with the Title IX process does not specifically request that action be taken, the College may choose to implement Supportive Measures at its discretion in the interest of individual and/or community safety, or the integrity of the Title IX process.

Supportive measures include:

- *Academic, Employment, or Residence Modifications:* An individual involved with the Title IX process may request academic or employment modifications or a change in residence after a report of dating violence, domestic violence, sexual assault or stalking. An individual who requests assistance in changing their academic or residential situation will receive appropriate and reasonably available modifications.
- *Emotional Support:* The College will provide counseling services for students through the Counseling Center or will assist in providing a referral to off-campus agencies.
- *Emergency Removals:* The College may remove a Respondent on an emergency basis where the appropriate College personnel determine that a Respondent poses an immediate threat to the physical health and safety of any individual, including the Respondent’s own physical health and safety, regardless of whether there is a pending Title IX Grievance Process. An emergency removal is not limited to instances where an individual has reported an alleged sexual assault.



Emergency removal may also be necessary to address other forms of alleged Prohibited Conduct or behaviors related to alleged conduct.

The College will engage in the following four-step process when evaluating the necessity of an emergency removal:

STEP 1: The College will conduct a prompt individualized threat analysis which will focus on the particular Respondent and examine the specific circumstances arising from the allegations of dating violence, domestic violence, sexual assault or stalking that may pose an immediate threat to a person's physical health or safety.

STEP 2: The College will make a finding based on the individualized threat analysis focusing on whether (1) there is an immediate threat justifying and compelling an emergency removal; (2) the threat is to the physical health and safety of one or more individuals; and (3) the emergency situation specifically arises from the allegations of dating violence, domestic violence, sexual assault or stalking.

STEP 3: The College will consider the appropriateness of other Supportive Measures in lieu of removal.

STEP 4: The College will provide the Respondent with notice and an opportunity to appeal the emergency removal.

- *Appeal of Emergency Removal:* Respondents who have been removed from campus on an emergency basis may appeal the separation decision. Appeals of emergency removal decisions consist of an opportunity for the community member to speak with a member of the College administration to articulate the reasons why the separation decision should be reversed. Students who have received notice that they have been removed from the College on an emergency basis can appeal that decision to the Dean of Students, or designee, by sending an email to the Dean of Students, within 72 hours of receipt of notice of the removal decision, and requesting a meeting to request an appeal meeting. Staff members who have received notice that they have been placed on administrative leave can appeal the decision by sending an email to the Chief Human Resources Officer, or designee, within 72 hours of receipt of notice of the removal decision, and requesting an appeal meeting. Faculty members who have received notice that they have been removed on an emergency basis can appeal that by sending an email to the Provost and Dean of the Faculty, or designee, within 72 hours of receipt of notice of the removal decision, and requesting an appeal meeting. Decisions on appeals will be made in writing. The College will endeavor to provide the written decision within 48 hours of the appeal meeting.
- *Investigative Leave:* At the discretion of the College, faculty and staff Respondents may be placed on Investigative Leave after a Formal Complaint has been filed against them.

## Overview of Institutional Procedures

The College's Interim Title IX Policy has established procedures governing Formal Complaints of domestic violence, dating violence, sexual assault, and stalking that are filed against Amherst College students, faculty, and staff. The purpose of this interim process is to provide the community with a grievance process to investigate and resolve all formal complaints of Title IX Prohibited Conduct that is consistent with applicable legal requirements.

The Interim Title IX Grievance Process is conducted by campus officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking, including how to conduct an investigation and hearing process that protects parties' safety and promotes accountability. All investigations and resolution proceedings will be conducted in a prompt, fair, and impartial manner.

The following section describes the College's disciplinary procedures for cases of dating violence, domestic violence, sexual assault, and stalking. This includes information about how an individual can initiate a formal grievance process, each step of the grievance process, anticipated timelines, and the decision-making process.

***Note:** In accordance with guidance from the U.S. Department of Education's Office for Civil Rights, the Interim Title IX Grievance Process is effective as of August 14, 2020 and will only apply to reported Title IX Prohibited Conduct that is alleged to have occurred on or after August 14, 2020. Reported incidents of sexual misconduct that are alleged to have occurred before August 14, 2020 will be investigated and adjudicated according to the processes in place for the 2019-2020 academic year, which can be found at <https://www.amherst.edu/offices/student-affairs/community-standards/archivearchive---student-code-of-conduct-student-handbooks>.*

**Filing a Formal Complaint:** A Formal Complaint is a written document filed and signed by a Complainant (or otherwise showing that the Complainant is the one filing the document), or signed by the Title IX Coordinator, that alleges that a Respondent has engaged in Title IX Prohibited Conduct. The filing of a Formal Complaint with the Title IX Coordinator initiates this Grievance Process. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in a Program or Activity of the College. All Formal Complaints will be investigated by the College. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party.

- **Filing Requirements:** To initiate the Title IX Grievance Process, the Complainant must submit a Formal Complaint, in paper or electronic format, to the Title IX Coordinator. The Formal Complaint must contain sufficient information regarding the allegations of Title IX Prohibited Conduct to permit the Respondent to understand the allegations being brought and to be able to adequately respond. At a minimum, the Formal Complaint must indicate: the name of the Respondent; the date or approximate date of the complained of conduct; a description of the conduct about which the Complainant is complaining; and the location of the alleged conduct, if known. Further, the Formal Complaint must indicate, to the best of the Complainant's ability, the alleged form(s) of Title IX Prohibited Conduct, as detailed in the College Interim Title IX Policy, that the Complainant alleges the Respondent committed. The Formal Complaint should clearly indicate that the Complainant is seeking for the alleged Policy violations to be resolved using this Process. It is not required that the Formal Complaint reflect every detail related to the allegations in the complaint; additional information may be discovered during the investigation.

A Formal Complaint should be filed with the Title IX Coordinator in person, by mail, or by electronic mail, to the Title IX Coordinator, Laurie A. Frankl, lfrankl@amherst.edu.

- *Review of Formal Complaint:* If the Title IX Coordinator or designee determines that a Formal Complaint does not include sufficient information regarding the allegations of instances of Title IX Prohibited Conduct to permit the Respondent to understand the allegations being brought and to adequately respond, the Title IX Coordinator will request that the Complainant re-submit the Formal Complaint.
- *Opportunity to Amend Formal Complaint:* If the investigation reveals other related allegations of instances of Title IX Prohibited Conduct not otherwise detailed in the Formal Complaint, the Complainant will have the opportunity to amend the Formal Complaint to include allegations of these additional related instances.
- *Timing of Complaints:* Formal Complaints may be filed by individuals who, at the time of the filing of the Formal Complaint, are participating in or attempting to participate in the College's Programs or Activities. The College will not reject as untimely any Formal Complaint that otherwise meets all of the threshold criteria detailed in this policy.
- *Effect of Criminal Proceedings:* The adjudication of a Formal Complaint of Title IX Prohibited Conduct under this process is independent of any criminal investigation or criminal proceeding. The College will not wait for the conclusion of any criminal investigation or proceeding to commence its own review, investigation, and, when applicable, proceedings outlined herein. Neither law enforcement's determination whether or not to indict and/ or prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether the Respondent is responsible for violating College policy.

**Dismissal of Formal Complaints:** Complaints that are dismissed pursuant to this section may be remanded to appropriate College personnel for review of the alleged conduct. Parties will be simultaneously notified of any decision to dismiss the Formal Complaint. Either party may appeal any decision to dismiss the Formal Complaint through the appeal procedures set forth in the Interim Title IX Policy, <https://www.amherst.edu/offices/title-ix/title-ix-policy>.

- *Required Dismissal:* At any time prior to the commencement of a hearing, if the conduct alleged in a Formal Complaint would not constitute Title IX Prohibited Conduct even if proved; did not occur in the College's Programs or Activities; or did not occur in the United States, the College is required to dismiss the Formal Complaint under this Process.
- *Permissive Dismissal:* The College may dismiss a Formal Complaint if, at any time prior to the hearing—

- The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled or employed by the College; or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or any allegations therein.

**Notice of Allegations:** Following the receipt of a Formal Complaint, the Title IX Coordinator will provide to both parties (if known) a Notice of Allegations. This Notice will include—

- A copy of or link to the College's Interim Title IX Grievance Process;
- Information related to the allegations of Title IX Prohibited Conduct alleged in the Formal Complaint;
- A statement that the Respondent is presumed not responsible for the alleged conduct;
- A statement explaining that a determination of responsibility is made at the conclusion of the grievance process;
- Information regarding the parties' opportunity to be supported by an Advisor of their choice, who may be but is not required to be an attorney, and that their advisor may inspect and review evidence as provided for in this process;
- A reminder that this process prohibits knowingly making false statements or knowingly submitting false information during the Grievance Process.

