

THOMAS AQUINAS COLLEGE, NEW ENGLAND CAMPUS  
**CAMPUS SECURITY AND FIRE SAFETY REPORT**  
September 27, 2023

Because the College participates in the Stafford Student Loan Program and the Pell Grant Program, federal law requires that we provide the following information to students, faculty, and staff. If you have further questions, please contact Mr. Stephen Shivone, Assistant Dean for Student Affairs, 413-846-1164.

**REPORTING SECURITY PROBLEMS AND EMERGENCIES**

Students, faculty, and staff should report criminal actions or other emergencies to Campus Security (413-834-2866), a Prefect, a Resident Director (Sophie Cummings, 914-309-7832, or Kevin Heffernan, 217-891-5857), or the Assistant Dean. Criminal actions are then normally reported to and handled by the Northfield Police Department. In the event of a student medical emergency, a Prefect or Resident Director will take the student to an Urgent Care clinic in Greenfield or Brattleboro, or to the emergency room at the Baystate Franklin Medical Center in Greenfield. In emergencies requiring more immediate attention, the Northfield Police and Fire Departments are contacted by dialing 911. The fire procedure is found on page 38 of the Student Handbook. In the event of criminal action or a security hazard considered to be a threat to the community, the Assistant Dean for Student Affairs will publish a crime warning for students, faculty, and staff. The Registrar compiles campus crime statistics annually and publishes them by October 1st in this *Campus Security and Fire Safety Report*. Students, faculty, and staff are individually notified of this publication by campus mail. Crime victims or witnesses are encouraged to report incidents voluntarily to a Prefect, a Resident Director, or the Assistant Dean for inclusion in the annual statistical report. All such incidents are kept confidential.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Dean and Assistant Dean will order an evacuation if advised to do so by a civil authority. In some campus emergencies they may issue a “shelter-in-place” order. In either case, students will receive an emergency alert on their cell phones.<sup>a</sup> Designated staff members will communicate the alert to campus buildings where students are not permitted to have cell phones. In the case of an evacuation order, the alert will include an assembly area, and Prefects/Resident Directors will check campus buildings to ensure all students are aware of the alert. Once everyone has assembled, a school official will communicate the nature of the emergency, the evacuation center, and other necessary instructions. Students that are off campus at the time of an evacuation should contact a Prefect from their residence hall to check in and receive further instructions. They should not return to campus unless explicitly instructed to do so. After assembling, students may be instructed to return to their residence halls to gather essential items (e.g., car keys, driver’s license, sleeping bag, and pillow), but priority should be given to evacuating persons rather than taking personal property. No vehicle should depart until each seat is filled and it has been checked by a Prefect/Resident Director. The priority is the safety of the students.

**MISSING STUDENTS**

If a student has gone missing, an individual should report this to a Prefect, a Resident Director, or the Assistant Dean. If a student is reported missing, College officials will make an effort to locate the student. If this effort fails, the Assistant Dean, within 24 hours of the College being notified that the student is missing, will contact local law enforcement so that they can commence an investigation. If a missing student is under 18 and not emancipated, the Assistant Dean will notify a parent or legal guardian. The Assistant Dean will also notify a parent or legal guardian if the student is over 18 and has signed a consent form to release information. If a student would rather name a confidential contact person to be notified in the event he or she is missing, the student may do so by providing that information to the Assistant Dean at any time (only authorized college officials and law enforcement will have access to this information in order to further a missing person investigation).

**SECURITY AND CAMPUS LAW ENFORCEMENT**

Prefects are responsible for locking the dormitories every night at curfew, and campus security guards lock other

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<sup>a</sup> The College has a safety alert system which is intended for use only in the rare occurrence of a danger to the community as a whole that requires immediate action. In such an event this system will be used to send out a mass text message to help spread the safety alert as quickly as possible among the on-campus community. Students will be automatically enrolled in the safety alert system using the cell phone number they provided during registration.

campus buildings. The buildings remain locked until 5:15am the following morning. The campus security guards also patrol the campus throughout the afternoon and night, check unused buildings every night, and enforce parking regulations. Only security guards, maintenance staff, and some college administrators have access to keys to all of the buildings on campus. Maintenance problems that affect campus security are to be reported to the Facilities Manager (Steve Wiggin) or the Operations Manager (Adam Beberwyck).

