



**SAFETY & SECURITY  
AT GORDON COLLEGE  
AND  
FIRE SAFETY REPORT  
2019-2020**

**An Annual Report of Campus Safety and  
Fire Safety Policies, Programs and Statistics**

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# SAFETY & SECURITY AT GORDON COLLEGE (2019-20)

The Gordon College Annual Safety & Security Report and Annual Fire Safety Report is organized to meet the compliance requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act of 2008. It has been prepared in cooperation with local law enforcement, the Office of Student Life, the Title IX Office and other campus security authorities.

The full text of this report is also posted at <http://www.gordon.edu/clery>. Each year, all enrolled students receive e-mail notification of the website to access this report. Faculty and staff receive similar notification via e-mail and at new employee orientations. Copies of the report may also be obtained by contacting the Gordon College Police Department (GCPD) at 978-867-4444 (email: [police@gordon.edu](mailto:police@gordon.edu)). All prospective employees may obtain a copy of this report from the Human Resources Department by calling 978-867-4499. Prospective students may obtain a copy of this report online at <http://www.gordon.edu/clery> or by contacting the aforementioned departments.

## Gordon Police Department (GCPD)

*(Business: 978.867.4444; Emergency: 978.867.3333)*

As employees of Gordon College, the full-time officials of the Gordon College Police Department (GCPD) share in the stated goal to live for Christ together. They also bear a unique responsibility as sworn Special State Police Officers of the Commonwealth of Massachusetts. Officers receive training at the Massachusetts State Police (MSP) Academy or a Massachusetts Police Training Committee (MPTC) approved full-time police academy. Upon completion of training, GCPD officers have authority to apprehend and/or arrest anyone involved in illegal activity on Gordon College property, as authorized under Massachusetts General Laws, Chapter 22C, Section 63.

Per MGL 22c 63s, GCPD officers have jurisdiction in or upon all lands or structures owned, used or occupied by the college. In addition, Case law (Comm. V. Smeaton) has affirmed that GCPD officers may conduct law enforcement activities on public ways that are routinely used by the college (e.g. Grapevine Road, Hull Street, etc.). In these areas, GCPD officers may patrol and may stop vehicles and/or individuals on reasonable suspicion of criminal activity, including "high priority" criminal motor vehicle offenses (such as operating under the influence, reckless or negligent operation, etc.).

In addition to federal and state laws, GCPD officers enforce college policies. They are a critical part of the campus judicial system. If a student commits a minor criminal offense or an offense involving college rules and regulations, GCPD will refer the individual to Student Life for disciplinary adjudication.

GCPD officers regularly patrol the campus. They maintain security of campus buildings, regulate traffic and parking, and respond to medical emergencies. They assist with minor motor vehicle trouble, provide authorized access to locked rooms and buildings, give safety escorts at night upon request, and observe and report facility safety hazards to Physical Plant.

In addition, the Gordon Police have oversight over:

- lost and found items,
- vehicle and bicycle permits,
- fire permit procurement for authorized groups, and
- testing for drivers of college-owned vehicles.

GCPD personnel investigate and report criminal activity on campus. Depending on the nature of the crime and the preference of the victim, they sometimes work in conjunction with the Wenham Police Department, as well as state and federal agencies, both responding to and investigating reports of crime or suspicious activity on campus. Members of the Gordon community desiring any type of police aid should call the Gordon Police at 978-867-4444 (emergency line: 978-867-3333). GCPD will coordinate any requests for further assistance.

GCPD maintains a close working relationship with the Wenham Police Department. Officers of both departments communicate regularly on the scene of incidents that occur on and around the campus. Police information is routinely shared between the two departments, and leaders of these agencies meet regularly on a formal and informal basis. There is no formal, written agreement or memorandum of understanding between GCPD and outside police agencies regarding any issues, including the investigation of criminal incidents.

Gordon College sometimes maintains non-campus locations for student education and residence. When such locations are in operation, GCPD does not provide law enforcement service to these non-campus locations. Criminal activity at such locations is monitored and recorded by local municipal police agencies. GCPD officers will work and communicate with local, state, or federal agencies to assist with investigations at these locations, when necessary.

## **Reporting Procedures**

Community members, visitors and all others are encouraged to accurately and promptly report all crimes, emergencies and public safety related incidents to the Gordon Police.

You may contact GCPD any time at:

- 978.867.3333 (emergencies or to report a crime in progress); or,
- 978.867.4444 (non-emergencies).

Crimes may also be reported by using one of the emergency call boxes on campus or the emergency phones located outside the main entrance of residence halls. For a list of emergency call box locations, see “Crime Prevention and Security Awareness Programs” section.

Even if the victim does not wish to press charges or seek other remedies, crimes should be reported to GCPD for purposes of assessing the crime for distribution of a timely warning notice and for disclosure in the annual crime statistics.

## ***Response to Reports***

Dispatchers are available at the above telephone numbers 24 hours a day to answer your call. In response to a call, GCPD will take the required action, dispatching an officer or asking the calling party to report to the GCPD office to file an incident report. All incident reports involving students (with the exception of sexual misconduct reports) are forwarded to the Department of Student Life (Student Life) for review and potential disciplinary action. Officers will investigate a report when it is deemed appropriate. Additional information obtained by investigation will be forwarded to STUDENT LIFE. If assistance is needed from outside agencies, GCPD will contact the appropriate agency.

If a rape or other incident of sexual violence or misconduct is reported, GCPD officers on scene will offer the victim support, investigative and medical services, and GCPD sexual assault investigators will be contacted to assist the complainant. Based on the wishes of the complainant, GCPD officers can assist with criminal charges and can arrange to work together with Wenham Police sexual assault investigators, if so desired.

All sexual assault reports are kept private, but are forwarded to the Title IX coordinator for review and assessment for Title IX investigation, as required by federal law. As appropriate, per the sexual misconduct policy and the wishes of the complainant, trained GCPD sexual assault investigators will work with the Title IX coordinator (and others Title IX investigators, as appropriate) to investigate reports of sexual violence.

GCPD encourages accurate and prompt reporting of all crimes to the campus police and other appropriate police agencies. If the victim of the crime is unable to make a report, we encourage other informed persons to do so, when possible.

### ***Confidential Reporting***

If you are the victim of a crime and do not want to pursue action within the college judicial system or the criminal justice system, you may still want to consider making a confidential report. In such cases, the Chief of Police or his designee can file a report on the details of the incident without revealing your identity. In certain cases, (such as incidents of sexual misconduct), there may be a legal requirement to inform specific individuals (such as the Title IX coordinator). In these cases, every effort will be made to protect the privacy of the reporting party and/or victim, and confidential reporting information will only be shared on a need-to-know basis, as required by law and/or the sexual misconduct policy.

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 other members of the Gordon College community. With such information, the college can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime in a particular area, and alert the campus to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

### ***Campus Security Authority (CSA) Crime Reporting***

By federal law (The Student Right to Know and Campus Security Act of 1990, re-named the Clery Act in 1998), the Gordon Police Department is required to report statistics concerning the occurrence of certain criminal offenses that are reported to us or to any Campus Security Authority (CSA).

A “Campus Security Authority” is defined by federal law as follows: “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.” For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities. Also, clerical staff are unlikely to have significant responsibility for student and campus activities.

The Gordon Police Department works with departments on campus and in non-campus locations, as appropriate, to identify CSAs and provide training aimed at ensuring that all CSAs are well prepared to appropriately report criminal activity.

### ***Crime Reporting and Professional or Pastoral Counselors***

By federal law, professional and pastoral counselors, when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes for inclusion in annual disclosure of crime statistics. However, the professional and pastoral counselors at

Gordon College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis to the campus police.

## Daily Crime Log

As required by law, GCPD maintains a daily crime log that includes all reports of crimes received by GCPD that occurred in the following locations:

- on campus;
- at non-campus locations (defined by federal law as off campus buildings or properties owned or controlled by the college, used in direct support of or in relation to the institution's educational purposes, and frequently used by students); and
- on public property, immediately adjacent to and accessible from the campus.

The crime log can be found on the website at the following address, and a paper copy will be provided upon request:

<https://go.gordon.edu/departments/police/police/crimestatistics.cfm>

## Timely Warning Notices and Emergency Notifications

The Clery Act requires colleges and universities to issue "timely warning" to the campus community regarding any Clery Act crime that is reported to campus security authorities (or to local law enforcement where local law enforcement timely informs the institution of the incident); occurs within the institution's Clery-defined geography; and is deemed to represent a serious or continuing threat to the campus community. The Clery Act also requires colleges and universities to issue "emergency notification" to the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of employees or students.

"Timely warnings" and "emergency notifications" seek to accomplish the same objective - timely notice to the community regarding ongoing risk of danger. However, they are distinguishable in terms of what circumstances trigger each type of obligation and when those warnings must be issued. Each type of warning is described in greater detail below.

All crime should be reported directly to the Gordon College Police Department ("GCPD"), particularly where an incident may involve the need for issuance of a Timely Warning to the campus community. All reports of crimes to the GCPD may be made on an anonymous basis.

All members of the Gordon College ("Gordon" or the "College") community are notified on an annual basis that they are encouraged to notify the GCPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

### ***TIMELY WARNINGS (CRIME ALERTS)***

#### ***When Does Gordon College Issue a Timely Warning?***

The College, through the GCPD, issues timely warnings called "Crime Alerts" concerning Clery Act crimes that occur on the College's Clery geography, where those crimes pose a serious or continuing threat to the safety of the campus community. The decision to issue a timely warning is made on a case by case basis, as soon as pertinent information becomes available, and in light of all known circumstances surrounding a reported crime, including factors such as

the nature of the crime reported, whether there exists a serious or continuing danger to the campus community, and the possible risk of compromising law enforcement efforts to mitigate such danger or to assist victims.

### ***When Does the College NOT Issue a Timely Warning?***

Timely Warning may not be issued:

- If an individual suspected of committing a Clery Act crime is apprehended and/or the threat of imminent danger to the community has been mitigated; or
- If a report of an incident was not filed with a campus security authority or the GCPD, whether by a victim, witness;
- If GCPD was not notified of the crime in a manner that would allow the department to issue a timely warning to the community;
- Where issuing a Timely Warning would create a risk of compromising law enforcement efforts to mitigate danger or assist victims; or
- When the situation represents an immediate threat to campus safety and the College issues an “Emergency Notification” (see below) to the campus community (in which case a separate Timely Warning will not be issued; however, the College will provide follow-up information to the community, as needed).

Circumstances relevant to a determination not to issue a Timely Warning will be evaluated on a case by case basis.

### ***What is the College’s process for determining whether to issue a Timely Warning?***

The process the College will follow when determining whether to issue a Timely Warning is simple and designed to expedite decision making and notification to the community. Upon receiving a report that may result in the issuance of a Timely Warning, the GCPD’s chief, or his or her designee, will analyze the incident and consult, when necessary, with other College departments (e.g. Student Life, Title IX Coordinator, etc.). This consultation may be conducted in person, via telephone, email, or text messaging, and may be undertaken for the purpose of discussing relevant facts, the level of threat to the campus community, whether a Timely Warning will be issued, and the content of any Timely Warning.

### ***How does the College distribute Timely Warnings?***

Upon determining to issue a Crime Alert, the GCPD Chief or his or her designee will draft an email containing the proposed Crime Alert and will forward the draft to College Communications for prompt review and approval. The Crime Alert will then be disseminated via blast email to the entire campus community. Updates to the campus community and suggestions for related protective measures may be distributed electronically via blast email or posted on the College’s web site. If the College becomes aware that the threat has been mitigated, it may issue an email advising the community.