**Information for Respondent:** When a Formal Complaint has been received and following the review described above, the Title IX Coordinator will inform the Respondent that a Formal Complaint has been filed against them, will provide to the Respondent a Notice of Allegations and a copy of the Formal Complaint, and will provide the Respondent with a copy of this Process and its provision, below, for the Respondent to submit a Written Response.

- *Written Response to Formal Complaint:* The Respondent has the opportunity to submit a written response to the Complaint. Written responses must be submitted no later than 10 calendar days from the date the Respondent was provided the Complaint. Responses should be filed with the

Title IX Coordinator. The Title IX Coordinator will share the Respondent's written response with the Complainant.

- *Acceptance of Responsibility:* At any point in the process the Respondent may choose to accept responsibility for the conduct alleged in the Complaint. If the Respondent accepts responsibility for the conduct alleged in the Complaint, the process may, but will not necessarily, proceed to the Investigation Phase. If an investigation has already commenced, it may, but will not necessarily, continue to its conclusion. If a Respondent accepts responsibility for the conduct alleged in the Complaint, the Title IX Coordinator will request that the Decision Maker determine the outcome.

**Advisors:** In all disciplinary proceedings involving cases of dating violence, domestic violence, sexual assault, or stalking, both the complainant and the respondent are entitled the same opportunity to have others present, including an advisor of the individual's choosing, in any disciplinary-related meeting. The College will not limit the choice of advisor or presence for either party in any meeting or institutional disciplinary proceeding beyond the restrictions that apply equally to both parties, as described in the Interim Title IX Policy.

For more information about the role of advisors in the College's formal grievance process, refer to the Interim Title IX policy, <https://www.amherst.edu/offices/title-ix/title-ix-policy>.

**Investigation:**

- *Investigator:* The Title IX Coordinator will designate a trained and impartial Investigator to conduct an investigation of the alleged conduct and provide notice to the parties with the name of the designated Investigator. The Investigator will have specific training and experience investigating allegations of Title IX Prohibited Conduct. The Title IX Coordinator will oversee the Investigation Process.
- *Opportunity to Object to Investigator Designation:* Within 48 hours of receiving notice of the designated Investigator, either party may submit to the Title IX Coordinator a request for removal of the Investigator based on bias, conflict of interest, or an inability of the Investigator to be impartial. Objections to Investigation Designation must include information supporting the request. The Title IX Coordinator will review the request and issue a determination either replacing the Investigator and providing the parties with a new notice of the designated Investigator, or informing the parties that the Investigator will not be replaced.
- *Investigation Process:* The Investigator will coordinate the gathering of information from the Complainant, Respondent, and other individuals or entities that may have relevant information regarding the allegations using any of the methods listed below.
  - **Document/Records Review:** In addition to reviewing any documents submitted by the Complainant and Respondent, the Investigator will seek to obtain other records which may be directly related to the allegations raised in the Formal Complaint, including, but

not limited to documents, police records, electronic or other record of communications between the parties or witnesses or records or other potentially relevant information. In seeking to obtain such evidence, the Investigator will comply with applicable laws and College policies.

- **Site Visits:** The Investigator may visit sites or locations of potential relevance to the allegations in the Complaint and record observations through written or photographic documentation.
- **Complainant and Respondent Interviews:** The Complainant and the Respondent will have the opportunity to be interviewed (separately) by the Investigator. The Investigator may offer the parties the opportunity to participate in more than one interview.
- **Witness Interviews:** The Investigator will make a good faith effort to contact and interview any witnesses, including those persons no longer at the College or who may not have any affiliation with the College. The parties will have the opportunity to provide witness names to the Investigator. The Investigator may also interview any other individual believed to have relevant information. The Investigator will inform each witness or other individuals interviewed that they are prohibited from retaliating against the Complainant and Respondent or other witnesses.

All witnesses who provide statements to the Investigator are expected to participate in the hearing on the matter. The Title IX Coordinator, or designee, will notify all witnesses of the date, time, and location of the hearing and offer each witness an opportunity to meet to discuss the Title IX Grievance Process.

- **Experts:** The Investigator may contact any expert the Investigator determines is necessary to ascertain the facts related to the Complaint or other information the Investigator determines is necessary to assist the Decision Makers in determining whether it is more likely than not that the Respondent is responsible for the allegations in the Complaint. The parties may, but are not required to, identify expert witnesses who they believe will assist the Decision Makers in determining whether it is more likely than not that the Respondent is responsible for the allegations in the Complaint.
- **Mental Health Records:** The College will not require that parties disclose medical and counseling records, which are privileged and confidential documents; such records cannot be shared with anyone other than the treating professional unless the patient agrees to disclosure. Any voluntary disclosure of such records must be in writing by the individual about whom the records concern. Individuals should be aware that there are legal implications to agreeing to share and produce privileged records in whole or in part. The production of partial records may lead to the waiver of privilege and the production of additional records. Individuals are encouraged to seek advice from a knowledgeable source about the possible consequences of releasing this type of information. A party who, after due consideration, believes that their own medical or counseling records would be helpful in determining whether Title IX Prohibited Conduct occurred may voluntarily decide to present their own medical or counseling records to

the Investigator. The Investigator will review the records and will use discretion to determine what information, if any, is directly related to the adjudication of the Formal Complaint. Any and all records deemed directly related will be made available to the other party for review.

Please note that if a party decides to produce such records, the records must be produced in their entirety. The production of excerpts or selected documents is unacceptable and will not be considered. A party who does not wish to provide substantive medical records may decide to voluntarily provide a verification of therapeutic or medical services to the investigator, confirming simply that such treatment occurred, but not providing any details regarding the treatment.

- *Review of Evidence:* Prior to the Investigation Report being finalized, the parties will have an opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including any evidence upon which the College does not intend to rely in reaching a determination regarding responsibility. The Parties and their advisors, if identified, will each be sent in hard copy or electronic format the evidence for review and will have 10 days from the date of receipt to provide the Investigator with a response, if any.
- *Investigative Report:*
  - **Contents:** After receiving the parties' written responses to the evidence, if any, the Investigator will prepare an Investigation Report summarizing and analyzing the relevant information determined through the Investigation and referencing any supporting documentation or statements. The Investigator may provide a summary of their impressions including context for the information. The Investigator will not make a recommendation or a determination as to whether or not an alleged violation occurred; that decision is reserved for the Decision Makers.
  - **Distribution to Parties:** The Complainant and the Respondent and their respective advisors will receive a copy of the final Investigative Report at least 10 days before the Hearing. Parties may submit, to the Title IX Coordinator, a written response to the final Investigation Report. Written responses must be filed within 7 days after receipt of the final Investigation Report. Written responses will be shared with the other party.

#### **Hearing:**

- *Notice of Hearing:* The Title IX Coordinator or designee will issue a Notice of Hearing to the Complainant and the Respondent. The Notice of Hearing will identify the date, time, and place of the hearing and provide the names of the Decision Makers. The Notice of Hearing will be sent at least 7 days prior to the hearing date.

- *Decision Makers:*

- **Student Respondents: Title IX Student Hearing Board**

The Dean of Students or designee will serve as the non-voting Chairperson (“Chair”) and as an advisor to the Title IX Student Hearing Board. Title IX Student Hearing Board members shall not consist of faculty, staff, or students at Amherst College, including the Title IX Coordinator or the Investigator. The Title IX Student Hearing Board for a particular hearing is composed of three persons that are drawn from a pool of higher education professionals who have been recruited from the area community and trained by the College to serve on the Title IX Student Hearing Board. The Dean of the Faculty or designee may determine an alternate Title IX Student Hearing Board composition if a full Title IX Student Hearing Board cannot reasonably be convened. The Title IX Student Hearing Board is charged with making a determination of responsibility.

- **Faculty Respondents: Title IX Faculty Hearing Board**

A Title IX Faculty Hearing Board shall be formed consisting of three faculty selected by the Committee of Six from among the faculty elected to the Committee on Adjudication. The Title IX Faculty Hearing Board will select its own chair. The Title IX Faculty Hearing Board is charged with making a determination on responsibility.

- **Staff Respondents: Title IX Staff Hearing**

Hearings on Title IX Formal Complaints against College staff will be heard before the Chief Human Resources Officer, or designee, who will serve as Chair and Decision Maker. The Chief Human Resources Officer, in their capacity as Chair and Decision Maker, is charged with making a determination on responsibility.

- **Training for Decision Makers**

Decision Makers will annually receive training regarding: how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Complainants, any technology to be used at the hearing, the manner of deliberation, the application of the preponderance of the evidence standard, and the College’s Interim Title IX Policy and Interim Title IX Grievance Process.

- **Recusal of Decision Makers**

Decision Makers shall recuse themselves from any Title IX Grievance Hearing if they believe that they cannot serve without bias, conflict of interest, or an ability to be fair and impartial.