Pedestrian and vehicle access to campus is monitored by campus security guards. All visitors to campus must have prior approval from Admissions, the Assistant Dean, or the Dean. Students, staff, or faculty encountering unknown persons on campus after dark should notify campus security.

The Prefects, Resident Directors, and the Assistant Dean enforce the rules of residence. Violations of local, state, or federal laws are reported to the appropriate authorities. Even though the College does not have any off-campus student organizations, we expect our students to obey the civil law both on and off campus. Security personnel on campus have the authority to detain individuals while criminal actions are being reported to the police department. Students, faculty, and staff are encouraged to report crimes promptly. When appropriate, the College's Chaplains, Resident Directors, Counselor, Physician, and Student Health Coordinator are encouraged to notify persons of the procedure for confidentially reporting a crime for inclusion in the annual statistical report.

### **INFORMING STUDENTS ABOUT CAMPUS SECURITY AND CRIME PREVENTION**

Students are informed of campus security procedures at freshman orientation, by the Student Handbook, and by periodic dormitory meetings with the Prefects. As part of the College's crime prevention efforts, serious crimes are reported to the entire community in a timely manner. In all cases the names of the victims of such crimes are kept confidential. A daily crime log is maintained by campus security and is available upon request.

### **ALCOHOL AND DRUG POLICY**

At some social functions, the College will serve alcohol to students who are of legal age; this service is overseen by the Assistant Dean. Outside of these functions, the possession or use of alcohol by students is strictly forbidden on campus and may entail expulsion from the program. The possession or use by students of marijuana, even for medical purposes, or of any illegal drugs is strictly forbidden both on and off campus and may entail expulsion. The College also reserves the right to dismiss a student from the program for any serious incident or any repeated incident of an intoxicated or drugged state of behavior on or off campus, for behavior creating a safety hazard to other persons, or for behavior that seriously impedes the legitimate activities of the College community. For students, any alcohol purchased as a gift, received as a gift, or intended for the off-campus use of those of legal age must be stored by a Prefect. The College strongly disapproves of off-campus use of alcohol by those under legal age because it violates the civil law and harms the College's reputation. Infractions of this alcohol and drug policy may be brought to the attention of a student's parent(s) or guardian. Additional information regarding drug and alcohol abuse prevention may be found in the College's annual Drug and Alcohol Abuse Prevention Memorandum.

### **SEXUAL CRIMES PREVENTION PROGRAM**

Schools that certify students as eligible for a Stafford Student Loan or a Pell Grant are required to have a "sexual crime prevention program." In order to prevent sexual misconduct, harassment, and more serious crimes<sup>b</sup> the college strives to maintain an environment on campus that promotes respect for the innate dignity of each of its students, faculty, and staff. Hence, in academic settings we require dress that signifies that dignity; we require formal address when speaking to each other; and we expect students, faculty and staff to listen and respond to each other politely and respectfully. We strictly maintain single-sex dormitories, forbid the use of alcohol on campus (except when alcoholic beverages are served by the College to those of legal age), and maintain a curfew that is intended in part to keep students from temptations that can arise when one is tired. We expect our students, faculty, and staff to refrain from vulgar, abusive and disrespectful speech, which could incline one to regard others with disrespect. We maintain filters for our internet service, restrict the use of cell phones for accessing the internet, and require approval for

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<sup>b</sup> Including, but not limited to, sexual assault: any offense that meets the [definition of rape, fondling](#), incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program; domestic violence, dating violence, and stalking (as defined in the [Violence Against Women Act \[VAWA\]](#) of 1994). Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

movies watched on campus in order, again in part, to protect our students, faculty, and staff from media that promote sexual promiscuity and violence and incline one to see a member of the opposite sex as a mere object of lust. The College will not tolerate any form of sexual assault, dating violence, domestic violence, or stalking.

We also have a Counselor, Chaplains, Resident Directors, and the Assistant Dean who are available to help any student that is struggling with difficulties in these areas and are available to instruct students with regard to the moral and spiritual dimensions that arise in connection with sexual matters.