### ***What information might be contained in a Timely Warning?***

Timely Warning will be issued in a manner that withholds as confidential the names and other identifying information of victims, witnesses or callers. It will typically include the following information, unless publishing any of this information might risk compromising law enforcement efforts:

- Date and time, or timeframe, of the incident;
- A brief description of the incident;

- Suspect description(s), when deemed appropriate and if there was sufficient detail provided in connection with the report;
- Where appropriate, the location of the incident;
- Information that will promote safety and potentially aid in the prevention of similar crimes (i.e., crime prevention or safety tips);
- Law enforcement/emergency response contact information; and
- Other information as deemed appropriate by the Chief or by his or her designee.

### ***Safety Advisories***

In circumstances not requiring issuance of a Timely Warning, but in which the College community may benefit from notification concerning a reported crime, the College may issue such notice in the form of a "Safety Advisory." Safety Advisories may be issued to inform the campus community about a report of serious crime occurring off-campus but close by, or they may be issued to the community to inform about a pattern of less serious crimes occurring on campus (e.g., a pattern of larcenies or vandalisms) that do not rise to the level of causing a serious or continuing threat to the campus community. In addition, they may be distributed for other safety concerns (e.g., mulch fires, minor assaults, etc.). In such cases, Safety Advisories may be sent to a limited segment of the community likely to be affected by the crime or concern.

## ***EMERGENCY NOTIFICATIONS***

### ***When Does Gordon College Issue an Emergency Notification?***

Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, the College, through the GCPD, will immediately notify the campus community or the appropriate segments of the community that may be affected by the situation, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

An "immediate" threat as used here includes an imminent or impending threat, such as an armed intruder, approaching tornado, or an active fire in a campus buildings

Some other examples of significant emergencies or dangerous situations are:

- An active threat/shooter incident or a "gunman" at large;
- A nearby, life-threatening and wide-spread hazardous material incident;
- A credible bomb threat; or
- A serious weather emergency (such as a hurricane or tornado).

### ***When Does the College NOT Issue an Emergency Notification?***

If, upon confirmation of the details of the situation, it is determined that it does not represent a serious emergency or dangerous situation that is presenting an immediate (imminent or impending) threat to the health or safety of students and employees on campus, an Emergency Notification will not be issued. Some examples of situations that would typically not necessitate an emergency notification are:

- A power outage;
- Snow closure; or
- A string of larcenies.

These are situations in which the College might choose to alert the campus community. If such notification is deemed beneficial, the College may choose to issue a “Safety Advisory” above.

### ***What is the College’s process for determining whether to issue an Emergency Notification?***

The process the College will follow when determining whether to issue an Emergency Notification is simple and designed to expedite decision making and notification to the community. If, in the judgment of the GCPD officer-in-charge (OIC), there is serious emergency or dangerous situation that presents an immediate threat to the health or safety of students or employees, the OIC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities (including, but not limited to: GCPD, the Wenham Police, the Wenham Fire Department, the MA State Police), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. In addition, GCPD personnel will be dispatched, and a 911 call will be made to trigger a response from the appropriate jurisdictional first-responder authority.

### ***How does the College distribute Emergency Notifications?***

For most emergencies requiring Emergency Notification, GCPD will utilize the College mass notification system to notify the campus community or the appropriate segments of the community that may be affected by the situation. Whenever possible and when appropriate, pre-saved messages will be used to enable faster dissemination of the notification. Depending on the nature of the emergency and/or the segments of the community affected, some or all of the following methods of communication may be activated:

- The College mass notification system;
- Network emails; or
- The College website.

In addition, GCPD cruisers are equipped with public address systems, and these can be used to communicate with outdoor, localized segments of the community, when appropriate.

For certain localized threats (such as a gas leak in one building), the local fire alarm system in that building may be used to immediately alert the residents of the need to evacuate the building, and follow up notification may be sent using one of the above methods as more specific information becomes available.

GCPD or a designee will post updates during a critical incident on the College Campus web site or via one of the methods above. The College will issue a notification (“all clear”), usually via the mass notification system, when emergency conditions have abated.

### ***What information might be contained in an Emergency Notification?***

An emergency notification typically will include the following information, unless it will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency:

- The type of threat that has been confirmed (e.g. “We have received a credible report of an active threat;” “There is a hazardous condition;” “The National Weather Service has issued a TORNADO WARNING for our area.” etc);
- The location (which may be general, such as “On our campus” or specific, depending on the information available and the nature of the emergency);
- Instructions and/or information to promote safety for the community or the segment of the community affected by the emergency (e.g. “LOCKDOWN

immediately away from doors and windows and deny entry to any unknown person.”); and

- Information about updates and how to know when the emergency has been mitigated (e.g. “Please remain LOCKED DOWN until you receive an ALL CLEAR message.”)

Depending on what segments of the community your notification targets, the content may differ.

## Emergency Notification System

The Gordon College emergency notification system can rapidly alert the campus community via telephone, cellular phone, text message, email, computer screen alert (on college-owned computers on the campus network), and emergency beacons (located in certain buildings around campus). The system depends on accurate contact information, so students, faculty and staff members are encouraged to update regularly. The Emergency Contact form can be updated by clicking “Edit My Account” at the top of the GO site home page; or, access it directly at this URL:

<https://go.gordon.edu/general/CampusNotify/>

Twice a year (on the first day of classes for each new semester), the college conducts an announced test of the emergency notification system. The college maintains a report of the test, detailing the success of each method (email, phone, text, etc.) attempted for a particular community member. College officials then attempt to resolve failed delivery methods to ensure proper notification during a true emergency.

## Emergency Response Procedures

The Gordon College Emergency Management Plan includes information about campus response to critical or emergency incidents, performance expectations, and shelter-in-place and evacuation guidelines. GCPD, Physical Plant, and Student Life are responsible for developing contingency plans and continuity of operations plans for their staff, students and areas of responsibility. The college conducts emergency response exercises each year, such as table-top exercises, evacuation drills (fire drills), and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the College.

GCPD officers and supervisors have received training in the incident command system. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the Gordon Police and emergency responders from the Physical Plant department, followed by the Wenham Police and Fire departments; they typically respond and work together to manage the incident. Depending on the nature of the incident, other Gordon College departments and other local or federal agencies could also be involved in response.

All members of the Gordon College community are required to notify GCPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. GCPD officers have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, GCPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

## **Evacuation Procedures**

In the event of an incident or condition that requires evacuation of campus or buildings on campus, GCPD officers will coordinate the response of emergency responders and the evacuation of the affected community members. An emergency notification message will be distributed, including details about the buildings or areas affected and the nature of the evacuation (e.g. reason for evacuation, evacuation of entire campus or of specific buildings occupants to a campus shelter, etc.).

An evacuation drill (fire drill) is coordinated by the Physical Plant department each semester for all residential facilities on the main campus. At Gordon College, evacuation drills are used as a way to educate and train occupants on issues specific to their buildings. During the drill, occupants practice evacuation procedures, familiarize themselves with the sound of the fire alarm and are provided guidance about the direction they should travel when exiting each building for a short-term building evacuation. The process also provides the College an opportunity to test the operation of fire alarm system components. Gordon College does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In these cases, GCPD and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. Gordon College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

### ***Shelter-in-Place Procedures***

If we become aware of a hazardous or unsafe condition (e.g. hurricane, tornado, chemical spill, etc.) on or near the campus, Gordon Police, in consultation with other campus departments, as appropriate, will make a determination that it is safer to stay indoors. To "shelter-in-place" means to make a shelter of the building that you are currently in; with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

If an incident occurs and the building you are in is not damaged, stay inside—seeking an interior room—until you are told it is safe to come out. If your building is damaged, or you are directed to do so by Residence Life staff or GCPD officers, take your personal belongings (purse, wallet, I.D card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If necessary, College staff may direct you to a specific building. If police or fire department personnel are on the scene, follow their directions.

### ***How You Will Know to "Shelter-in-Place?"***

A shelter-in-place notification may come from several sources, including GCPD, Residence Life staff members, other College employees, or the federal or state government. Whenever possible, Gordon College will notify the entire community of a "shelter-in-place" by means of the emergency notification system.

### ***How to "Shelter-in-Place"***

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly, or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be an interior room and without windows or with the least number of windows possible.
  - NOTE: If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Make a list of the people with you and ask someone (Residence Life staff, faculty, or other staff) to call the list in to GCPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
6. Monitor the College website, email, radio or television for further instructions.
7. Make yourself comfortable.

## ***Active Threat Procedures***

An “active threat” (often, but not always, a shooter) is an individual who is engaged in killing or attempting to kill people in a confined and populated area; there is usually no pattern or method to their selection of victims. In most cases, firearms are used, but incidents involving knives and other weapons may be equally deadly. Active threat incidents are unpredictable and evolve quickly. Knowing what to do and having a plan can save lives.

When an Active Threat is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options: RUN, HIDE or FIGHT.

### ***“RUN” Guidelines***

- Have an escape route and plan in mind
- Leave your belongings behind
- Run away from the threat, using cover or concealment, when possible
- Evacuate, regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Keep your hands visible, especially when approaching law enforcement
- Call 911 when you are safe

### ***“HIDE (AKA LOCKDOWN)” Guidelines***

- Hide in an area out of the shooter’s view
- Lock door and/or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet
- Prepare yourself to fight, in case it becomes necessary

### ***“FIGHT” Guidelines***

- Fight as a last resort and only when your life is in imminent danger

- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active threat
- Commit fully to your actions . . . your life depends on it

### ***What To Do When Law Enforcement Arrives***

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers, and keep hands visible at all times
- Avoid quick movements toward officers (such as holding on to them for safety)
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

### ***Information You Should Provide To 911***

- Location of the active threat
- Number of shooters/assailants
- Physical description of shooters/assailants
- Number and type of weapons
- Number of potential victims at location

### ***How Will You Know When There Is An Active Threat On Campus?***

It is important that you prepare mentally to make a quick decision and determine the most reasonable way to protect your own life. If you hear something that sounds like gunshots, assume it is and act accordingly. Pay attention to crowd noise and response, and be prepared to decide whether you can safely RUN, whether it is best to HIDE/LOCKDOWN, or whether you need to prepare to FIGHT.

When GCPD receives any credible report of a possible active threat, an emergency notification will immediately go out via the emergency notification system. If you receive an “active threat” notification and have no reason (based on your own observations) to think the threat is nearby, you SHOULD LOCKDOWN IMMEDIATELY. Once you are secure, you should listen and carefully assess, as the situation may change. GCPD will send additional messages as information is available. Unless it is necessary or appropriate to RUN, remain in place until you receive an “all clear” message from GCPD, or you are contacted by law enforcement.

## **Local Police and Monitoring of Off Campus Housing**

Gordon College does not have any officially recognized student organizations that have off campus housing facilities. However, there are at times official college programs that maintain off campus residence facilities (i.e. non-campus facilities). The college does not use local law enforcement agencies to monitor or record activities at those locations. They are within the jurisdiction of the local law enforcement agency, who will respond to those locations when police services are required.

## **Access to Campus Facilities and Facility Security**

The campus has unrestricted access hours during the day and into the evening (usually 6:00 a.m.-10:00 p.m.). At night, vehicle access is always allowed at the main entrance; however, drivers of vehicles not displaying a current parking permit will be asked their reason for entering campus. Campus drivers may access the Woodland lot at night by use of a card swipe. Emergencies or special events may necessitate changes to the unrestricted access hours. Since the campus is not gated, it is always accessible to members of the public on foot. For this reason, we ask that you please promptly report suspicious individuals and activities to the campus police.

Most facilities and administrative buildings have individual hours, and the hours may vary at different times of the year. With the exception of the Bennett Athletic Center, most academic buildings and non-residential facilities are not staffed with security officers or access monitors; so, they are open to the public, at a minimum, during normal business hours. At the Bennett Center, a desk attendant generally screens people entering the building and determines whether they have a legitimate reason to access the facility.

Once a building has been secured for the night, only authorized people will be permitted to stay in or enter the building. Lone occupants of a building after hours should inform GCPD both of their presence and when they depart. For information about access protocols for a specific building or area, contact the appropriate department head, or contact GCPD at [police@gordon.edu](mailto:police@gordon.edu).