- *Pre-Hearing Opportunities:*

- **Request to Reschedule Hearing:** Either party may request to reschedule the hearing. Requests to reschedule must come directly from the Complainant or Respondent, must be submitted to the Title IX Coordinator or designee at least 48 hours prior to the scheduled start of the hearing, whenever possible, and must specify the reasons for the request. The Title IX Coordinator or designee will decide whether to grant such a request. The Title IX Coordinator or designee retains the discretion to reschedule the hearing at any time for good cause.
- **Request to Remove a Decision Maker:** The Complainant and Respondent may submit written requests to the Title IX Coordinator or designee asking that a Decision Maker be removed for reasonable articulable grounds of bias, conflict of interest, or an inability to be fair and impartial. The written request must identify the grounds for the removal and be received by the Title IX Coordinator or designee within 72 hours following delivery of the Notice of Hearing. The Title IX Coordinator or designee will decide whether to grant such a request. Removal of a Decision Maker may require that the hearing be rescheduled.
- **Request to Present Witnesses Not Previously Identified:** A party wishing to call any witness at hearing who has not been previously identified and/or interviewed by the Investigator, must submit a list of witnesses to the Chair or designee no later than 5 days prior to the scheduled start of the hearing. Parties should provide contact information (e-mail address; telephone number, if known) for any witness who is not a member of the Amherst College community.
  - A Request to Present Witnesses Not Previously Identified must include the following:
    - A written statement and/or description of the information the witness is expected to provide at the hearing;
    - A summary of why the witness' expected testimony is relevant to making a decision on the Formal Complaint; and
    - The reason why the witness was not interviewed by the Investigator.

The Chair or designee will determine if there is sufficient justification for permitting a witness who was not interviewed by the Investigator. Generally, neither party will be permitted to call character witnesses. The Chair or designee may require that the Investigator interview newly suggested witnesses.

- **Hearing Board Witnesses:** Decision Makers may call any person deemed to have relevant information.

Both parties and the Decision Makers will learn, prior to hearing, whether any witnesses have been approved, under these provisions, to appear.

- For detailed information about the information for consideration at hearings, hearing requirements, expectations of hearing participants, how the hearing is conducted, and the hearing process please refer to the Interim Title IX Policy, <https://www.amherst.edu/offices/title-ix/title-ix-policy>.
- *Evidentiary Standard:* The Decision Maker will determine the Respondent's responsibility by a preponderance of the evidence standard, which is whether the information provided at the hearing supports a finding that it is "more likely than not" that the Respondent is responsible for the alleged violation(s).
- *Decision Making:* At the conclusion of the hearing, everyone other than the Chair, the College's legal counsel, and Decision Makers, if different than the Chair, will be dismissed from the hearing to allow the Decision Makers to deliberate in private. The Chair and the College's legal counsel may remain for deliberations, but do not vote. The Decision Makers' decision will be determined by majority vote. If the Decision Makers make a responsible finding, then the Chair or Title IX Coordinator, as applicable, will provide the Decision Makers with information related to the Respondent's prior conduct history, if applicable.

If the Decision Makers find the Respondent responsible for one or more alleged policy violations, they will deliberate regarding the appropriate sanction(s) and reach a decision by majority vote. The votes themselves will not be shared with the parties and only the decision on responsibility and any applicable sanction will be announced. The Decision Makers may schedule additional meetings to complete deliberations if necessary.

- ***Disciplinary Sanctions:*** If the Decision Makers find the Respondent responsible for one or more policy violations of the **Interim** Title IX Policy, the Decision Makers will impose appropriate sanctions. Sanctions may be issued individually or in combination with other sanctions. In determining the appropriate sanction(s), the Decision Makers may consider a number of factors including, but not limited to: restoring or preserving the Complainant's equal access to the College's Programs or Activities; the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by the Respondent; the impact of the violation(s) on the community, its members or its property; any previous conduct violations; any mitigating or aggravating circumstances.  
Sanctions for Title IX Prohibited Conduct may range from mandated education, a formal warning, probation, suspension, expulsion (for students), or corrective action up to and including termination (for employees).

Sanctions may also require that existing Supporting Measures stay in place for a prescribed period of time. Likewise, sanctions may involve the imposition of new remedies, such as no-contact orders, disciplinary probation, housing placement, or academic adjustments, based upon the facts developed during the investigation and the hearing, as well as the conclusions reached by the Decision Makers.

- **Notification to Parties:** Both the complainant and the respondent involved in a proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking will be contemporaneously notified of the outcome of the campus disciplinary proceeding, the College's procedures for the parties to appeal the results, any changes to the results that occurs before they are final, and when such results become final.

Upon the determination of responsibility, the Chair will draft and simultaneously distribute to the parties a written determination of the hearing outcome, that will include the following:

- Identification of the allegations of Title IX Prohibited Conduct;
- A description of the procedural steps taken from the receipt of the Formal Complaint through to the determination, including: notifications to the parties; the identity of the Investigator; dates of interviews with parties and witnesses; dates and locations of site visits; methods used to gather other evidence; hearing date; and information related to any actual or perceived procedural issues, including delay for good cause;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Interim Title IX Policy to the facts;
- A statement of, and rationale for, the Decision Makers' finding as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's Programs or Activities will be provided by the College to the Complainant; and
- Information regarding appeal opportunities.

#### **Appeal Process:**

- **Eligibility and Timeline:** Either party may appeal the outcome of the hearing by filing a written Appeal Request, which must be delivered to the Title IX Coordinator within 7 calendar days of the Notice of Outcome. The Title IX Coordinator will inform the non-filing party that an Appeal Request has been filed.
- **Grounds for Appeal:** The appeal may only be based on one or more of the following grounds and must state, with specificity, the moments during the process that gave rise to the stated grounds of appeal—

- Procedural irregularity that affected the outcome of the matter (i.e. a procedural error that, but for the error's occurrence, could have resulted in a different outcome);
  - Bias or conflict of interest, by a Decision Maker, the Investigator, or the Title IX Coordinator (i.e. a Decision Maker, the Investigator, or the Title IX Coordinator demonstrated through specific words or actions that they were predisposed for or against one of the parties);
  - Inappropriateness of the Sanction (i.e. the sanction is disproportionate to the gravity of the violation(s) for which the Respondent has been found responsible); or
  - New Information that was not reasonably available at the time of the determination regarding dismissal of the Formal Complaint or responsibility was made that was not reasonably available at the time and that could have affected the outcome of the decision on dismissal or responsibility.
- **Standard of Review:** The appeal is based on the record and is limited to the four possible bases for appeal. The appeal is not a de novo review.
  - **Threshold Review:** The Title IX Coordinator will forward the Appeal Request to—
    - For **Student** Respondent matters: Provost and Dean of the Faculty, or designee;
    - For **Staff** Respondent matters: Chief Financial and Administrative Officer, or designee;
    - For **Faculty** Respondent matters: Provost and Dean of the Faculty, or designee.

For purposes of this process, persons who decide Appeal Requests are herein collectively referred to as the Appeals Officer.

Within 7 business days of the timely submission of the Appeal Request, the Appeals Officer will review the Appeal Request to determine, as a threshold matter, whether one or more of the Grounds for Appeal has been sufficiently alleged to warrant Review of the Merits—based on the following:

- **New Information:** The Appeals Officer will determine whether the “new information” identified in the Appeal Request is:
  - Relevant
  - Substantive, and
  - New (i.e. not available at the time of the hearing)
- *Inappropriateness of the Sanction:* The Appeals Officer will determine whether the sanction is disproportionate to the gravity of the violation(s) for which the Respondent has been found responsible. In making this determination, the Appeals Officer will defer to Decision Makers’ decision unless it has no rational basis.

- *Procedural Irregularity:* The Appeals Officer will determine whether the procedural irregularity identified in the Appeal Request—
  - Constitutes a procedural irregularity; and
  - Is corroborated by the record.
- *Bias by a Decision Maker, the Investigator, or the Title IX Coordinator:* The Appeals Officer will determine whether the specific words and/or actions identified in the Appeal Request—
  - Are corroborated by the record, and
  - Could indicate that the Chair, Decision Maker, the Investigator, or the Title IX Coordinator was predisposed for or against one of the parties.

If the Appeals Officer determines that Review of the Merits is not warranted, the Appeal Request will be denied and the Appeals Officer will inform the Title IX Coordinator, who will notify both parties (normally within 48 hours).

If the Appeals Officer determines that Review of the Merits is warranted, each party will be notified. The party who did not submit the Appeal Request will be provided a copy of the Appeal Request and given 7 calendar days to submit a written Response to Appeal Request to the Title IX Coordinator, who will forward it to the Appeals Officer and the party who filed the Appeal Request. The Response to Appeal Request is optional – the absence of a Response to Appeal Request will not be taken into consideration in the Review of the Merits.