All students, faculty, and staff of the College are required to read *Imitate the Purity of Christ*, a document written by the Dean aimed at helping the reader grow in virtue and warn them of behavior that could lead to such acts as described above. Part of our ongoing prevention and awareness program includes requiring our faculty, staff, and returning students to complete continued training. This year we asked them to watch the Bishop Barron video “Why the Church Says No.” There are also occasional talks with students regarding these matters organized by the Assistant Dean or Chaplains. Incoming students are informed of the College’s policies concerning such matters during Freshmen Orientation. Faculty and staff are informed as part of both the interview and orientation process. In addition to these measures, the College sends notices to the campus community informing them of the information available to them concerning the College’s policies in regard to these matters.

The seriousness of these incidents obliges those who are aware that they are occurring to intervene. We encourage our students, faculty, and staff to review [these](#) positive options for intervening should one find oneself in proximity to such an incident. Additionally, information on warning signs can be found [here](#).

In accordance with state and federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Northfield Police Department or the Commonwealth of Massachusetts’ Sex Offender Registry Board, P.O. Box 4547 Salem, MA 01970-4547, 978-740-6400, or online at <https://www.mass.gov/orgs/sex-offender-registry-board>.

## **REPORTING SEXUAL CRIMES**

The care that we have taken both to shape our community according to the teachings of Christ and His Church, and to maintain it as such, should serve as a sign of the seriousness with which the College regards violations of its policies in these areas.

An incident of sexual assault should be immediately reported to a Prefect, Resident Director, the Assistant Dean, the Student Support Coordinator (Emily Sullivan, 516-672-9235), or the Title IX Coordinator (John Quincy Masteller, 805-421-5930). It is important for victims to seek immediate medical attention for their own safety and to collect and preserve any evidence of a sexual crime. If an incident should occur, the College’s Chaplains, Resident Directors, and Counselor are available for counseling the victim and the respondent. If a victim or respondent would like to seek off-campus counseling, [catholictherapists.com](http://catholictherapists.com) may be a helpful resource. Victim advocacy and other services for Franklin County can be found at [www.nelcwit.org](http://www.nelcwit.org). If a student, faculty, or staff member reports being the victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the College will provide him or her with a written explanation of his or her rights and options.

The Assistant Dean will promptly and impartially investigate any reported incident of sexual assault, dating violence, domestic violence, or stalking, and make a report to a subcommittee of the Instruction Committee<sup>c</sup>, which will then determine what sanctions, if appropriate, will be imposed. Unless further evidence is brought to light, the decision of the subcommittee will be final. The College will strive to be fair and impartial to all parties concerned in its investigation and determination of sanctions. Since this is not a court of law, clear and convincing evidence shall suffice for the subcommittee to render its decision, which will be communicated simultaneously in writing to all involved parties. Given the seriousness of these offenses and their harm not only to the victim but to the whole community, a violation of these policies will normally result in expulsion (and/or dismissal from employment, where

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<sup>c</sup> The President, Dean, Assistant Dean, and any other members of the Instruction Committee who may be charged with investigating and resolving a charge of this nature will receive annual training in the proper conduct of such investigations and proceedings primarily to ensure the safety and confidentiality of the victim through such proceedings, while promoting accountability.

applicable). It should be noted that the College's expectations in this area are stricter than in the law. If such conduct, in addition to violating the College's policies, should also violate the law<sup>d</sup>, the College will aid the victim in notifying local law enforcement officials (Northfield Police Department)<sup>e</sup>, if the victim desires to do so (or the College will notify them if the victim is incapacitated). The victim is not required to notify them. Finally, the Assistant Dean and the subcommittee of the Instruction Committee will take care to protect the confidentiality of the victim (including identifying information), and will not give such information to anyone, including Clery Act reporting (apart from responsible College officials), unless required to do so by the law; and will take such steps as it is reasonably able to do to assist the victim in the aftermath of such an incident, including help with<sup>f</sup> counseling, change of living situation, etc. For more details about this procedure see the section below entitled *Additional Details Regarding Institutional Disciplinary Procedures and Actions*.