Campus residence halls are generally locked 24 hours a day, and access is restricted to residents, their approved guests, and other approved members of the campus community. Campus residence halls are not staffed with building access monitors. Residents are cautioned against permitting strangers to enter the buildings and are urged to require those individuals seeking entry to use their access cards or keys. Residents are also asked to refrain from propping doors. Such actions affect the safety of other residents, and students observed propping residence hall doors will be fined by Residence Life staff. Individual rooms should also be locked whenever left unattended.

Members of residence life staff generally conduct building rounds during the evening, and a GCPD officer will check the outside doors and access routes at night. GCPD will admit only residents of a building. Suspicious persons should be reported to GCPD or Residence Life.

Soliciting is allowed only after prior approval of the Vice President for Finance in conjunction with the Dean of Students. If anyone is observed soliciting in a residence hall, they are probably unauthorized; please call GCPD.

### ***Reporting Campus Facility Security Concerns or Safety Hazards***

Gordon College is committed to maintaining a safe campus environment and to promptly addressing security considerations in the maintenance of campus facilities. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions.

If you observe a safety or security hazard or defect (e.g. lighting issues, broken residence room lock, trip hazard etc.), please report it promptly. During business hours, you may report directly to Physical Plant at 978.867.4302. During other hours, please report facility safety hazards or security concerns to GCPD at 978.867.4444. GCPD will assess the issue and arrange for prompt remediation by appropriate Physical Plant personnel.

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

Crime prevention is a community affair. Prompt reporting of suspicious activity is a very real and effective tool in curtailing crime. The college encourages members of the campus community to be responsible for their own security and the security of others.

GCPD has an officer available to make crime prevention presentations in residence halls by request. Officers visit residence hall meetings in September to explain the services offered by the department and to make students aware of the contribution they can make to the safety of the campus. GCPD is also available to assist other campus agencies sponsoring crime prevention programs.

GCPD officers will provide safety escorts between campus locations at night. During the daytime, escorts will be provided only for specific, reasonable safety concerns and medical needs. Emergency phones may be found in various locations around campus. Among the places they can be found are:

- the Bromley/Ferrin lot near Hilton Hall;
- in the A. J. Gordon Chapel parking lot near Lewis Hall;
- in the Bennett Center parking lot;
- in front of Tavilla Hall;
- in front of Phillips Music Center on the Coy Pond side;
- inside Bethel Chapel (in Frost Hall);
- at the Gull Pond gate;
- at the Gull Pond beach (this is not a phone, but simply alerts GCPD of an activation, at which time officers will immediately respond to the beach to investigate and assist);
- along the sidewalk leading to the Woodland lot; and,
- at several locations within the Woodland parking lot.

Also, a normal campus phone is installed at the main entrance of each campus residence halls, and it is labelled with the campus emergency number (dial 3333 in an emergency).

### ***EverFi Sexual Assault Training Program***

All Gordon College students are required to complete EverFi Sexual Assault Prevention — an online training program that addresses the critical issues of sexual assault, relationship violence, and stalking.

The training uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing:

- Key definitions and statistics, including training on the definition of “consent,” “dating violence,” “domestic violence,” sexual assault,” and “stalking;”
- Reflective and personalized content;
- Bystander intervention training aimed at providing safe and positive options and confidence-building strategies; and
- Campus-specific resources, procedures and policies, including the college’s prohibition of dating violence, domestic violence, sexual assault and stalking.

## ***Rape Aggression Defense (R.A.D.) Training***

Several GCPD officers are certified instructors of the Rape Aggression Defense (R.A.D.) Basic Physical Defense course for women. GCPD will offer the sixteen-hour (four four-hour sessions) course on campus to any interested female students, faculty, and staff members. GCPD typically offers the course once each semester.

With a combination of classroom instruction in risk awareness, prevention, and reduction, hands-on defense training, and challenging practice simulations, R.A.D. seeks to develop and enhance the options of self defense, so they may become viable considerations to the woman who is attacked.

R.A.D. is the largest network of its kind, with over 2000 instructors actively teaching at various colleges and institutions today. R.A.D. has trained over 200,000 women since the program began in 1989 and is the only existing program with a free lifetime return and practice policy, honored throughout both the US and Canada. R.A.D. is the only self- defense program ever endorsed by the International Association of Campus Law Enforcement Administrators (IACLEA).

## ***Active Threat Response Training***

Annually (and at other times upon request), GCPD provides active threat response training for students, faculty and staff; the training is mandatory for new students (first-year and transfer during their first semester at the college). This program is designed to increase one's chance of surviving an active shooter or violent intruder event on campus. The program encourages community members to take ownership of their safety and develop a personal plan for response to an active threat situation on campus. It offers practical suggestions aimed at preparing individuals to make decisions about whether to escape, lockdown or fight back.

## ***Employee Sexual Misconduct Training***

The Human Resources Department provides online training for all new employees aimed educating them about sexual misconduct and workplace harassment and fostering a respectful, supportive, and safe campus environment.

## **Alcohol & Drug Use**

Gordon College seeks to protect the public health of the campus community by promoting a drug-free environment in compliance with the *Drug-Free Schools and Communities Act of 1989*. Gordon College prohibits the possession, use, or distribution of alcohol or illegal drugs on Gordon College property. Use of alcohol by an underage student or abuse of alcohol by any student, on or off campus, is a sanctionable offense. Underage drinking is a violation of state law and abuse of alcohol is considered conduct unbecoming of a Gordon College student. Violation of these policies will result in disciplinary action with a variety of sanctions up to and including expulsion. Violations by faculty and staff may be grounds for immediate dismissal.

Students who express the need for help in dealing with drug or alcohol dependencies are encouraged to utilize counselors in the Counseling Center, who have training and experience in that area. In addition, off-campus agencies and self-help organizations can be contacted through the Counseling Center or Residence Life staff.

Whenever feasible, Gordon College will assist employees in overcoming drug or alcohol abuse. Staff or faculty will be supported in dealing with dependency problems through release time and college health insurance, which includes coverage for counseling and therapy. Employees with drug or alcohol-related problems should contact the director of personnel, their supervisor, or Student Life.

For complete details, the Gordon College Drug-Free Schools and Communities Act policy can be viewed in the Student Handbook, which is accessible here:

- <http://www.gordon.edu/studenthandbook>

## **Missing Student Notification for Resident Students**

If a member of the college community has reason to believe that a student who resides in on campus housing is missing, he or she should immediately notify GCPD at 978-867-3333. GCPD will generate a missing person report and initiate an investigation. After investigating the report, should GCPD officers determine that the student is missing and has been missing for more than 24 hours, they will initiate missing person notification procedures.

Gordon College students are required to provide confidential emergency contact information during the registration process each year. This information will be registered and stored confidentially and will only be accessible to authorized campus officials or GCPD officers in the event of an emergency. It will not be disclosed to anyone else or for non-emergency reasons. Students who move into on campus residential housing after the start of the school year will be given an opportunity to register or update confidential emergency contact information.

When missing person notification procedures are initiated, authorized campus officials or GCPD officers will access confidential emergency contact information and will notify the student's emergency contact within 24 hours of the determination that the student is missing. In addition, the college will make the following notifications:

- If the student is under 18 years of age and is not emancipated, the college must notify the student's parent or legal guardian, in addition to notifying any additional contact person designated by the student.
- In all cases, the college will notify the Wenham Police.

Federal law requires that these notification procedures be initiated when a resident student has been determined to have been missing for 24 hours; however, Gordon College officials will make every reasonable effort to initiate notification sooner if there is reason to believe the student is missing, but 24 hours has not yet elapsed.

## **Sexual Misconduct Policy (January 2018 Revision)**

### ***INTRODUCTION***

As a Christian community of higher education, Gordon College is committed to providing a liberal arts education in an environment shaped by the ideals and standards consistent with a Christian worldview. Inherent in a Christian worldview are the biblical injunctions to live to the glory of God and to recognize the Lordship of Christ in every activity.

Human beings, being created in God's image, are endowed by God with dignity and worth. Those are foundational values at Gordon for developing and maintaining a learning and working environment characterized by integrity, mutual respect, and accountability. All members of the Gordon community have a responsibility to foster a respectful, supportive, and safe campus environment.

Given such a foundation of human dignity and worth, Gordon College approaches issues of sex discrimination, including sexual misconduct such as sexual harassment and sexual assault, stalking and intimate partner violence, not just as behaviors prohibited by applicable state and federal law, but as conduct that is antithetical to the scriptural values this community espouses. Sexual misconduct is harmful not only to the individuals involved, but undermines the entire community. As such, Gordon College prohibits sex discrimination including all forms

of sexual misconduct as defined in this policy. Such forms of prohibited conduct under this policy are regarded as serious offenses and a violation of trust and integrity. Such violations will result in discipline, including expulsion or termination of employment. State and federal laws also address conduct that may meet Gordon College's definition of prohibited conduct, and criminal prosecution may take place independently of any disciplinary action instituted by Gordon College.

## ***PURPOSE OF THIS POLICY***

Pursuant to Title IX of the Education Amendments of 1972, Gordon College prohibits discrimination on the basis of sex or gender in its programs and activities. Gordon College has jurisdiction over complaints or reports under Title IX. The College will respond to and make reasonable efforts to investigate and address complaints or reports about prohibited conduct, or possible prohibited conduct that the College becomes aware of, with measures designed to stop the prohibited conduct, eliminate any such discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College related programs or activities. The procedures in this policy are designed to provide for a timely and fair investigation of sexual misconduct cases, regardless of how the information was brought to Gordon College's attention or the extent to which the complainant (as defined below) wishes to participate or be involved, and to protect the rights and privacy of all parties involved.

Retaliation against anyone involved in filing an internal complaint under this policy, filing an external complaint, participating in the internal disciplinary process, or opposing in a reasonable manner an act believed to constitute a violation of this policy, is prohibited and will not be tolerated.

## ***SCOPE OF THIS POLICY***

The policy includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, intimate partner violence, stalking, and related retaliation. In a case of alleged sex or gender discrimination or sexual misconduct, this policy supersedes policies and procedures for other forms of misconduct, unless otherwise provided in this policy.

This policy defines the prohibited conduct, the options and resources available to victims of sex discrimination, and the complaint, investigation and disciplinary procedures that will be followed when the College receives a complaint of sexual misconduct. All allegations of sexual misconduct, including, but not limited to, sexual harassment, sexual assault, intimate partner violence, stalking and retaliation will be carefully reviewed.

This policy applies to all members of the Gordon community, including administrators, students, faculty and staff, whether fulltime or part-time, and any third parties (i.e. non-members of the College community, such as visitors to the campus, volunteers, vendors and contractors).

This policy applies to College-sponsored programs and activities occurring both on and off campus, and the College's computing and network resources being used on and off campus. This includes, but is not limited to: local and global mission programs, study-abroad programs, offsite graduate courses, internships, and use of College email accounts. If an incident of sexual misconduct involving a member of the Gordon community occurs at a non-college sponsored event, and when such conduct may have a significant adverse impact on the individual or on the campus community, the procedures of this policy will apply.

When used in this policy, the term Complainant refers to the person who believes that he/she has been the subject of sexual misconduct, regardless of whether that person makes a

complaint or requests an investigation. The term Accused refers to the person(s) who has been accused of sexual misconduct.

All forms of prohibited conduct described in this policy are regarded as serious offenses. Any member of the Gordon community found in violation of this policy will be subject to disciplinary action, up to and including expulsion or termination of employment.

## ***PROHIBITED BEHAVIOR***

### ***Sexual Misconduct***

Gordon College does not tolerate any form of sexual misconduct. Sexual misconduct is a broad term that includes a range of behaviors including, but not limited to, sexual assault, sexual harassment, intimate partner violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a student or employee. Sexual misconduct violates an individual's rights, dignity, and integrity, and the College's standards of behavior (See Statement of Life and Conduct) and will result in disciplinary action.