- ***Review of the Merits:*** If Review of the Merits was granted on the basis of Procedural Irregularity and/or Bias of a Decision Maker, the Investigator, or the Title IX Coordinator, the Appeals Officer will conduct a Review of the Merits, which is based solely on the Appeal Request, the Response to Appeal Request (if any), and the record of the original hearing, as follows—
  - ***Procedural Irregularity:*** The Appeals Officer will determine whether it is substantially more likely than not that, if the identified procedural irregularity(s) had not occurred, the hearing could have resulted in a different outcome.

***Bias of a Decision Maker, the Investigator, or the Title IX Coordinator:*** The Appeals Officer will determine whether it is substantially more likely than not that the specific words and/or actions identified in the Appeal Request indicate that a Decision Maker, the Investigator, or the Title IX Coordinator, was predisposed for or against one of the parties.

If the Appeals Officer finds merit to the appeal, it will remand the matter to a new hearing conducted by Decision Makers who did not decide the original matter.

The Appeals Officer will communicate its decision to the Title IX Coordinator, who will inform the parties. The Appeals Officer's decision is final.

- **Review by Original Decision Makers:** If the Review of the Merits was granted on the basis of New Information and/or Inappropriateness of the Sanction, Appeals Officer will remand the matter to the original Decision Makers, which will be convened within 14 calendar days of the decision to grant Review of the Merits. If the original Decision Makers cannot be convened within 14 calendar days, the Appeals Officer may determine whether to extend the deadline or remand the matter to a new hearing board for a new hearing.

Once convened, the original Decision Makers will conduct the Review of the Merits solely on the basis of the Appeal Request, the Response to Appeal Request (if any) and the record of the original hearing, as follows—

- **New Information:** The Decision Makers will assess the weight and effect of the new information in light of all other evidence from the original hearing and will determine whether to—
  - Affirm the original finding(s) and sanction(s),
  - Affirm the original finding(s), and issue a new sanction(s), or
  - Issue a new finding(s) and sanction(s)
- **Inappropriateness of the Sanction:** The original Decision Makers will reconsider the factors relevant to determining sanctions as identified above and will issue a new sanction.

After conducting the Review of the Merits, the original Decision Makers will communicate its decision to the Title IX Coordinator, who will inform the parties. The decision is final.

- **Order of Precedence:** In the event that the Appeals Officer grants a Review of the Merits on multiple Grounds for Appeal, such that reviews by both the Appeals Officer and the original Decision Makers are warranted, the process will begin with Appeals Officer review. If the Appeals Officer finds merit in the appeal and therefore remands the matter to new Decision Makers, any other basis for appeal will be moot. If the Appeals Panel does not find merit on the basis of Material Procedural Error or Bias by the Decision Makers, the Investigator, or the Title IX Coordinator, then the process will continue with Review of the Merits on the basis of New Information and/or Inappropriateness of the Sanction.
- **Communication During the Appeals Process:** In order to preserve the integrity of the Appeal Process, the parties, as well as their respective advisors and witnesses, should direct questions, comments or concerns to the Title IX Coordinator and refrain from initiating communication directly or indirectly with the Appeals Officer or any other person involved in reviewing the Appeal throughout the duration of the Appeal Process.
- **Designees:** The Appeals Officer may designate someone to fulfill any or all of the responsibilities identified in the Appeal Process. In the absence of the Appeals Officer, the Title IX Coordinator

will designate another individual to serve the role of the Appeals Officer.

- **Records Maintained:** The College will maintain an official record of the hearing.

If a student has been found responsible by the Decision Makers for violating the **Interim** Title IX Policy, such records shall be used in reviewing any further conduct issues or developing sanctions and shall remain a part of a student's conduct record.

Generally, suspension, expulsion, and withdrawal pending disciplinary action are permanently noted on a student's transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Office of Student Affairs for no fewer than 7 years after their departure from the College.

**Time Frames:** The College will endeavor to undertake and complete each stage of the **Interim** Title IX Grievance Process in a reasonably prompt manner. General time frames for each stage are provided below. The College may delay this process or provide limited extensions of time frames for good cause. Written notice of delays or extensions will be provided to the parties. Good cause includes, but is not limited to: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or the accommodation of disabilities.

- *Investigation Stage: 90 days*
- *Conclusion of the Grievance Process: 21 days*
- *Conclusion of Informal Resolution Process, if utilized: 30 days*
- *Resolution of an Appeal Request: 21 days*

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## Campus Sex Crimes Prevention Act

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 offender may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

### How to Inquire

Members of the Amherst College community may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone (978) 740-6400 or <https://www.mass.gov/orgs/sex-offender-registry-board> or the Amherst Police Department 413-259-3000.

## **Penalties For Improper Use Of Sex Offender Registry Information**

Information contained in the Sex Offender Registry shall 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 shall be punished by not more than two and one-half years in the house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.

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## **Missing Persons**

The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Act.

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Amherst College Police Department.

It is the policy that the Amherst College Police will investigate any report of a missing person that is filed by someone with knowledge of that person being missing or otherwise not where they are expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, Student Affairs, or Residential Life staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing. The police will conduct an initial investigation to determine if the person appears to be missing, or has simply changed their routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Police officers will check person's access records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure they are safe.

Each student living in on campus housing at Amherst College can identify a confidential contact person that the College shall contact, within 24 hours, in the event that the student is determined to be missing by Amherst College PD or Amherst PD, by providing that contact data in advance to the College. Students may enter information about a confidential contact person via their AC DATA account.

Note that this contact information is confidential and is available only to authorized College administrators and law enforcement who would have responsibility for making connections with emergency contacts in the event of a determined emergency (such as Student Affairs, police staff, etc.) This information may not be disclosed outside of a missing person investigation.

Should the police not be able to locate a person reported missing in a reasonable time period of the report, they would then notify your designated 'missing person' confidential contact. If the student has a designated contact person, Amherst College will notify that contact person within 24 hours.



- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

The police will also notify local law enforcement agencies within a 24 hour window, starting with the Amherst Police, as well as any other agencies where the missing student may be, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.

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

**NOTE FOR STUDENTS UNDER AGE OF 21:** For students under 21, Suzanne's Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing. Should a student be determined to be missing for more than 24 hours, the following will occur:

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

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***All crimes should be reported to Amherst College Police.***

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# Collection of Annual Crime Statistics

The Amherst College Police Department is the centralized reporting authority for Amherst College. The Police Department collects statistics from Student Affairs, Health Services, and the Counseling Center for the annual report. Statistical information for alcohol, drug, and weapons referrals is compiled through the Director of Community Standards and Amherst College Police records.

The Amherst College Police also collect statistical information from the Town of Amherst Police and the Massachusetts State Police for all publicly held properties adjacent or contiguous to the campus as defined by federal law.

Amherst College does not recognize any off campus student organizations and does not collect statistical data for private off campus student activities.

The Title IX Coordinator collects data from confidential reports of sexual assault and rape and forwards those statistics to the police. Amherst College Police report statistical information to the Title IX Coordinator to prevent counting incidents more than once.

Amherst College reports crimes using the definitions as described in the Federal Bureau of Investigation's Uniform Crime Reporting program. Amherst College also reviews all crimes for manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, national origin, ethnicity, or disability. Statistics are reported for those reportable crimes that are also Hate Crimes.

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## Crime Statistics

### Statistical Categories:

On Campus  
Residence Halls  
Non-Campus Buildings and Property  
Public Property On and Immediately Adjacent to Campus  
Hate Crimes

### Clery Definitions

The Clery Act is provided to assist in the classification of crimes. Clery definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR) as required by the Clery Act regulations.

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. This includes death or injuries received in a fight, argument, quarrel, assault or commission of a crime.

**Manslaughter by Negligence:** The killing of another person through gross negligence. Any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

**Sexual Assault/Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This includes attempted sexual assaults, and does not include offenses outside the four types chosen by the Department of Education.

**Rape:** 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. Massachusetts General Law 265 Section 22)

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Consent :** In Massachusetts, it is illegal to have sex with someone who is incapable of giving consent because they are intoxicated, unconscious, mentally incompetent, or underage. The consent must also be without coercion, threat, or force.

**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.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. This includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; and safecracking.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**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.

**Larceny-theft :** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate relationship with the victim. Note that this may be counted as Domestic Violence in Massachusetts.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, or with whom a child is shared, or with whom they cohabitate, or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of

the jurisdiction. Massachusetts General Laws Chapter 209A Section 1 defines Domestic Violence as the occurrence of one or more of the following acts between family or household members:

- (a) attempting to cause or causing physical harm;
- (b) placing another in fear of imminent serious physical harm;
- (c) causing another to engage involuntarily in sexual relations by force, threat or duress.