## **SEXUAL HARASSMENT**

Thomas Aquinas College is committed to providing a school environment that is free of harassment, including sexual harassment. If you believe you are being subjected to such harassment, or if you witness conduct that you believe constitutes harassment, you must report the matter to the attention of a Resident Director, the Assistant Dean, the Student Support Coordinator, or the Title IX Coordinator (John Quincy Masteller, 805-421-5930) immediately so that complaints can be quickly and fairly resolved. The law protects you from any retaliation for reporting or participating in an investigation of a discrimination or discriminatory harassment complaint. A prompt and thorough investigation of the alleged incident will be conducted. To the extent possible, the investigation and any subsequent action will proceed in an atmosphere of confidentiality. Sexual harassment is considered to be unlawful sex discrimination and may be found when, among other reasons, a person initiates unwelcome sexual advances, remarks or jokes of a sexual nature, or other verbal or physical conduct of a sexual nature, which has the purpose or effect of creating a hostile and intimidating environment sufficiently severe or pervasive to substantially impair a reasonable person's participation in the College's programs or activities. In determining whether alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

## **ADDITIONAL DETAILS REGARDING INSTITUTIONAL DISCIPLINARY PROCEDURES AND ACTIONS**

As stated above, the Assistant Dean will promptly and impartially investigate any reported incident of sexual assault, dating violence, domestic violence, or stalking, and make a report to a subcommittee of the Instruction Committee, which will then determine whether a sanction will be imposed. After all relevant evidence and information has been gathered a final determination will normally be made within one week. The accuser and the accused will be provided the same opportunities to have an advisor present at any proceeding or meeting about the incident in question. An advisor is any individual who provides the accuser or accused support, guidance or advice. The Assistant Dean will provide simultaneous notification, in writing, to both the accuser and the accused of: the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking; the institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available; any change to the result; and when such results become final.

In any case involving an employee of the College, either as the accuser and the accused, the Director of Human Resources will work with the Assistant Dean to promptly and impartially investigate any reported incident of sexual assault, dating violence, domestic violence, or stalking, and make a report to a subcommittee of the Instruction Committee.

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<sup>d</sup> A key component in determining if a crime of sexual assault has occurred is whether the act in question was consensual. In the investigation of an alleged sexual crime, "consent" shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent.

<sup>e</sup> The victim always has the right to notify the police directly if he or she so desires.

<sup>f</sup> Which help will include written notification of mental health, counseling, victim advocacy, and legal assistance available both on and off campus, and written notification of options in changing academic, living, and working situations if the student finds them necessary. Moreover, if the victim obtains a restraining order or other such order, the Assistant Dean, campus security guards, and Prefects will help the victim with its enforcement.

## **CAMPUS CRIME STATISTICS**

Since the campus started operation in August of 2019, the Clery Act Help Desk has advised us that our reportable data begin with calendar year 2020, and that we are not to include information for the partial operation year of 2019. The data below cover the complete calendar years of 2020, 2021, and 2022. In future years data will cover the three most recent complete calendar years.

The following tables show statistics concerning the occurrence on campus, during the calendar year 2022, of the following criminal offenses reported to campus security authorities (Assistant Dean, Resident Directors, security guard, etc.) or local police agencies.

	Column A Number of Offenses Reported In Last 3 Calendar Years (1) On Campus; (2) In Dormitories; (3) In or On Noncampus Buildings or Property; and (4) On Adjacent Public Property Not Separated By a Fence****	Column B Number of Offenses in Column A Sorted By Category of Prejudice, Manifesting Evidence of Prejudice as defined as a Hate Crime by the Federal Bureau of Investigation's Uniform Crime Reporting program
i) Criminal homicide		
a. <a href="#">Nonnegligent manslaughter (murder)</a> *	(1) None; (2) None; (3) N/A; (4) None	None
b. <a href="#">Negligent manslaughter</a> *	(1) None; (2) None; (3) N/A; (4) None	None
ii) Sexual Assault*		None
a. <a href="#">Rape</a> *	(1) None; (2) None; (3) N/A; (4) None	None
b. <a href="#">Fondling</a> *	(1) None; (2) None; (3) N/A; (4) None	None
iii) <a href="#">Robbery</a> *	(1) None; (2) None; (3) N/A; (4) None	None
iv) <a href="#">Aggravated assault</a> *	(1) None; (2) None; (3) N/A; (4) None	None
v) <a href="#">Burglary</a> * (see note below**)	(1) None; (2) None; (3) N/A; (4) None	None
vi) <a href="#">Motor Vehicle Theft</a> *	(1) None; (2) None; (3) N/A; (4) None	None
vii) <a href="#">Arson</a> *	(1) None; (2) None; (3) N/A; (4) None	None
viii) <a href="#">Domestic violence</a> ***	(1) None; (2) None; (3) N/A; (4) None	None
ix) <a href="#">Dating violence</a> ***	(1) None; (2) None; (3) N/A; (4) None	None
x) <a href="#">Stalking incidents</a> ***	(1) None; (2) None; (3) N/A; (4) None	None
xi) <a href="#">Hate Crimes</a> involving <a href="#">simple assault</a> , <a href="#">Intimidation</a> , <a href="#">Larceny-theft</a> , or <a href="#">Destruction</a> <a href="#">Damage</a> , or <a href="#">Vandalism of Property</a>	(1) None; (2) None; (3) N/A; (4) None	None