Sexual misconduct can occur between individuals who know each other, have a current or previous relationship, or between individuals who do not know each other. Both men and women are protected from sexual misconduct under this policy regardless of the sex of the alleged perpetrator or complainant.

### ***Sexual Harassment***

Sexual harassment is conduct of a sexual nature that is unwelcome, and denies or limits a person's ability to participate in or receive the benefits, services, or opportunities of the College's programs or activities. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation of academic work or participation in any College activity or benefit (including social or extracurricular activities); OR
- Submission to or rejection of such conduct is used as a basis for decisions regarding employment or student status (including academic evaluation); OR
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, humiliating or sexually offensive work or learning environment. A hostile environment can be created by persistent or pervasive conduct or by a single serious episode.

### ***Examples of Conduct that Can Constitute Unlawful Sexual Harassment***

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Sexual harassment occurs in a variety of situations which share a common element: the unwelcome and inappropriate introduction of sexual activities or comments into the work or learning environment.

Depending upon the circumstances, examples of sexual harassment could include such conduct as the following:

- Unwelcome flirtations, advances or propositions which are of a sexual nature
- Inappropriate and unwelcome physical contact such as touching, hugging, patting or pinching which is uninvited and unwanted by the other person

- Unwanted staring or leering at a person
- Requests for sexual favors in exchange for promised employment benefits or preferential treatment
- Verbal comments of a sexual nature, including comments about an individual's body, sexual activity or sexual attractiveness; the use of sexually degrading language or innuendo; sexually suggestive gestures, sounds or jokes
- Displays of sexually suggestive objects, pictures, cartoons or written materials

Additionally, the dissemination of sexual explicit voice mail, e-mail, graphics, downloaded material or websites in the workplace is prohibited.

### ***Sexual Violence***

Sexual violence is defined as sexual acts perpetrated against an individual's will or when an individual is incapable of giving affirmative consent.

This includes all forms of sexual assault (including rape and fondling) and sexual coercion as those terms are defined below. All forms of sexual violence are considered sexual misconduct under this policy.

### ***Sexual Assault***

Sexual assault is defined as any sexual act directed against another person without their consent, including rape, fondling and any other nonconsensual sexual touching. It includes sexual contact in which the individual is incapable of giving consent, either legally (including incest and statutory rape) or because of physical incapacitation (including by drugs or alcohol), lack of consciousness, sleep, or disability. Sexual assault may or may not involve use of force, threat, intimidation, or coercion. Sexual assault is a criminal act, punishable by civil and criminal legal action, as well as disciplinary action by the College. All acts of sexual assault are considered sexual misconduct under this policy. Sexual assault includes the following:

**Rape** is a form of sexual assault and is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

***Unwanted Sexual Touching & Fondling*** is a form of sexual assault. Fondling, a specific form of unwanted sexual touching, is defined as the touching of the private body parts of another person (including over clothing) for the purposes of sexual gratification, without the consent of the victim, including instances where the individual is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

In addition to fondling, unwanted sexual touching may include causing another person to touch one's private body parts, removing clothing without consent, and nonconsensual kissing. Private body parts include the breasts, buttocks, genital area, abdomen, inner thigh, or mouth.

### ***Sexual Exploitation***

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own personal advantage or benefit, (and that behavior does not otherwise constitute one of the other sexual misconduct offenses). Examples include, but are not limited to: invasion of sexual privacy; streaming of images, photography video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and

consent of all parties; voyeurism; inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.

### ***Intimate Relationship Violence***

Intimate Relationship Violence, including domestic violence and dating violence, may be a single act or a pattern of abusive behavior between romantic, intimate, and/or sexual partners or former partners. Intimate relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound the other partner or former partner. An individual who believes that he or she is a victim of intimate relationship violence, should contact the Gordon Police or local law enforcement to discuss a protective order, or the Office of Student Life to obtain a campus no-contact order.

### ***Stalking or Criminal Harassment***

Criminal harassment is a pattern of conduct or series of acts directed at a specific person that would cause a reasonable person to suffer substantial emotional distress. If this conduct also involves a threat with the intent to cause fear of serious bodily injury, Massachusetts law considers it stalking. The pattern of conduct may include, but is not limited to: following, monitoring, pursuing contact, communicating through letters or telephone calls, or cyberstalking. Both stalking and criminal harassment are illegal; contact the Gordon Police or local law enforcement to see if a protective order can be obtained.

### ***Retaliation***

Retaliation or attempts to seek retribution against a student, an employee, or any other individual involved in filing a complaint or participating in the investigation of an allegation of sexual misconduct is prohibited by this policy and may constitute separate grounds for disciplinary action. Retaliation can include threats, intimidation and abuse. Such retaliation is unlawful and will not be tolerated by the College.

Individuals who believe they have experienced retaliation should contact the Title IX Coordinator and the College will investigate the complaint. If the College determines that retaliation occurred, an appropriate action will be taken regardless of the outcome of the underlying sexual misconduct complaint.

## ***ADDITIONAL APPLICABLE DEFINITIONS***

### ***Consent***

Within a community that prohibits premarital and extramarital sexual activity, morally responsible behavior should be the norm. Sexual activity should be guided by the standards of conduct adopted by the community. Consent must be established before any sexual activity occurs.

Consent is defined as the clear, knowing, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent can be given by words or actions, as long as the words or actions create mutually understandable permission to engage in specific sexual activity. Reference to "consent" in this policy should be construed as meaning "affirmative consent."

Consent cannot be assumed and is never implied, even in a current or previous dating or sexual relationship. Consent can be withdrawn at any time. Absence of protest, passivity, or silence is not consent. The absence of "no" does not mean "yes." Consent is an active agreement and cannot be coerced. Consent must be mutual and ongoing, and must be given

for every sexual act. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Engaging in sexual activity with a person whom you know--or reasonably should know--to be incapacitated constitutes a sexual assault.

### ***Incapacitation***

Incapacitation also constitutes lack of consent. Incapacitation is a state in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowing consent. Under current Massachusetts law, intercourse is generally considered to be committed by force and against a person's will if: the person is unconscious; the person is asleep; the person is drugged or intoxicated; the person is frightened or intimidated; or the person is mentally impaired or deficient so that he or she cannot agree to the act. Engaging in any form of sexual activity with someone who is incapacitated constitutes sexual misconduct.

Please note that consumption of alcohol or drugs alone is insufficient to establish incapacitation. In general, sexual contact while under the influence of alcohol or drugs poses a risk to all parties. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to avoid or stop any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol is never an excuse for any form of sexual misconduct and does not diminish one's responsibility to obtain consent.

### ***Coercion***

Coercion is the use of pressure to compel another individual to engage in unwanted sexual activity. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation or manipulation, misuse of authority, or blackmail. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. For example, when someone makes it clear that he or she does not want to engage in sexual activity, wants some conduct to stop, or does not want to go beyond a certain point of sexual interaction, continued pressure may be considered coercive. Ignoring or dismissing the objections of another person may also be a form of coercion. In addition, coercion also includes threats of sharing private information if sexual contact is not obtained and preventing someone from leaving a space in order to obtain sexual contact.

## ***TITLE IX***

### ***Role of Title IX Coordinator***

In order to coordinate and monitor the College's implementation of this Sexual Misconduct Policy, the College has designated a Title IX Coordinator and a Title IX Team (see Appendix A).

The Title IX Coordinator will be informed of all complaints or reports of violation of this policy.

The Title IX Coordinator's responsibilities include, but are not limited to the following:

- Reviews College policies regarding sexual misconduct to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA).
- Coordinates college-wide training, education and prevention efforts regarding Title IX and prohibited conduct defined in this policy.
- Advises the Title IX Team in procedures and resources under this policy to ensure that the College's review, investigation and resolution of reports of sexual misconduct are consistent, timely, effective, and in accordance with this policy.

- Maintains records of all Title IX reports, documenting the College’s response, monitoring reports to identify and address any patterns or systemic problems that may contribute to a hostile environment. These records will be kept confidential to the extent permitted by law.
- The Title IX Coordinator may delegate responsibilities under this policy to designated employees if appropriately trained.

### ***Role of Title IX Team***

The Title IX Team consists of Gordon employees who are committed to helping the College maintain a campus free of sex discrimination. Along with the Title IX Coordinator, they are the primary resources for students and employees regarding reports of sexual misconduct and procedures within this policy. All members of the Title IX Team receive annual training about the issues surrounding sexual misconduct on campus and the resources available to eliminate the misconduct and address its effects.

Their responsibilities include:

- Receiving initial complaints regarding alleged sexual misconduct, and making safety and support arrangements as appropriate.
- Making an initial assessment of the complaint and providing the complainant and accused information about the policy and process, including their rights under this policy, and helping them determine appropriate next steps.
- Evaluating requests for confidentiality.
- Assisting a complainant and accused to reach an informal resolution if appropriate.
- Providing the Title IX Coordinator with reports of any allegations of sexual misconduct.

Each of the above has full authority to meet with individuals who believe sexual harassment or misconduct has occurred, and to ensure that complaints are investigated according to College policy and federal law. See Appendix A for names and contact information.

### ***IN AN EMERGENCY***

In an emergency, please call The Gordon Police Department at 978.867.3333, or emergency assistance at 911. The officer will ensure the safety of all individuals, and assist in getting appropriate medical care.

Students are also encouraged to contact the Counseling Center for support.

### ***CONFIDENTIALITY AND PRIVACY***

Gordon College is committed to maintaining, to the greatest extent possible, the privacy of all individuals involved in a report of sexual misconduct. While Gordon employees have differing abilities to maintain confidentiality (see below), the privacy of personal information is respected at all times. Even when complete confidentiality cannot be maintained, information is only shared among those College employees who need to participate in the investigation or assist in the resolution, unless required by law.

Individuals have control over the level of disclosure they want to make. Professionals in the Counseling Center, the Health Center, and the Chapel Office are considered Confidential Resources, and are able to discuss sensitive concerns with complete confidentiality. These Confidential Resources are there solely to help students and will not report the incident to the Title IX Coordinator without the student’s consent, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information.

College community members who are not designated Confidential Resources are required to notify the Title IX Coordinator or the Gordon Police of suspected violations, and cannot guarantee the confidentiality of a complaint or report. In some cases, the Title IX Coordinator may be required to disclose information to comply with the legal process or when the College perceives that the risk to others outweighs confidentiality concerns.

Individuals who are uncertain about the level of confidentiality they want to maintain, or whether they should report an incident to campus authorities, are strongly encouraged to contact the Counseling Center for information and support.

### ***Request for Confidentiality***

If an individual discloses an incident but requests confidentiality, or that an investigation not be pursued, the College will take all reasonable steps to respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. When a complainant insists that his or her name or other identifiable information not be disclosed to the accused, the College's ability to respond may be limited. The College prohibits retaliation and the College will not only take steps to prevent retaliation but also take strong responsive action if it occurs. If the complainant continues to ask that his or her name or identifiable information not be revealed, the College will balance this request with its responsibility to provide a safe and nondiscriminatory environment for all community members and weight the relevant factors.

If the College determines that confidentiality cannot be maintained, all reasonable efforts will be made to respond to the incident while maintaining individual privacy.

## ***REPORTING POLICIES AND PROCEDURES***

Since sexual misconduct in any form is antithetical to Gordon values, the College is committed to maintaining a learning and working environment free of sexual harassment and sexual misconduct. This policy is intended to make all members of the campus community aware of the various reporting and confidential disclosure options available so that they can make informed choices about where to turn should they become a victim of, or become aware of sex discrimination. Reports may be made by students for events occurring off-campus as well as on campus.