“Family or household members”, persons who:

- (a) are or were married to one another;
- (b) are or were residing together in the same household;
- (c) are or were related by blood or marriage;
- (d) having a child in common regardless of whether they have ever married or lived together; or
- (e) are or have been in a substantive dating or engagement relationship.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, or suffer substantial emotional distress and makes a threat with intent to make the person in imminent fear of death or bodily injury. (Massachusetts General Law 265 Section 43)

**Hate Crimes:** Offenses and crimes due to prejudice of race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and/or disability.

**Arrest:** Persons processed by arrest, citation or summons. An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for the specific offense(s) and a record is made of the detention. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.

**Referred for Disciplinary Action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This also includes the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and attempts to commit any of the above.

**Drug Law Violation:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation or any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium, or cocaine, and the derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violation:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. This includes: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

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### Clery Reportable Crimes

Offenses	Year	On Campus	Non-Campus	Public Property	Residential Facility
Murder/Non-Negligent Manslaughter	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Manslaughter By Negligence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Rape	2017	12	0	0	12
	2018	15	0	0	14
	2019	12	0	0	11
Fondling	2017	11	1	0	7
	2018	15	0	0	8
	2019	10	0	0	8
Incest	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Robbery	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Aggravated	2017	0	0	0	0

Assault	2018	2	0	0	1
	2019	0	0	0	0
Burglary	2017	12	0	0	10
	2018	12	0	0	8
	2019	24	0	0	21
Motor Vehicle Theft	2017	4	0	1	0
	2018	0	0	0	0
	2019	4	0	0	4
Arson	2017	0	0	0	0
	2018	2	0	0	2
	2019	0	0	0	0

### **Violence Against Women Act (VAWA) Crimes**

Offenses	Year	On Campus	Non-Campus	Public Property	Residential Facility
Dating Violence	2017	0	0	0	0
	2018	0	0	0	0
Violence	2019	0	0	0	0
Domestic Violence	2017	6	0	2	4
	2018	5	0	0	5
Violence	2019	7	0	0	5
Stalking	2017	4	0	2	1
	2018	10	0	0	10
	2019	4	0	0	4

### Arrests and Disciplinary Referrals

Offenses	Year	On Campus	Non-Campus	Public Property	Residential Facility
Alcohol Violations	2017	42	0	0	28
	2018	17	0	3	11
	2019	38	0	3	32
Alcohol Arrests	2017	0	0	0	0
	2018	0	0	5	0
	2019	0	0	10	0
Drug Violations	2017	2	0	0	2
	2018	7	0	0	7
	2019	1	0	0	1
Drug Arrest	2017	0	0	1	0
	2018	1	0	2	1
	2019	0	0	0	0
Weapons Violations	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Weapons Arrest	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

**Caveat for Liquor Law Arrests and Drug Law Arrests:** The Amherst Police Department engaged in a new approach to underage drinking and marijuana usage. This resulted in a significant decrease in the number of arrests for both the alcohol and drug arrest categories.

**Caveat for Drug Violations:** The Commonwealth of Massachusetts changed the laws regarding possession of marijuana. Possession of marijuana under 1 ounce is now a civil infraction, and referrals reflect that change in law.

**Caveat for Stalking:** An individual was stalking students through text messages. The individual was caught and dismissed from the campus once caught.

### **Hate Crimes**

The following statistics are reported for crimes that have manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, religion, sexual orientation, gender, gender identification, national origin, ethnicity, or disability.

Hate Crimes:

2017: 1 Hate Crime occurred in Frost library. There was vandalism targeting sexual orientation.

2018: No Hate Crimes were reported during this year.

2019: No Hate Crimes were reported during this year.

### **Unfounded Crimes**

In accordance with the Clery Act, the Amherst College Clery Report reflects any “unfounded” reports, beginning with reports in 2015. Crimes can only be determined as unfounded by sworn or commissioned law enforcement personnel, and only when the totality of available information specifically indicated that the report is found to be false or baseless.

Unfounded Crimes:

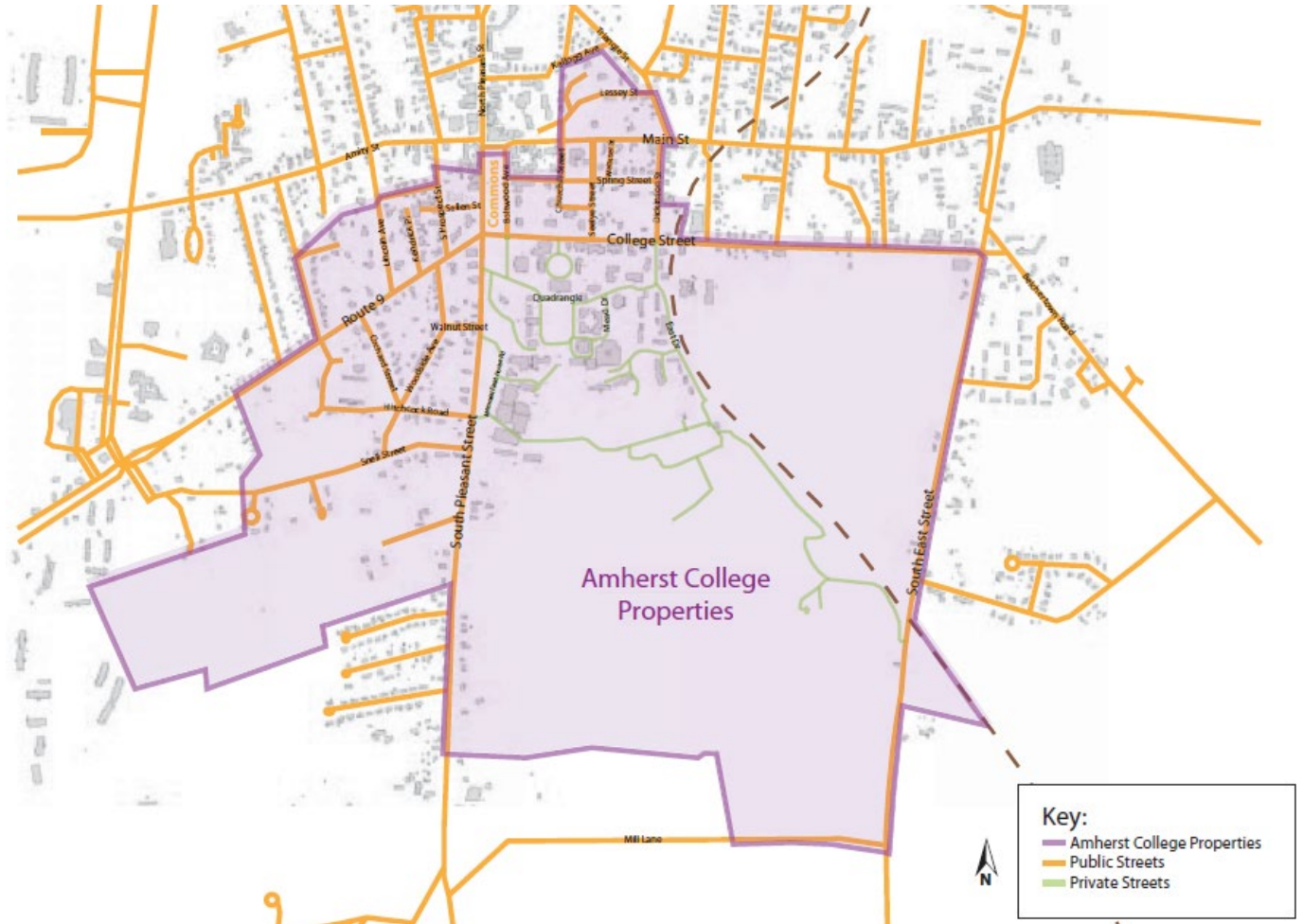
2017: One Sexual Assault was unfounded in 2017, when it was discovered the interaction was consensual.

2018: One Burglary was unfounded in 2018, when it was discovered the item reported missing was lost and found again.

2019: One Burglary was unfounded in 2019, when it was discovered the item reported missing was only misplaced and later found again.