\* As defined by the Federal Bureau of Investigation's Uniform Crime Reporting program

\*\* "Burglary" is defined as the unlawful entry of a *structure* to commit a theft or a felony. There must be an element of *trespass*. Forcible entry or unlawful entry (no-force) are both included. If an item is stolen from an area with common access (no trespass) or from a parked vehicle (not a structure), the crime is categorized as [larceny-theft](#)\*, not burglary. Larceny-theft is not reported on the Campus Security Report. Thefts may occur occasionally on campus. Everyone should exercise reasonable caution in this regard. You are advised not to keep valuables in parked vehicles.

\*\*\* As defined by the [Violence Against Women Act \(VAWA\)](#) of 1994.

	Column C Number of Arrests Reported In Last 3 Calendar Years (1) On Campus; (2) In Dormitories; (3) In or On Noncampus Buildings or Property; and (4) On Adjacent Public Property Not Separated By a Fence****	Column D Persons Not Included in Column C (Arrests) Who Were Referred For Campus Disciplinary Action***** For Such Violations
xii) Arrests or Disciplinary Actions for		
a. Liquor law violations	(1) None; (2) None; (3) N/A; (4) None	None
b. Drug abuse violations	(1) None; (2) None; (3) N/A; (4) None	None
c. Illegal weapons possession	(1) None; (2) None; (3) N/A; (4) None	None

\*\*\*\* The category "In Dormitories" is a subset of "On Campus." The College does not have "Noncampus Buildings or Property." College-owned faculty and staff residences adjacent to the main campus are regarded as 'On Campus' under the Clery Act.

\*\*\*\*\* Campus Disciplinary Action" is defined as the referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. In this report, however, the law stipulates that students referred for campus disciplinary action are not to be included unless those violations were also violations of law, not simply campus policy.

## **FIRE SAFETY SYSTEMS**

In case of a fire, pull the fire alarm, leave the residence halls by the nearest available exit, and call 911. All residence halls are equipped with fire safety systems that automatically report a pulled fire alarm directly to the fire department. Each residence hall is equipped with smoke detectors in accordance with fire code.

## **RULES OF RESIDENCE AND FIRE CODE**

Except in residence hall kitchenettes, the use of large refrigerators, hotplates, electric skillets, popcorn poppers, coffee makers, and other electrical appliances is specifically prohibited due to fire hazard. Students may have small refrigerators only after obtaining permission from the Assistant Dean. To comply with the fire code, smoking and the use of candles, or incense, are not permitted in any buildings.

## **PROCEDURES FOR STUDENT HOUSING EVACUATION**

In case of a fire, pull the fire alarm, leave the residence halls by the nearest available exit, and call 911. Residents should then assemble in front of their residence halls where Prefects will take roll. Students should not return to the residence halls until they are instructed to do so by an officer of the Fire Department or a college official.

## **POLICIES FOR FIRE SAFETY EDUCATION**

Students, faculty, and staff are educated in fire safety by the section titled "Fire Procedure" in the Student Handbook. Students participate in a mandatory fire drill annually. Prefects receive fire safety training at the beginning of each academic year.

## **FIRE STATISTICS**

The following report details fires for each residence hall during the calendar year 2020. In future years, it will include the three most recent calendar years.

<b>Gould Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0

<b>St. Augustine Hall (formerly Merrill-Keep)</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0

<b>Wilson Hall</b>						
Date of Fire	Cause of Fire			Fire Related Deaths	Injuries resulting in treatment at a medical facility	Property Damage (\$)
	Unintentional	Intentional	Undetermined			
None	0	0	0	0	0	0