### ***Responsibility to Report***

All College employees (except Confidential Resources), including faculty, staff, coaches, resident directors and administrators, have a responsibility to report to the Title IX Coordinator any potential sexual misconduct or violations of this policy of which they become aware so that the College can respond appropriately. Graduate assistants, resident assistants, and other students who have a supervisory responsibility or other responsibility for student welfare are also required to report to the Title IX Coordinator any sexual misconduct that is reasonably believed to be in violation of this policy. Any employee who receives a report of sexual misconduct must share the report with a member of the Title IX Team. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of the Title IX Coordinator.

### ***Making a Report / Filing a Complaint***

The College encourages anyone who experiences or witnesses sexual misconduct to report the misconduct, seek assistance and support services, and to pursue College action for their own protection and that of the entire campus community. However, the decision whether or not to report sexual misconduct is a difficult and intensely personal one. It may take some time to process an incident and decide how to proceed. The College wishes to provide support and services during this time.

## ***Reporting Options***

A complainant or witness to sexual misconduct may make a report by talking to a trusted College employee such as a Resident Director or Gordon Police, who will report the incident to the Title IX Coordinator. A complainant can also file a criminal complaint with Gordon Police or local law enforcement.

Or he or she might not be ready to report. Before or during this decision-making process, students are encouraged to seek assistance from a Confidential Resource before deciding how to proceed. These individuals can provide connections to on and off campus resources and explain the other reporting options that are available.

## ***Confidential Resources***

Campus professionals in the Counseling Center and the College Chaplain can maintain complete confidentiality unless there is a concern for safety of the individual or others. Conversations are privileged and these employees cannot and will not disclose these conversations. Unless the student takes additional action, such as reporting to a member of the Title IX Team, the disclosure will not result in any action by the College.

## ***Making a Report***

Instances of sexual harassment and/or misconduct may be reported to a member of the Title IX Team, a member of the Office of Student Life staff, a supervisor, Gordon Police, or any faculty member or trusted employee. These employees are required to report the incident to the Title IX Coordinator so that the College can respond appropriately. If an alleged victim or witness wants to tell a faculty or staff member about an incidence of sexual misconduct and wishes their conversation to remain confidential, the individual should understand that the Title IX Coordinator will consider the request but cannot guarantee confidentiality in all cases. (See Responsibility to Investigate, and Confidentiality and Privacy).

In most cases, a report of sexual misconduct will be investigated by the Title IX Team, whether or not the reporting individual wishes to pursue a formal complaint. A complaint is a request that the College investigate the incident. This can follow an informal or a formal process. Individuals may file a complaint with any member of the Title IX Team. The immediate goal is to stop the offensive conduct and ensure everyone's safety. Private information will be shared with as few people as possible on a need to know basis.

The complainant should be prepared to give a detailed description of the sexual misconduct, the date and time of occurrence, the names of the persons involved, the names of any witnesses, and any further action taken. The complaint will be reviewed by a member of the Title IX Team, first seeking an informal resolution if appropriate (see Investigation Procedures).

## ***Making a Criminal Complaint***

In addition to violating College policy, sexual misconduct might also constitute criminal activity. Every alleged victim of a sexual assault maintains the right to file criminal charges with the appropriate local law enforcement agency simultaneously and in addition to making a report and/or filing a complaint with the College. The alleged victim can decline to notify such agency. Gordon Police can assist in contacting the proper authorities if the alleged victim chooses to. If a criminal complaint is filed, the complainant will be asked to assist the police with the investigation and provide them with details of what happened and with the collection of all relevant evidence. In some cases, a protective order may be obtained. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers.

The College investigation and the criminal law system are independent of one another and, regardless of whether or not criminal charges are brought, the College will move forward with its internal investigation. The College will meet its responsibilities regarding any orders of protection, no contact orders, or restraining orders. For more information about pursuing criminal charges, contact the Gordon Police.

### ***Timeframe for Reporting***

The College strongly encourages prompt reporting of any violation of this policy in order to provide immediate protection and support for the victim. The College's ability to conduct a thorough investigation, however, may be limited with the passage of time or unavailability of the accused or witnesses.

### ***Bystander Intervention***

Maintaining a healthy, safe, and respectful campus environment is the responsibility of all members of the Gordon community. Our shared faith teaches us to help those in need. Gordon College strongly encourages all students, faculty and staff to take action to prevent or stop acts of sexual misconduct if it is safe to do so. Such actions might include direct intervention, calling Gordon Police or 911, or seeking assistance from other College authorities. A student who calls for medical help will not be sanctioned for any accompanying conduct code violations.

### ***Amnesty for Reporting Sexual Misconduct***

Gordon College does not condone excessive drinking or illegal use of controlled substances. However, in order to encourage reporting of conduct that is prohibited under this policy, a student involved in filing a complaint or participating in the investigation of an allegation of sexual misconduct prohibited by this policy, will not be subject to disciplinary action under the College's Life and Conduct Statement for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations do not place the health or safety of any other person at risk. The College may initiate educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### ***The Importance of Preserving Evidence***

Regardless of whether an incident of sexual misconduct is reported to the police or the College, Gordon College strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best maintain all legal options for them in the future.

Below are suggestions for preserving evidence related to an incident of sexual misconduct. It is important to keep in mind that each suggestion may not apply in every incident:

#### General Suggestions

- Do not alter, dispose of, or destroy any physical evidence.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- Preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.

- Even if a victim of sexual misconduct chooses not to make a complaint, he or she should nevertheless consider speaking with Campus Police or other law enforcement to preserve evidence in the event that they change their mind at a later date.

#### Suggestions Specific to Sexual Assault

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection.
- An individual who has been sexually assaulted should not shower, bathe, douche, smoke, brush teeth, eat, drink, or change clothes or bedding before going to the hospital or seeking medical attention.
- If the individual who has been sexually assaulted decides to change clothes or bedding, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility or the police in a non-plastic bag (e.g., paper bag).
- In Massachusetts, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to make a report to law enforcement. After the evidence is collected, an unreported rape kit will be preserved for 15 years.

### ***GORDON COLLEGE RESPONSE TO SEXUAL MISCONDUCT***

Gordon College is committed to assisting and supporting individuals who report sexual misconduct, and providing an adequate, reliable and impartial process to complainants as well as to those who are accused. The College will respond promptly and reasonably to reports of violation of this policy, will conduct a fair and thorough investigation, and impose appropriate discipline.

Even if the College cannot take disciplinary action against the accused because of the request for privacy or the request to not pursue an investigation by the complainant, the College will nevertheless take prompt and reasonable action to limit the effects of the alleged sexual misconduct, prevent its recurrence, and remediate any adverse effects of such conduct on the College community (see Interim Measures below).

#### ***Responsibility to Investigate***

Under Title IX, colleges and universities have a responsibility to respond to all reports of sexual misconduct. This may mean that, at the discretion of the Title IX Coordinator, reports of sexual misconduct may be investigated even if the reporting individual requests that the matter not be pursued. The College must weight requests for confidentiality against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant. In order to make such an evaluation, the Title IX Coordinator or designee may conduct a preliminary investigation into the alleged sexual misconduct and weigh: the wishes of the complainant and accused; evidence of a pattern of behavior; the nature and severity of the behavior or action any risk posed to any individual or to the campus community; and the College's obligation under Title IX. In the limited situations where the College cannot ensure confidentiality, the Title IX Coordinator will inform the complainant. In all cases, the primary consideration will be the safety of the College community and fairness to all individuals involved.

Gordon Police have a duty to uphold and enforce the law if they become aware of a possible criminal act. They have a responsibility to investigate even if the person experiencing the sexual misconduct does not wish to participate in the investigation.

### ***Initial Assessment and Interim Measures***

Students, faculty members, staff members, or visitors can approach any member of the Title IX Team with a report of sexual misconduct. The first concern will be for the physical safety and emotional wellbeing of the reporting individual. The purpose of the initial assessment is to end the sexual misconduct, eliminate a hostile environment, prevent its recurrence and remedy its effects. The Title IX Team member will review this policy and the options for an informal or formal resolution. If the Title IX Team member concludes that the alleged conduct falls outside the scope of this policy, the complainant may be referred to another campus office. The Title IX Officer may consult with the chief of Gordon Police, the Title IX Coordinator, or the vice president for student life.

When a complaint is received the College will consider whether any interim action is necessary to prevent further acts of misconduct, or safeguard the wellbeing of the complainant, the accused, or the broader campus community while the investigation is in process, and to ensure equal access to the College's education programs. The complainant may request interim measures by contacting the Title IX Coordinator. The College will determine the necessity and scope of any interim measure by considering the nature and severity of the allegations, the impact on the complainant, and any other relevant considerations. Such measures may include: ensuring access to counseling and medical services; issuing a campus no-contact order; providing alternative work arrangements such as adjusting work schedules or supervisors; providing access to appropriate academic support, such as tutoring or permission to withdraw from or retake a class, transportation assistance, or providing alternate living arrangements, or any other remedy that can be used to achieve the goals of this policy. All College personnel are expected to cooperate with whatever interim measures are deemed necessary by the College.

Even when the College has determined that it can respect a complainant's request for confidentiality and therefore may not be able to respond fully to an allegation of sexual misconduct, the College will take immediate action to protect the complainant while keeping her or his identity confidential. Such actions may include: providing support services, academic support, and providing increased monitoring, supervision, or security.

Parties may also seek protective measures from outside law enforcement agencies.

### ***Informal Resolution***

Some matters of sex discrimination can be resolved between parties through mediation or other measures, without invoking the steps of a formal investigation. This informal resolution process is intended to resolve complaints quickly and effectively to the mutual satisfaction of both the complainant and the accused, with appropriate involvement by the College.

Note: This Informal Process will not be used in the case of sexual violence and sexual exploitation.

Participation in an informal process is strictly voluntary. Any resolution through this informal process must be mutually agreed upon by both the complainant and the accused. Because the outcomes of the informal resolution process are mutually developed and agreed upon by both parties, an appeal of the process and its results is not permitted. If the parties are unable to agree on a voluntary resolution, the matter will be referred to the investigation process.

If, during the informal process, the accused person accepts responsibility for violating this policy, the matter will be referred to the accused's Cabinet officer to decide on appropriate sanctions, and the complainant will accept the resolution.

At the end of the informal process, the Title IX Officer will prepare a written report of the complaint and of the resolution which will be given to both of the parties, and to the Title IX Coordinator.

Either party may, at any time, end the informal process and request an investigation. The Title IX Investigator will not have access to any records gathered during the informal resolution process.

### ***Rights of the Complainant and Accused***

Gordon College will handle complaints of sexual misconduct in a fair and timely manner. All parties can expect that their rights under this policy will be respected and that their privacy will be maintained to the extent possible. In addition, both the complainant and the accused have the right:

- To access support resources listed in this policy, including mental health services both on campus and in the community.
- To choose an informal process or an investigation in accordance with the process in this policy.
- To equal opportunity to provide relevant information and witnesses.
- To the same opportunities to have others present during a proceeding, including opportunities to be accompanied by an advisor of their choice at any meeting or interview but the advisor may not participate in the meeting or interview.
- To appeal the findings of the investigation in accordance with this policy.

## ***INVESTIGATION PROCESS AND RESOLUTION***

Where the Title IX assessment concludes that a violation of this policy may have occurred, the College will initiate an investigation. The College will inform and seek to obtain consent from the complainant (or his or her parents if he or she is under 18 years of age) before beginning an investigation. If an individual wishes to proceed with an investigation of a sexual misconduct complaint, a written request should be forwarded to a member of the Title IX Team.

### ***Investigation***

The Title IX Coordinator will acknowledge receipt of the complaint, notify the accused, and assign an investigative team. At the discretion of the Title IX Coordinator, the College may engage the services of a professional outside investigator to conduct the interviews of the complainant, the accused, and witnesses. The work of the outside investigator will remain under the oversight of the Title IX Coordinator.