## Amherst College Police Department Patrol Area



# ***Fire Safety Guidelines***



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- **Important Phone Numbers**
  - **General Fire Safety Guidelines**
  - **Emergency Procedures**
    - Fire Alarm Procedures
    - Fire Reporting Procedures
    - Fire Evacuation Procedures
    - Emergency Evacuation Procedures for Persons with Disabilities
  - **Infractions**
    - Failure to Evacuate
    - Fire Department Access
    - Fire Detection and Suppression Equipment Tampering
    - False Fire Alarms
    - Malicious Burning of Building Component(s) or a Building

- Smoke Bombs and Bomb Threats
- Fire Hydrants and Fire Lanes
- Fire Hazards
- Fireworks
- Fire Drills
- Inspections
- Bunk Beds and Lofts
- Other Construction
- Fireplaces
- Candles, Open Flame Devices, and Smoking
- Holiday Decorations
- Electrical and Extension Cords
- Fire Doors, Escapes, and Exits
- Bonfires

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#### ***IMPORTANT PHONE NUMBERS***

a. <b>Amherst College Police</b> Services Building	413-542-2111 (EMERGENCY) 413-542-2291 (non-emergency)
b. <b>Environmental Health and Safety</b> Services Building	413-542-8189
c. <b>Facilities Service Desk</b> Services Building	413-542-2254

#### ***GENERAL FIRE SAFETY INFORMATION***

Amherst College is committed to providing a healthy and safe educational and working environment for our students, faculty, and staff. In order to meet this goal the College has developed a number of policies and procedures to protect the campus community. The success of the program depends on each one of us.

The following are the Fire Safety Policies and Standard Operating Guidelines for Amherst College. These rules and regulations comply with those of local, state, and federal regulatory agencies, including the State Building Code, the Massachusetts Fire Prevention Regulations, and the recognized fire safety standards such as the National Fire Protection Agency (NFPA).

## ***Fire Reporting Procedures***

**The following procedures should be followed if you discover a FIRE:**



1. All faculty, staff, and students are required to evacuate the building during a fire alarm.

2. If a fire alarm sounds, close the door to your room. Proceed to the closest exit. If smoke hampers your means of egress, find an alternative route.

3. Do not use the elevator to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. Use the stairs in order to evacuate safely.

4. If you observe other people in the building who may be unfamiliar with the alarm, advise them of the fire alarm and suggest that they evacuate. **DO NOT** force them to leave or become confrontational.



5. Proceed to a pre-designated assembly area, away from the building. Do not stand in front of or near the entrances to the building since fire department access to the building should not be obstructed.

6. Do not re-enter the building until the fire alarm has been silenced and the Amherst College Police or the Amherst Fire Department has indicated that it is safe to re-occupy.

In the event of an active fire, call 413-542-2111. If a member of the Amherst College community finds evidence of a fire that has been extinguished, and the person is not sure whether Amherst College Police has already responded, the community member should immediately notify Amherst College Police to investigate and document the incident in the annual fire safety report.

## ***Fire Evacuation Procedures***

1. Before you open a door, feel the door with the back of your hand. If the door is hot, or you can see fire or smoke in the corridor, do not pass through. Stay in the room. Pack towels (preferably wet) under the door to prevent smoke entry. Telephone the police (413-542-2111) and report your location. If a telephone is not available, go to the window and wave a brightly colored cloth to draw attention to you. Open the window; do not break the window. If you break the window, smoke may enter from the floor below.

2. If the door is cool, open it slowly. If there is no smoke, proceed to the nearest exit. If the smoke is light, crawl low to the closest exit. If you encounter smoke along the way, choose an alternative escape route. Make sure the doors close behind you to prevent the spread of smoke.

3. Only use a fire extinguisher if you have been trained on proper procedures.

### ***Emergency Evacuation Procedures for Persons with Disabilities***

1. If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
2. If the occupant, resident, or visitor is located above or below the ground floor, **do not use the elevator**. Stay in your office or room, or see specific examples below.
3. Call the Amherst College Police (413-542 2111) and give the dispatcher your name, exact location, room number, and telephone number. Remain by the phone until contacted by the Amherst College Police. Firefighters will assist persons who are unable to evacuate.
4. Persons with hearing impairments can be assisted out of the building, provided that they are made aware of the activation of the fire alarm.
5. Persons with visual impairments can be safely helped out of the building, provided that a person is there to assist them, and that most of the other building occupants have already left the building. The evacuation of persons with disabilities at the same time as everyone else might increase the risk of accident or otherwise endanger all persons trying to vacate the building.
6. Persons with mobility impairments should most often remain in their rooms until assisted by the Fire Department. Untrained occupants should not attempt to carry people from the building. This could cause stairway restriction for other evacuees and may also result in serious injury.

### ***INFRACTIONS***

#### **Failure to Evacuate**

Except for emergency response agencies (i.e. Amherst Fire Department and the Amherst College Police), all occupants in the building will evacuate when a fire alarm has been activated. Individuals or groups failing to evacuate will be subject to judicial action, expulsion from college housing and / or criminal prosecution.

The Amherst College Police will perform floor and building sweeps for the health and safety of residents. Residents found in their rooms during a fire or fire alarm will be reported to the Office of Student Affairs for disciplinary action. Amherst College has adopted this approach to help prevent "false alarm" apathy.

#### **Fire Department Access**

Persons who intentionally block or otherwise hamper the duties of the Amherst Fire Department or the Amherst College Police during a fire or medical emergency will be subject to judicial action, expulsion from college housing and / or criminal prosecution.

### **Fire Detection and Suppression Equipment Tampering**

Unauthorized modifications of or tampering with the fire detection and / or suppression system (including fire extinguishers) in any building or room will result in judicial action, expulsion from college housing and/or criminal prosecution.

### **False Fire Alarms**

Any person who, without proper justification, turns in a false fire alarm by activating a fire alarm pull station or calling in a report of fire may be punished with judicial action, expulsion from college housing, and/or criminal prosecution.

### **Malicious Burning of Building Component(s) or a Building**

Any person who knowingly sets fire to components of a building (i.e. doors, bulletin boards, and furniture) and/or the building itself will face judicial action, expulsion from college housing, and/or criminal prosecution.

### **Smoke Bombs and Bomb Threats**

Any person who possesses and/or activates a smoke bomb in a building without the permission of Amherst College Police, or any person who initiates a bomb threat, will be subject to judicial action, expulsion from college housing and /or criminal prosecution.

- Calling in a bomb threat or planting a bomb or other incendiary device will result in criminal prosecution.

### **Fire Hydrants and Fire Lanes**

No vehicle except for emergency response apparatus or cars shall park in designated fire lanes or in front of a fire hydrant. Amherst College shall not be responsible for any damage to a motor vehicle that obstructs the response of the Amherst Fire Department or other emergency response agency.

### **Fire Hazards**

Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids and other similar items are not allowed in buildings other than those facilities specifically designed for that intended purpose and shall be removed at the owner's expense.

Fire Hazards such as those associated with poor housekeeping, electrical hazards, and improper use of cooking equipment are addressed in a later section.

## **Fireworks**

Any person possessing and/or discharging fireworks on campus will face judicial action, expulsion from college housing, and/or criminal prosecution.

## **Fire Drills**

Residence Hall Fire Drills at Amherst College will be conducted twice during the academic year. Fire Drills are performed to familiarize occupants in the building with the sound of the fire alarm, to verify that the system is working as required, and to test the evacuation systems for faculty, staff, and students.

## **Fire Alarm and Suppression Systems**

All Residence Halls are equipped with smoke detectors, alarms, and sprinkler systems. The alarms are both audio and visual alarms.

## **Fire Safety Education and Training Programs**

All Residential Life staff members are trained according to the emergency management plans established by the College. Residential Life staff are trained in the proper use of fire extinguishers, proper procedures during fire alarms, assembly sites/accountability areas, and proper emergency reporting procedures. Residential Life staff assist the police and Environmental Health and Safety in the residential hall fire drills.

## **Inspections**

Most residence hall fires start in a student room. The cause of the fire could be careless disposal of smoking material, cooking equipment, candles, or improper lights and wiring. Residents often believe that a fire will not take place in their building because the residence hall is constructed of brick and/or concrete. While it is true that the exterior is fire resistant, the contents inside are not. Wastepaper baskets, sheets, futons, wall hangings, and furniture are fuel sources for a potential fire; if ignited, each will allow smoke and flame to spread throughout the room, floor, or building. Ignition sources include but are not limited to: candles, extension cords, halogen lamps, hot plates, incense, space heaters and smoke material.

For health and safety reasons Amherst College inspects all areas of the building, including individuals' rooms at least twice annually, and individual room at least twice annually to maintain a healthy and safe living environment for all residents. In addition, if the College receives a complaint about an area or room within a residence hall relative to health and safety, the College can and will inspect and rectify the hazardous condition at the resident's expense. The Amherst College Police, Environmental Health and Safety, and/or the Office of Student Affairs can inspect, correct, and if necessary, confiscate any item found within an area or room that poses a risk to the occupants of the area, room, or building.