If an on-campus investigation is pursued, it will be conducted by members of the Title IX Team who have been trained in sexual misconduct investigations. If the accused party is a faculty member, the investigative team will include a faculty representative. The investigation will be conducted with impartiality, respect, and sensitivity, and will as far as possible protect the privacy of all. The investigation will be timely but thorough. The assigned investigators will act as neutral factfinders, interviewing the complainant, the accused, the witnesses, and gathering any other relevant evidence. Any real or perceived conflicts of interest between the factfinders or decision-maker and the parties must be disclosed. The investigators will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred.

The complainant and the accused are entitled to an equal opportunity to present relevant witnesses and other evidence and similar and timely access to any information that will be

used during the investigation. Both parties are entitled to the same opportunities to have others present during a proceeding, including opportunities to be accompanied by an advisor of their choice at any meeting or interview but the advisor may not participate in the meeting or interview.

Parties will not be allowed to personally question or cross-examine each other during the investigation.

When the investigation is complete, the investigators will determine whether the Gordon College Sexual Misconduct Policy was violated. The Standard of Proof for the determination of responsible or not responsible will be the “preponderance of evidence” standard, meaning that the investigators must be convinced that, in light of all the information presented, it is more likely than not that the sexual misconduct policy was violated.

### ***Timeframe for Investigations***

Many times, sexual misconduct has an impact on both individuals and the College community. Therefore, the College is committed to addressing all reports and complaints in a timely manner. The College will make all efforts to complete its investigation and any resulting disciplinary measures as promptly as possible and generally within 90 days if possible. If an appeal is made, the determination on the appeal will be made as expeditiously as possible. An actual timeframe for investigation will vary depending on the complexity of the investigation and the severity and extent of the sexual misconduct. The College will provide both parties with periodic status updates with respect to any extension of the timeframe.

### ***Summary Report of Facts***

The investigators will prepare a Summary Report of Facts, which will include a summary of the complaint, interviews with the complainant, alleged violations, the respondent, witnesses, if any, and the relevant part of the Sexual Misconduct Policy. This report will be shared with the complainant and the accused for their review. Each party may request another meeting with the investigators or submit a written response within seven days. At the end of this review period, investigators will determine if additional interviews are required.

### **Notice of Outcome**

At the end of the review period, a Determination will be added to the above document indicating whether or not the conduct constituted a violation of College Policy, and including an explanation of the evidence used to reach the determination. This will serve as the Notice of Outcome. If the accused is found to have violated this policy, the Notice of Outcome will be submitted to the appropriate disciplinary authority who will determine sanctions (see below). The College will notify the parties simultaneously of the outcome of the investigation, and their rights to appeal in writing. A complete and confidential record of the investigation will be held by the Title IX Coordinator.

When the conduct involves a crime of violence or a non-forcible sex offense, the College may disclose to the complainant the final results of a disciplinary proceeding against the accused, regardless of whether the College concluded that a violation was committed. Further, the College may disclose to anyone the final results of a disciplinary proceeding if it determines that the student is a perpetrator of a crime of violence or a non-forcible sex offense, and with respect to the allegation made, the student has committed a violation of the College’s rules or policies.

### **Other Notices**

The College will make timely reports to the campus community on crimes considered to be a serious or continuing threat to other students and employees, (e.g. sex offense) that are reported to campus security or local police agencies. Such report shall be provided to

students and employees in a manner that is timely, that withholds the name of victims as confidential, and that will aid in the prevention of similar occurrences.

### ***Individual Remedies for the Complainant***

Dependent on the specific nature of the problem, the College will provide appropriate remedies for the complainant, including, but not limited to:

- Providing an escort to ensure that the complainant can move safely between classes and activities
- Ensuring that the complainant and accused do not attend the same classes
- Moving the complainant and accused to a different residence hall
- Providing counseling services
- Providing medical services
- Providing academic support services, such as tutoring
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record
- Reviewing any disciplinary actions taken against the complainant to see if there is a casual connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

### ***Consequences***

The consequences of acts of sexual misconduct can reach far beyond the individuals immediately involved, affecting friends and co-workers, and leading to an atmosphere of fear, suspicion, and lack of trust. Therefore, serious sanctions will be used to reasonably ensure that such actions are never repeated. Not all forms of sexual misconduct will be judged to be equally serious offenses, and the College reserves the right to impose different sanctions appropriate to the behavior.

In determining the appropriate sanctions, the College officer may consider the statements of the complainant and accused regarding the impact of the behavior/incident, any ongoing risk to either the complainant or the community posed by the accused; the impact of the violations or sanctions on the community; any previous conduct violations.

If there is finding of responsibility and the accused is a student, the dean of student life will determine penalties. See the Student Handbook section on Disciplinary Sanctions. Consequences for a finding of responsibility for sexual assault, domestic violence, dating violence and stalking include expulsion, suspension for a semester or longer, a requirement to be off campus except for classes, training, counseling, and any other consequence that appropriately addresses the particular offense.

If the accused is a faculty member, the report will be forwarded to the provost who will determine disciplinary action.

If the accused is a staff member, the report will be forwarded to the vice president for finance and administration who will implement appropriate disciplinary action. For an employee, disciplinary action may consist of a warning, reassignment, disciplinary probation, performing community service, suspension, mandatory counseling, or termination of employment.

The College officer, or other appropriate administrator, will communicate with any administrator, faculty or staff who requires the information to carry out the sanction. The

result should provide remedies to the complainant and the campus community that end the sexual misconduct and prevent its recurrence.

If the accused is no longer a student or employee of the College at the time the complaint is made, the College may be limited in the extent of the investigation or ability to take disciplinary action.

### ***Right to Appeal***

Both the complainant and the accused have the right to appeal both the determination and the sanction within seven days of the notice of outcome. Grounds of appeal are limited to:

- Procedural error that significantly impacted the outcome
- Substantive new evidence that was not reasonably available at the time of the investigation that could significantly impact the outcome
- Belief that a sanction is substantially disproportionate to the findings
- A finding that is not supported by the preponderance of evidence

If the person making the appeal is a student, the appeal should be made to the vice president for student life. If the person making the appeal is a faculty member, the appeal may be made to the president of the College. If the person making the appeal is a staff member, the appeal should be made to the executive vice president and chief of staff. The reviewer of the appeal will notify the other party who will be permitted to respond to the appeal within five days of notice.

The reviewer will have access to the Investigator's file, and may interview the complainant, the accused, witnesses, and the Title IX Investigators. The reviewer will make a decision within a reasonable time of receiving the appeal. The reviewer may either affirm the decision, affirm a finding as to the existence of a policy violation but modify the prescribed correction action, or, in the case of new evidence, return the case to the Title IX Investigative team for further consideration. The decision of the reviewer shall be final, and no further appeals will be permitted. A copy of the final appeal decision will be provided to both parties.

## ***SUPPORT RESOURCES***

Gordon College encourages all students to avail themselves of the support resources provided on campus. Any individual who has encountered sexual misconduct, whether as a complainant, an accused party, a witness, or a concerned friend, will have equal access to support and counseling services through the College. There are several support resources on campus provide varying degrees of confidentiality (see section on Confidentiality)

### ***Confidential Resources and Support***

Some College professionals are designated as Confidential Resources, and can provide advice, support and guidance in the context of a professional relationship without reporting their conversation to the College. Individuals wishing to talk to someone about an incident of sexual misconduct in a confidential manner without making a report to the College or triggering an investigation or action by the College may utilize the following confidential medical and mental health resources.

Gordon's Counseling Center, Health Center, and the Chapel Office are three offices that will provide free and confidential services to students who have experienced sexual misconduct.

Personal information will not be shared with anyone else without the student's consent, except in "life-threatening" situations or if required by law.

See list of all resources in Appendix A.

## ***ROMANTIC RELATIONSHIPS BETWEEN STUDENTS AND EMPLOYEES***

Gordon College strives to provide a learning and working environment that is characterized by trust and mutual responsibility, and that observes the Christian virtues of justice, love and freedom. Consensual romantic relationships in which one party has any professional responsibility (or potential responsibility) for another's academic or job performance are a violation of professional ethics, create a risk for real or perceived coercion, and are expressly a violation of this policy.

### ***Relationships Involving Authority and Power***

Sexual misconduct often involves relationships of unequal power, even if the relationship appears to be consensual. The power differential inherent in such relationships may compromise free choice. Such situations may contain elements of coercion, such as when compliance with requests for sexual favors becomes a criterion for granting privileges or favorable treatment in the classroom or on the job. However, sexual misconduct may also involve relationships among persons of equal authority or power, such as when repeated advances or demeaning verbal comments by a co-worker have a harmful effect on a person's ability to perform his or her work.

### ***Relationships between Employees and Students***

Romantic (e.g. dating, amorous) relationships between faculty and students pose a threat to the integrity of the educational process and are specifically prohibited.

First, these relationships may be unjust to the involved student because of the inherent asymmetry of power existing between students and faculty. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development. Second, the trust and collaboration of other students with the involved persons may be compromised and impair the learning environment for other students. Finally, by their nature, such relationships may undermine justice in subtle or inadvertent ways by unbalancing the attentions of the person in authority.

Likewise, consensual romantic relationships between staff members and students can interfere with a free and focused learning and working environment for each party.

### ***Relationships between Employees***

All members of the Gordon community are expected to maintain appropriate professional relations with one another.

Romantic relationships between co-workers raises serious concerns about conflicts of interest and preferential treatment, diminishing trust and jeopardizing the working environment for all employees. This is especially the case if one individual has professional influence or authority over the other.

If a staff member becomes involved in a romantic relationship within their own department, he or she must disclose its existence to her or his supervisor and must cooperate fully in making whatever arrangements are necessary to protect the workplace rights of all employees.

## ***ACADEMIC FREEDOM***

Gordon College adheres to the principles and traditions of academic freedom as defined in our Administrative/Faculty Handbook. We recognize, however, that these freedoms must be in balance with the rights of others to study in an environment free of sexual harassment. The principles of academic freedom permit topics of all types, including those with sexual content,

to be part of courses, lectures, and other academic pursuits within the content of our academic freedom policy. However, conduct that would otherwise constitute violation of this policy will not be exempt merely because it occurs in an instructional setting. If an investigation is called for, the investigators will consider the legitimate pedagogical context. If there are questions about whether the course material or the manner in which it is presented falls within the definition of sexual harassment, the concerned party should contact the provost who will consult with the Title IX Coordinator.

## **REPORTS AND WARNINGS**

### ***Campus Warnings***

When the Gordon Police Department becomes aware of sexual misconduct, they must quickly determine whether the information provided about alleged sexual misconduct presents a serious or continuing threat to other members of the campus community. The College may decide it is necessary to issue a warning to the campus community about potential dangers and the Gordon Police are responsible to transmit a timely alert to protect the health and safety of the community. Every effort will be made to ensure that biographical and other identifying information is not disclosed, consistent with the Family Educational Rights and Privacy Act (FERPA).

### ***Federal Reporting Obligations***

By federal law (the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*), institutions of higher education are required to produce an annual security report. This report includes descriptions of institutional policies concerning campus security, including policies concerning sexual assault, how to report a crime, statistical reporting of sexual assault incidents, etc. All personally identifiable information is kept confidential. The report is available on-line at [www.gordon.edu/clery](http://www.gordon.edu/clery). A paper report can be obtained by contacting The Gordon Police Department.

### ***Records***

Records relating to sexual misconduct allegations will be kept by the Title IX Coordinator in a confidential and secure location. These records will include reports from members of the Title IX Team, the Investigator's report, and a description of disciplinary consequences. Records for students, faculty and staff will be retained for seven years after the complainant and accused have left campus.

If the adjudication process determines that the accused was responsible for violating this policy, a notice will be entered in their file in the Office of Student Life. Records may be shared with appropriate administrators if there is an allegation of a repeat or similar offense.

## **PROTECTION OF MINORS**

Children under the age of eighteen, considered minors by the Commonwealth of Massachusetts, frequently come to campus for athletic camps, La Vida camps, music groups, and other programs. As minors, they especially are due protection from sexual abuse and sexual misconduct.

All staff and faculty members and volunteers are mandated reporters of suspected incidents of child abuse and neglect in accordance with M.G.L. c. 119, 51A.

### ***Definitions of abuse and neglect***

Abuse means the non-accidental commission of any act against a child which causes or creates a substantial risk of physical injury or emotional injury; serious physical injury to a child

or the commission of a sex offense against a child as defined by the criminal laws of the Commonwealth, or any sexual contact between a child and an employee.

### ***Reporting procedure***

Employees must immediately report any suspected child abuse or neglect to their supervisor. The supervisor must then contact both the Gordon Title IX Coordinator and the Mass. Dept. of Children and Families. To make the oral report during business hours, telephone the local DCF Area Office. Find the telephone number at <https://www.mass.gov/how-to/report-child-abuse-or-neglect-as-a-mandated-reporter>. To make a report after 5pm and on weekends and holidays, call the Child-At-Risk Hotline at 800-792-5200. A written report must be filed within 48 hours of the oral report.

Reports must be made if the employee has “reasonable cause” to know or suspect there has been an instance of child abuse or neglect. A suspicion of child abuse is sufficient to trigger the requirements of section 51A. Reports are to be made whether or not the suspected abuse or neglect occurs on campus.

If the alleged perpetrator of abuse is a staff member, the program must ensure that the individual does not work directly with children until the DCF investigation is completed.

All employees must cooperate with any investigations of suspected incidents of child abuse and neglect.

## ***APPENDIX A RESOURCES***

### ***Title IX Resources***

#### Title IX Coordinator

Nancy Anderson, Director of Human Resources

Office: Emery 107

Phone: 978.867.4240

[TitleIX@gordon.edu](mailto:TitleIX@gordon.edu)

#### Title IX Team

Glenn Deckert, Chief of Gordon Police

Office: Rodger Reception Center

Phone: 978.867.4444 (non-emergency) or  
978.867.3333 (emergency)

[Glenn.Deckert@gordon.edu](mailto:Glenn.Deckert@gordon.edu)

Karl Hahn, Lieutenant, Gordon Police

Office: Rodger Reception Center 204

Phone: 978.867.4444 (non-emergency) or  
978.867.3333 (emergency)

[Karl.Hahn@gordon.edu](mailto:Karl.Hahn@gordon.edu)

Dylan Snell, Gordon Police

Office: Rodger Reception Center 204

Phone: 978.867.4444 (non-emergency) or  
978.867.3333 (emergency)

[Dylan.Snell@gordon.edu](mailto:Dylan.Snell@gordon.edu)

Ethan Mignard

Office: Residence Life

Phone: 978.867.4263

[Ethan.Mignard@gordon.edu](mailto:Ethan.Mignard@gordon.edu)

### ***Confidential Campus Resources***

#### Counseling Center

Location: Jenks 201 & 202

Phone: 978.867.4301

Hours: Monday-Thursday, 8:30 am – 4:30 pm; Friday, 8:30 am – 11:30 am After hours, counselors can be contacted by Gordon Police.

Appointments can be made using an online intake form via the Go Site: select “Departments,” then “Counseling,” and click on “Counseling Center Intake Registration Form.” The intake coordinator will contact you within 24 hours to schedule you for an appointment.

If you have been sexually assaulted or are unsure of whether you have been, you need a safe, confidential place to talk about what has occurred. When you are ready, the Gordon College Counseling Center provides free counseling to Gordon students by professional licensed counselors who are able to support you during this confusing and scary time. If you have been sexually assaulted, you may find yourself feeling alone, more fearful, unable to make it to class, having difficulty eating, or eating too much, not sleeping at all, or sleeping more than normal, feeling sad, crying, or feeling nothing at all.

Our counselors are here to help you, to listen to you, and support you in all aspects of being a victim of sexual assault. Individuals who have been sexually assaulted often blame themselves. The Counseling Center offers a place for you to process what has happened in a non-judgmental, supportive environment to determine what, if anything, you would like to do, and to help you begin to heal.

#### Chapel Office

College Chaplain

Location: A.J. Gordon Chapel

Phone: 978.867.4018

### ***Other Campus Support Resources***

#### Gordon Police

Location: Rodger Reception Center at the main entrance to campus

Phone: 978.867.4444 (non-emergency) or 978.867.3333 (emergency)

Hours: 24 hours a day, 7 days a week

The Gordon Police provides assistance to victims including addressing immediate safety concerns, providing emergency medical attention, investigating incidents of sexual misconduct, and filing a criminal complaint. They will also arrange for transportation to Beverly Hospital for medical attention.

#### Health Center

Location: Lane Student Center, downstairs

Phone: 978.867.4300 (after hours, contact Gordon Police for emergencies)

Hours: Monday-Friday, 76:30 am – 4:30 pm

Contact the Health Center to receive medical attention. All services are confidential and free. The Health Center Staff will encourage students to seek medical care as soon as possible after a rape/sexual assault and will support them through the process. Our contact point for this type of very specialized care is through the Beverly Hospital Emergency Department. We will call and alert them that a student is being referred and they will be prepared to spend whatever time it takes to evaluate and treat the student’s medical and emotional needs. They will offer the services of a trained crisis counselor from the North Shore Rape Crisis Center to explain each step of the process and to support the student until the evaluation is completed.

#### Office of Student Life

Location: Lane Student Center, 2nd floor

Phone: 978.867.4072

Contact the Office of Student Life for help in contacting a Confidential Resource or a member of the Title IX Team.

## ***Community Resources***

EMERGENCY: 911

Wenham Police Department  
Emergency: 911  
Business Phone: 978.468.4000

To make a criminal complaint regarding a rape or sexual assault (note: a criminal complaint can also be made by contacting the Gordon Police)

North Shore Rape Crisis Center  
Phone: 1.800.922.8772  
24-hour hotline for free and confidential care regarding a rape or sexual assault

Beverly Hospital Emergency Room  
Location: 85 Herrick Street  
Beverly, MA 01915  
Phone: 978.922.3000

## ***State and Federal Resources***

Massachusetts Commission Against Discrimination  
One Ashburton Place  
Boston, MA 02108  
617.727.3390

Equal Employment Opportunity Commission  
One Congress Street  
Boston, MA 02114  
617.565.3200

## **Sexual Offender Registration**

In accordance with the Campus Sex Crimes Prevention Act of 2000 (CSCPA) (which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974), Gordon College provides a link (below) to the Massachusetts Sex Offender Registry Board's searchable database of registered level three sex offenders. CSCPA is a federal law that requires institutions of higher learning to issue a statement advising the campus community where state law enforcement information concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

The Massachusetts Sex Offender Registry Board database is available online. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of this information for the purpose of intimidating or harassing another person is prohibited by law; a willful violation shall be punishable as a criminal misdemeanor.

The Massachusetts online registry can be found at: <http://sorb.chs.state.ma.us/>

## 2016-2018 Crime Statistics

GCPD is responsible to collect crime data and prepare this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared with cooperation from Student Life and other area law enforcement agencies.

Campus crime, arrest, and referral statistics include those crimes reported to GCPD, designated campus security authorities (including deans, Residence Life staff, club/organization advisors and athletic coaches) and local law enforcement agencies.

Each year, an email notification that provides the report (or the web address to access the report) is sent to faculty, staff, and all enrolled students. This year, the report (including crime statistics) can be accessed at the following website:

- For the Gordon College community: <https://go.gordon.edu/departments/police/police/campussafety.cfm>
- For the general public: <http://www.gordon.edu/clery>

As required by law, crime statistics for the previous three calendar years can also be found below.

### *Definitions of Crime Categories*

The following definitions and explanations apply to the crime statistics listed in the crime statistics table (below, just after the definitions):

**Murder/Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** the killing of another person through gross negligence.

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

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

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

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

**Arson:** the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Domestic Violence:** the term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other

person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

NOTE: As required by federal law, the above definition is used to determine inclusion in the statistics below. However, the college's prevention and awareness programs will also include the following Massachusetts law definitions of domestic violence: those who are or were married, living together (including college roommates & apartment mates), those related by blood or marriage, and those involved in a substantive dating or engagement relationship.

**Dating Violence:** the term "dating violence" means violence committed by a person:

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors: (1.) the length of the relationship; (2.) the type of relationship; (3.) the frequency of interaction between the persons involved in the relationship.

NOTE: As required by federal law, the above definition is used to determine inclusion in the statistics below. However, the college's prevention and awareness programs will also include the Massachusetts law definitions of dating violence. Under MA law, the time elapsed since the end of the relationship would also be a factor.

**Stalking:** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

NOTE: As required by federal law, the above definition is used to determine inclusion in the statistics below. However, the college's prevention and awareness programs will also include the Massachusetts law definition of Stalking. Under MA law, "Stalking" also requires a threat with intent to cause imminent fear of death or bodily injury. However, the MA crime of "Criminal Harassment" is the same as the federal definition of "Stalking" above.

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

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

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

**Sexual Assault:** sexual assault is defined for the purposes of this policy as a sex offense that meets the definition of rape, fondling, incest, or statutory rape (defined below). Statistics for sexual assault are included for the following categories:

**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. This definition includes any gender of victim or perpetrator.

**Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

**Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent.

## ***Hate Crime Explanation***

Federal law requires that we report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below):

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

**Vandalism:** to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**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.

**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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate/bias crime.

## ***Definitions of Geography***

**Campus:** any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes. *Note: Statistics for campus residential facilities are recorded in both the Campus category and the Residential category.*

**Residential (or On-Campus Student Housing; "residen." on the statistics table below):** any student housing facility that is owned or controlled by the institution, or is located on property

that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility (residential). *Note: Statistics for campus residential facilities are recorded in both the Campus category and the Residential category.*

**Non-Campus Building or Property (“non-camp” on the statistics table below):** any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by the institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus.

**Public Property (“public” on the statistics table below):** all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. This would include Grapevine Road, Hull St and Parson’s Hill Road, where they are within or adjacent to campus property. It would also include public land, such as the Wenham and Hamilton Woods recreation areas for up to one mile from the college property lines adjacent to those areas. It does not include private owned homes or businesses within or adjacent to the campus boundaries.

NOTE: The above crime category, hate crime and geographical definitions apply to the crime statistics in the table on the next page.

**STATISTICS ARE FOUND ON NEXT PAGE**

# Gordon College Campus Crime Statistics

Reported Crimes	2018				2017				2016			
	campus	residen.	non-camp.	public	campus	residen.	non-camp.	public	campus	residen.	non-camp.	public
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	1	0	0	1	1	0	1	0	0	0	0
Fondling	1	0	0	0	1 <sup>†</sup>	0	1	0	1	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	6	5	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	2	0	0	0	2	1	0	0	3	0	0	0
Stalking	5	2	0	0	1	1	0	0	0	0	0	0
<b>Arrests</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Judicial Referrals</b>												
Liquor Law Violations	8	8	0	0	24	24	0	0	20	20	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	3	3	0	0
Weapons Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Non-Clery Crimes</b>												
The following statistics are not required by the Clery Act, but are provided for your information:												
Larceny	35	5	0	0	68	5	0	0	52	3	0	0
Bicycle Larceny*	15	1	0	0	36	3	0	0	23	0	0	0

\*Incidents of bicycle larceny are also included in the general larceny statistics.

<sup>†</sup>Caveat related to one "Forcible Fondling" count in 2017 (campus): a report was received in which the complainant reported a "sexual assault" on campus but did not provide further details or a detailed location. For statistical purposes, this was counted as one campus forcible fondling.

## Hate Crimes

Federal law requires that we disclose hate crime statistics for the previous three calendar years. The law also requires that we disclose reports of the following crimes if there is evidence of bias motivation: larceny, vandalism, intimidation and simple assault. There were no hate crimes reported for any of the required crime categories in 2016, 2017 or 2018.