Amherst College will inspect the following:

### **§ Improper Appliances**

- Air Conditioners
- Coffee makers and pots without automatic shutoff
- Crock Pots
- Electric frying pans
- Gas appliances
- Grills
- Halogen lamps
- Hotplates
- Immersion heaters
- Microwave ovens
- Popcorn poppers with oil
- Power strips without built-in breakers or fuses
- Refrigerators larger than 4.5 cubic feet
- Space heaters
- Sun lamps
- Toaster ovens
- Waffle irons
- Woks

### **§ Improper Wiring**

- Overloaded extension cords
- Overloaded electrical outlets
- Outdoor lights
- Decorative lights improperly installed

Appliances found in violation of these regulations will be confiscated and returned only at the end of the academic year. A \$25 fee for handling and storage will be charged when the device is returned. The College will dispose of all unclaimed articles after a one-year holding period.

### **Bunk Beds and Lofts**

Before constructing a bunk bed or loft, students must submit a hard copy of the plan to the Amherst College Police Chief (College Fire Marshal) for approval. Construction shall not take place until the plans have been approved and returned to the requester by the Fire Marshal.

After the bunk bed or loft has been completed, the Fire Marshall must be notified for the purpose of inspection. Provided the bunk or loft has been constructed according to plan, the Fire Marshal will grant the approval.

The occupant or Facilities personnel (at the owner's expense) will disassemble all bunks and lofts that were not approved by the Fire Marshal. If an unapproved, constructed loft is found during an inspection



or complaint, the Fire Marshal can order removal of the furniture and prohibit the resident from being able to construct it in the future.

**Bunks and lofts must:**

- be in compliance with all state building and fire prevention regulations
- be free standing and not attached to the floor, wall, or ceiling
- have a sleeping surface at least 4 feet beneath the ceiling
- not have more than two sides enclosed by wall or partition
- be built using construction grade lumber
- not exceed 30% of floor square footage
- not block or obstruct windows, doors, smoke detectors, network outlets, or emergency exits
- not cause damage to the room or its contents (the owner will be financially responsible for any damage to College property)
- be removed by the last day of spring-semester classes. If not removed, the College will disassemble and remove the loft at the owner's expense; minimum charge for removal by Facilities is \$50.

**Other Construction**

Students may not construct partitions, subdivide their rooms, construct additions that increase fire load, install or modify electrical wiring or plumbing, or alter "means of egress" (i.e. emergency exits). Each of these modifications increases the risk of fire or personal injury accidents.

**Fireplaces**

Amherst College Facilities inspects fireplaces in common areas. Only those fireplaces found to be in proper working order can be used. Fireplaces located within individual student rooms shall not be used. Fireplaces must have screens in place when they are being used. Affixed to the mantle or wall by each operational fireplace is a sign that indicates how the fireplace is to be used, the type and age of the firewood, the proper equipment to be kept on hand, and how the fire is to be extinguished. Fireplace usage training is MANDATORY before it may be used.

**Candles, Open Flame Devices, and Smoking**

Open flame devices (except for cigarette lighters and matches) are prohibited in residence halls. Candles for religious services and birthday parties must be approved in advance by the Amherst College Fire Marshal. Candles, incense, and similar items may not be burned or lit in any residence hall. If lit or previously burned candles or incense are found or reported they will be confiscated.

Smoking is prohibited in all academic buildings and residence halls. Smoking is not permitted in buildings or within 25 feet of a building entrance or air intake.

Do not dump smoking materials into plastic waste containers or dumpsters without properly extinguishing them with water.

### **Holiday Decorations**

In accordance with the Massachusetts Fire Prevention Regulations, the following decorative items shall not be permitted in Amherst College buildings and residence halls:

- Candles (except those approved in advance by the Amherst College Fire Marshal)
- Christmas or other sawn trees (except UL or FM-approved artificial Christmas or decorative trees)
- Christmas or other decorative wreaths (except UL or FM-approved artificial Christmas or decorative wreath)
- Corn stalks or shucks
- Cotton or confetti
- Dry moss or leaves
- Hay or straw
- Paper streamers
- Sawdust or wood shavings
- Tree branches and leaves

Only UL or FM-approved lighting for indoor use can be used in academic and residential buildings. If used, the lights cannot be run over ceiling tiles or grids, or through walls or doorways. The lights must be hung below the ceiling using non-conductive material (i.e. string or tape). The lights also cannot be wrapped around any piping. The lights cannot restrict means of egress and can be removed by the College Fire Marshal or Environmental Health and Safety Director if a hazardous condition exists. Not more than three sets of lights can be attached to a single extension cord. Lights must be turned off when the area is unattended.

### **Electrical and Extension Cords**

Electrical Cords (primary and extension) must not pass through walls, floors, or above suspended ceilings.

Electrical Cords (primary and extension) cannot be beneath carpets or across corridors or fire escapes. This type of placement could cause a fire or be responsible for a personal injury accident. If temporary wiring is required, the cord must be run along the wall, not across an aisle or overhead. It must be held up with a non-conductive material such as string or tape, and may not run above a concealed space such as a drop ceiling.

Electrical and mechanical closets and rooms are hazardous locations. They are not to be used for general storage and they must be kept clean at all times to reduce the risk of fire.

Electrical panels shall be properly maintained. In accordance with the Massachusetts Electrical Code, there must be at least three square feet of space around any and all electrical panels, boxes, disconnects, fuses, and other associated equipment.

Students having questions about electrical closets, disconnects, panels, rooms, or service should contact the Amherst College Facilities Service Desk (ext. 2254). For health and safety reasons, the Facilities Electric Shop shall have full and final control over their respective spaces.

### **Fire Doors, Escapes, and Exits**

For health and safety reasons, all means of egress and their components must be properly maintained at all times in accordance with the requirements of the State Building and Fire Prevention Regulations. A means of egress shall include but is not limited to corridors, doorways, fire escapes, and stairwells. They incorporate an "exit access" (corridors and stairs that lead to an exit), an "exit" (the door itself), and the "exit discharge" (the exterior side of the door, which could include a fire escape, another building, or sidewalk).

Each corridor and stairwell in our residence halls have the following equipment: emergency lighting, exit signs, fire extinguishers, fire alarms, and smoke detectors.

The corridors in the residence halls are required to be free of hazards and obstructions. Corridors, fire escapes, hallways, and stairwells cannot be used for the placement or storage of combustible material (i.e. boxes, cardboard and/or paper), bicycles or furniture, waste receptacles, or any other item or equipment that would hinder a safe means of egress or firefighting operations.

Corridors, fire escapes, hallways, and stairwells cannot be used as runways for extension cords, telephone wires, or television cables that could create a personal injury hazard.

- Fire escapes cannot be used for storage of grills, regardless of size or fuel.

Fire doors in corridors and stairwells cannot be chocked open (except smoke-activated fire doors that close when the fire alarm is activated).

### **Bonfires**

The Amherst Fire Department can only issue one permit in any year for a ceremonial bonfire. Bonfires shall mark the observance of a significant municipal, state, or national event and such ceremonial bonfire shall be under the continuous supervision of the fire department. A permit for such ceremonial bonfires shall be issued only to a municipal department or a civic, fraternal, or veterans organization within the town of Amherst.

## **Fire Safety Training**

The Department of Environmental Health and Safety (EHS) provides numerous trainings throughout the year. Any student or employee may request one of these trainings through EHS.

### **Fireplace usage**

EHS members will teach individuals interested in using a fireplace on campus how to safely and properly use the fireplace, start a fire in the fireplace, and what to do in case of emergency.

### **Fire Extinguisher Training**

EHS members provide training to all Residential Life Staff members on proper usage of fire extinguishers. All new members of Student Security are provided with a training of proper fire extinguisher use. This training includes actual hands-on usage of a fire extinguisher on a controlled fire.

### **Employee Training**

EHS members provide training to employees regarding fire safety and additional emergency preparedness for other hazards specific to their department.