## Unfounded Crimes

Federal law requires that we disclose information about reported crimes that were found through investigation to be baseless (unfounded). No reported crimes were determined to be unfounded in 2016, 2017 or 2018.

# **GORDON COLLEGE FIRE SAFETY REPORT (2019-20)**

The Higher Education Opportunity Act (Public Law 110-315) requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following report details the information required by this law as it relates to Gordon College.

## ***What to do in the event of a fire or fire alarm***

All fires should be reported immediately to GCPD at their emergency line: 978.867.3333. If there is a fire inside a campus building and it is safe to do so, the person observing the fire should evacuate immediately, but should activate a fire pull station on the way out of the building (pull stations are located on the wall near building exits).

In the event of a fire, the following guidelines will apply:

1. When an alarm sounds in your building, do not leave the same way you entered, unless it is the shortest, quickest and/or safest exit from the building;
2. Always know two ways out of any room/building you are in;
3. Be sensitive to people with special needs, and lend them a hand if able;
4. Assemble in the areas indicated for accountability reasons, and never right next to the building; firefighters and police will need the perimeter to park their equipment, investigate, or, work a fire;
5. Look for people who you know should be there; if you do not see them, notify fire officials;
6. Never re-enter a building while the alarm is still sounding, unless instructed otherwise by a fire official;
7. Never use the elevator to escape!

## ***General Statement of College Owned/Controlled Student Housing***

For the latest reporting year (2018), Gordon College utilized 17 buildings as residence halls. Fourteen are completely covered by an integrated automatic sprinkler and fire alarm system, which is monitored 24 hours/day, seven days/week. Two have no sprinklers but are equipped with a fire alarm system which is monitored 24 hours/day, seven days/week. Eleven of these buildings are also equipped with emergency generators that are designed to automatically activate whenever there is a power loss. These generators will operate life safety systems including fire safety equipment, sprinkler systems, hallway lighting, emergency exit doors, and lighting in all emergency exit stairwells. The remaining residence halls are equipped to accept service from portable generators that will permit students to remain safely in their dorms in the event of a power outage.

All members of our residence hall staff receive intensive and comprehensive fire safety training at the beginning of each academic year (R.A. Fire Academy). In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. The Gordon College Fire Safety Report is distributed to each resident annually; it includes information on fire safety, as well as appropriate action steps to take during a fire alarm or fire emergency. Fire drills are conducted twice per year in coordination with the Wenham Fire Department and Campus Police. Basic fire safety instruction is offered to all RDs, RAs, ACs, and, Physical Plant employees annually.

## ***Specific Fire Prevention Related Policies***

It is the policy of Gordon College to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the college's fire prevention program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by conducting periodic fire safety inspections of all college buildings.

Regarding fire safety inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local Authority Having Jurisdiction (AHJ). Residence hall staff conduct fire safety inspections of all College residence buildings and teams from Physical Plant conduct fire safety inspections of all academic and administrative buildings. Some buildings may be inspected more frequently, as deemed necessary. The local fire department, along with members of our campus safety team and Residence Life staff conduct follow up inspections to verify correction of all deficiencies once notification has been received.

Basic fire safety instruction is provided to all residential students during annual all-hall meetings. Commuters students are provided with an online fire safety training program. In addition, attendees of college orientation are provided with online fire safety training. Finally, fire safety training materials are available to all faculty, staff and students via the college intranet website (<https://go.gordon.edu/departments/safety/firesafety.cfm>).

Fire exit drills are conducted in each residence hall, once each semester. The Gordon Police and Physical Plant Departments coordinate with the Town of Wenham Police and Fire Departments in the investigation of each fire incident, when warranted.

To minimize the potential for fires at Gordon College, it is the policy of the college to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other College policies and procedures, and/or authorized by the Authority Having Jurisdiction). Open burning, as defined by the college, is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to: candles, incense, bonfires, campfires, barbecue grills and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics. In addition, smoking on campus is prohibited.

All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the College, or in any manner that could present a fall or trip hazard or impede egress. Only 14-gauge (or larger wire) extension cords may be used.

No Christmas lights may be used unless they utilize LED bulbs, and the LED Christmas lights are only allowed between the Monday after Thanksgiving and the last final of the Fall semester. Rope lights may be also used with limitations (see student handbook at <http://www.gordon.edu/studenthandbook>). They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, over windows, on or near exit or emergency lights, on or near any other protective or operating feature provided by the College, or in any manner that could present a fall or trip hazard, or impede egress. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress.

It is the policy of the College that only artificial Holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic,

must not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day, and removed after the event or prior to the College's annual holiday closure. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).

To minimize the potential for fires at Gordon College, it is the policy of the college to prohibit the use of the following items inside any college-owned or operated facility (unless in accordance with other college policies and procedures, and or by the Authority Having Jurisdiction): Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/ warming purposes), any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillet, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live Holiday trees or non-fire retardant artificial Holiday trees. The "cooking" and "warming" options exclude cooking and warming done in areas designed and built for such purposes. EXCEPTION: Portable Space Heaters (PSH) are allowed only by permission of Physical Plant, and only those PSHs approved by the Director of Physical Plant may be utilized.

In the event of a fire alarm in a residence hall, an evacuation map is provided on the back of every residence hall room door. All residents of that building are directed to the nearest exits to safely and quickly exit the building. Assembly areas are designated for every residence hall to ensure residents have a safe place to wait, away from responding emergency vehicles. See list below.

### ***Residence Hall Assembly Areas***

Bromley Hall - Drew Hall side of the building, as close to Drew as possible.

Chase Hall - Mini-Quad, closer to Wilson Hall

Conrad Hall - The grass area between Conrad and Rider, but closer to Rider (if necessary for safety, the entire assembly should move behind Rider Hall).

Drew Hall - Quad side of Drew, beyond the sidewalk

Evans Hall - Mini-quad side, closer to Chase Hall

Ferrin Hall - Across campus roadway on Wilson side lawn, closer to Wilson Hall

Fulton Hall - Between Nyland & Fulton, parking lot side, and closer to Fulton

Gedney Hall - Behind Grace Hall

Grace Hall - Parking Lot, closer to Wilson House driveway

Hilton Hall - The grass area between Hilton and MacInnis, but closer to MacInnis (if necessary for safety, the entire assembly should move behind MacInnis Hall).

Lewis Hall - Mini-quad side, closer to Wilson

MacInnis Hall - The grass area between MacInnis and Conrad, but closer to Conrad (if necessary for safety, the entire assembly should move behind Conrad Hall).

Nyland Hall - Between Nyland & Fulton, parking lot side toward Fulton

Rider Hall - The grass area between Rider and Conrad, but closer to Conrad (if necessary for safety, the entire assembly should move behind Conrad Hall).

Tavilla Hall - Patio area in front of Fulton Hall

Wilson Hall - Mini-quad side, closer to Chase Hall.

**NOTE: The address of all residence halls is 255 Grapevine Road, Wenham, MA 01984.**

## **Statistical Fire and Fire System Reports**

As required by law, 2016-2018 fire statistics (as reported to Gordon College Campus Police) are provided below. The statistics were valid at publication, but may not reflect current trends.

### **STATISTICS & RELATED INFO REGARDING FIRES IN RESIDENTIAL FACILITIES FOR 2018**

<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
Bromley Hall	0	0	n/a	0	0	0
Chase Hall	0	0	n/a	0	0	0
Conrad Hall	0	0	n/a	0	0	0
Dexter House	0	0	n/a	0	0	0
Drew Hall	0	0	n/a	0	0	0
Evans Hall	0	0	n/a	0	0	0
Ferrin Hall	0	0	n/a	0	0	0
Fulton Hall	0	0	n/a	0	0	0
Gedney Hall	0	0	n/a	0	0	0
Grace Hall	0	0	n/a	0	0	0
Hilton Hall	0	0	n/a	0	0	0
Lewis Hall	0	0	n/a	0	0	0
MacInnis Hall	0	0	n/a	0	0	0
Nyland Hall	0	0	n/a	0	0	0
Rider Hall	0	0	n/a	0	0	0
Tavilla Hall	0	0	n/a	0	0	0
Wilson Hall	0	0	n/a	0	0	0

**STATISTICS & RELATED INFO REGARDING FIRES  
IN RESIDENTIAL FACILITIES FOR 2017**

<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
Bromley Hall	0	0	n/a	0	0	0
Chase Hall	0	0	n/a	0	0	0
Conrad Hall	0	0	n/a	0	0	0
Dexter House	0	0	n/a	0	0	0
Drew Hall	0	0	n/a	0	0	0
Evans Hall	0	0	n/a	0	0	0
Ferrin Hall	0	0	n/a	0	0	0
Fulton Hall	0	0	n/a	0	0	0
Gedney Hall	0	0	n/a	0	0	0
Grace Hall	0	0	n/a	0	0	0
Hilton Hall	0	0	n/a	0	0	0
Lewis Hall	1	1	Unintentional/ Cooking	0	0	\$0-\$99
MacInnis Hall	0	0	n/a	0	0	0
Nyland Hall	0	0	n/a	0	0	0
Rider Hall	0	0	n/a	0	0	0
Tavilla Hall	0	0	n/a	0	0	0
Wilson Hall	0	0	n/a	0	0	0

**STATISTICS & RELATED INFO REGARDING FIRES  
IN RESIDENTIAL FACILITIES FOR 2016**

<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
Bromley Hall	0	0	n/a	0	0	0
Chase Hall	0	0	n/a	0	0	0
Conrad Hall	0	0	n/a	0	0	0
Dexter House	0	0	n/a	0	0	0
Drew Hall	0	0	n/a	0	0	0
Evans Hall	0	0	n/a	0	0	0
Ferrin Hall	0	0	n/a	0	0	0
Fulton Hall	0	0	n/a	0	0	0
Gedney Hall	0	0	n/a	0	0	0
Grace Hall	0	0	n/a	0	0	0
Hilton Hall	0	0	n/a	0	0	0
Lewis Hall	0	0	n/a	0	0	0
MacInnis Hall	0	0	n/a	0	0	0
Nyland Hall	0	0	n/a	0	0	0
Rider Hall	0	0	n/a	0	0	0
Tavilla Hall	0	0	n/a	0	0	0
Wilson Hall	0	0	n/a	0	0	0

## CAMPUS FIRE SAFETY RIGHT TO KNOW DATA

BUILDING NAME	FIRE ALARMS MONITORED 24/7 AND BY WHOM	BUILDING EQUIPPED WITH SPRINKLER SYSTEM	BUILDING EQUIPPED WITH FIRE ALARMS SYSTEM AND SMOKE DETECTORS	EVACUTION PLANS POSTED & FIRE SAFETY TRAINING CONDUCTED IN 2018	NUMBER OF EVACUATION DRILLS CONDUCTED IN 2018
Bromley Hall	YES – GCPD	YES	YES	YES	2
Chase Hall	YES – GCPD	YES	YES	YES	2
Conrad Hall	YES – GCPD	YES	YES	YES	2
Dexter House	YES – RAPID RESPONSE MONITORING SERVICES	YES	YES	YES	2
Drew Hall	YES – GCPD	YES	YES	YES	2
Evans Hall	YES – GCPD	NO	YES	YES	2
Ferrin Hall	YES – GCPD	YES	YES	YES	2
Fulton Hall	YES – GCPD	YES	YES	YES	2
Gedney Hall	YES – GCPD	YES	YES	YES	2
Grace Hall	YES – GCPD	YES	YES	YES	2
Hilton Hall	YES – GCPD	YES	YES	YES	2
Lewis Hall	YES – GCPD	NO	YES	YES	2
MacInnis Hall	YES – GCPD	YES	YES	YES	2
Nyland Hall	YES – GCPD	YES	YES	YES	2
Rider Hall	YES – GCPD	YES	YES	YES	2
Tavilla Hall	YES – GCPD	YES	YES	YES	2
Wilson Hall	YES – GCPD	YES	YES	YES	2