## Fire Statistics in On Campus Student Residential Facilities

Residence Hall	Year	Drills per Year	Fires	Residence Hall	Year	Drills per Year	Fires
<b>Appleton</b> 19 Quadrangle Drive	2017	2	0	<b>Greenway B</b> 26 Merrill Science Drive	2017	2	1
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0
<b>Chapman</b> 233 S. Pleasant Street	2017	2	0	<b>Greenway C</b> 24 Merrill Science Drive	2017	2	0
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0
<b>Charles Drew</b> 56 College Street	2017	2	0	<b>Hall A</b> Taplin 139 College Street	2017	2	0
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0
<b>Charles Pratt</b> 3 Mead Drive	2017	2	0	<b>Hitchcock</b> 101 S. Pleasant Street	2017	2	0
	2018	2	1		2018	2	0
	2019	2	0		2019	2	0
<b>Cohan</b> 42 College Street	2017	2	1	<b>Humphries</b> 62 Snell Street	2017	2	0
	2018	2	1		2018	2	0
	2019	2	0		2019	2	0
<b>Ford</b> Greenway A 22 Merrill Science Dr	2017	1	0	<b>James</b> 43 Quadrangle Drive	2017	2	1
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0
<b>Garman</b> 62 Boltwood Avenue	2017	2	0	<b>Jenkins</b> 5 East Drive	2017	2	0
	2018	2	0		2018	2	0
	2019	2	0		2019	2	1

Residence Hall	Year	Drills per Year	Fires	Residence Hall	Year	Drills per Year	Fires
<b>King</b>  12 Merrill Science Drive	2017	2	0	<b>Newport</b>  32 Northampton Road	2017	2	0
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0
<b>Lipton</b>  32 College Street	2017	2	0	<b>Nichols Biondi</b>  Greenway D  20 Merrill Science Dr	2017	2	0
	2018	2	1		2018	2	0
	2019	2	0		2019	2	0
<b>Marsh</b>  81 Lessey Street	2017	2	1	<b>North</b>  7 Quadrangle Drive	2017	2	0
	2018	2	0		2018	2	1
	2019	2	1		2019	2	0
<b>Mayo-Smith</b>  19 Northampton Road	2017	2	0	<b>Plimpton</b>  82 Lessey Street	2017	2	0
	2018	2	1		2018	2	0
	2019	2	0		2019	2	0
<b>Moore</b>  85 College Street	2017	2	0	<b>Porter</b>  46 Boltwood Avenue	2017	2	0
	2018	2	1		2018	2	0
	2019	2	0		2019	2	0
<b>Morris Pratt</b>  11 Noah Webster Circle	2017	2	0	<b>Seelye</b>  129 S. Pleasant Street	2017	2	0
	2018	2	3		2018	2	0
	2019	2	1		2019	2	0
<b>Morrow</b>  21 Noah Webster Circle	2017	2	0	<b>Seligman</b>  67 Northampton Road	2017	2	0
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0

Residence Hall	Year	Drills per Year	Fires	Residence Hall	Year	Drills per Year	Fires
<b>South</b>  15 Quadrangle  Road	2017	2	0	<b>Valentine</b>  59 College Street	2017	2	0
	2018	2	0		2018	2	1
	2019	2	0		2019	2	0
<b>Stearns</b>  39 Quadrangle  Road	2017	2	0	<b>Wieland</b>  10 Merrill Science  Drive	2017	2	0
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0
<b>Tyler</b>  35 Tyler Place	2017	2	0	<b>Williston</b>  3 Quadrangle  Drive	2017	2	0
	2018	2	0		2018	2	0
	2019	2	0		2019	2	0

## **Residential Facility Fire Caveats**

**2017 Fires – 4**

**2018 Fires – 10**

**2019 Fires - 3**

There were no deaths from fires during the reportable time period.

**2017 Cohan fire:** An individual burned a letter in their room and extinguished it with water. No known injuries or damage to property occurred during this fire.

**2017 Greenway B fire:** An individual was burning the ends of strings on a shirt to prevent fraying. No known injuries or damage to property occurred during this fire.

**2017 James fire:** A lamp fell onto a bed and caused burning through the sheet, mattress pillow top, and some to the mattress itself without any flames. No known injuries occurred during this fire.

**2017 Marsh fire:** An individual used a plastic electric pot on a kitchen stove coil in an attempt to cook. The stove and pot were charred and plastic melted from the pot onto the stove. No known injuries occurred during this fire.

**2018 Moore Fire:** An individual was burning a candle when a pizza box accidentally caught fire. They threw water on it and threw the contents in a trash can, which also caught fire. There was

no additional damage to property. The items were extinguished and the individual received a minor burn injury from the fire.

**2018 North Fire:** A group of students used a lighter to set name tags on doors on fire. The students setting the fires were caught.

**2018 Charles Pratt Fire:** A group of students used a lighter to set name tags on doors on fire. The students setting the fires were caught.

**2018 Lipton Fire:** A pipe connected to a generator caught fire while the generator was being tested. The pipe and ceiling tiles were damaged and smoke filled the building. No known injuries occurred during this fire.

**2018 Cohan Fire:** A student burnt food while cooking. There was damage to the stove after the student used a dry chemical fire extinguisher to put out the flame. No known injuries occurred during this fire.

**2018 Morris Pratt Fire:** An individual was charging an electronic device when the device caught fire. The fire caused damage to the charger, vaping device, an area rug, the room carpet, and a seat cushion. No known injuries occurred during this fire.

**2018 Mayo Smith Fire:** An individual cooked food in a microwave too long and caused it to catch fire. The microwave and a mug were damaged in the fire. No known injuries occurred during this fire.

**2018 Morris Pratt Fire:** An individual cooked food in a toaster too long and caused it to catch fire. The toaster was damaged. No known injuries occurred during this fire.

**2018 Morris Pratt Fire:** An individual was burning a candle when a card next to it caught fire. There was no damage to anything other than the card. No known injuries occurred during this fire.

**2018 Valentine Fire:** An exhaust fan motor caught fire. The motor and attached wires were damaged by this. No known injuries occurred during this fire.

**2019 Jenkins Fire:** A trashcan caught fire after burning ashes were disposed of inside it. No known injuries occurred during this fire.

**2019 Marsh Fire:** An individual placed an electric kettle on a stovetop which resulted in the plastic catching fire and melting. No known injuries occurred during this fire.

**2019 Morris Pratt Fire:** An individual threw a partially lit cigarette into a trash can. The cigarette started a fire with papers in the trash. No known injuries occurred during this fire.



## Daily Fire Log

The Fire Log is available 24 hours a day at the Amherst College Police station located at 6 East Drive. The Fire Log is combined with the Daily Crime Log.

### Fire Safety Systems in On Campus Student Residential Facilities

Building	Sprinklers	Smoke Detectors	Monitored by ACPD	Evacuation Plans Posted	Fire Extinguishers
Appleton 19 Quadrangle Dr	YES	YES	YES	YES	YES
Chapman 233 S. Pleasant St	YES	YES	YES	YES	YES
Charles Drew 56 College St	YES	YES	YES	YES	YES
Charles Pratt 3 Mead Dr	YES	YES	YES	YES	YES
Cohan 42 College St	YES	YES	YES	YES	YES
Ford 22 Merrill Science Dr	YES	YES	YES	YES	YES
Garman 62 Boltwood Ave	YES	YES	YES	YES	YES
Ford 22 Merrill Science Dr	YES	YES	YES	YES	YES
Greenway B 26 Merrill Science Dr	YES	YES	YES	YES	YES
Greenway C 24 Merrill Science Dr	YES	YES	YES	YES	YES
Hitchcock 101 S. Pleasant St	YES	YES	YES	YES	YES
Humphries 62 Snell St	YES	YES	YES	YES	YES
James 43 Quadrangle Dr	YES	YES	YES	YES	YES
Jenkins 5 East Dr	YES	YES	YES	YES	YES
King 12 Merrill Science Dr	YES	YES	YES	YES	YES

Lincoln 405 S. Pleasant St	YES	YES	YES	YES	YES
Lipton (Hamilton) 32 College St	YES	YES	YES	YES	YES
Marsh 81 Lessey St	YES	YES	YES	YES	YES
Mayo-Smith 19 Northampton Rd	YES	YES	YES	YES	YES
Moore 85 College St	YES	YES	YES	YES	YES
Morris Pratt 11 Noah Webster Cir	YES	YES	YES	YES	YES
Morrow 21 Noah Webster Cir	YES	YES	YES	YES	YES
Newport 32 Northampton Rd	YES	YES	YES	YES	YES
Nichols Biondi 20 Merrill Science Dr	YES	YES	YES	YES	YES
North 7 Quadrangle Dr	YES	YES	YES	YES	YES
Plimpton 82 Lessey St	YES	YES	YES	YES	YES
Porter 46 Boltwood Ave	YES	YES	YES	YES	YES
Rice 147 Woodside Ave	YES	YES	YES	YES	YES
Seelye 129 S. Pleasant St	YES	YES	YES	YES	YES
Seligman 67 Northampton Rd	YES	YES	YES	YES	YES
South 15 Quadrangle Rd	YES	YES	YES	YES	YES
Stearns 39 Quadrangle Rd	YES	YES	YES	YES	YES
Hall A 139 College St	YES	YES	YES	YES	YES
Tyler 35 Tyler Place	YES	YES	YES	YES	YES
Valentine 59 College St	YES	YES	YES	YES	YES
Wieland 10 Merrill Science Rd	YES	YES	YES	YES	YES
Williston	YES	YES	YES	YES	YES

3 Quadrangle Dr					
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### **Plans for Future Improvements to Fire Safety**

Amherst College and the Director of Environmental Health and Safety are continually looking for opportunities to improve fire safety on campus as well as to upgrade fire systems on campus. The fire systems on campus are evaluated and upgraded as needed and/or required. Currently, the College has no plans identified for future improvements to fire safety.