Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act the following provisions are in place should a student be deemed missing.

**The college will:**

- Notify appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing.
- Notify an individual previously selected by the student no later than 24 hours after a student is determined to be missing.

All students have the right and are strongly encouraged to identify an individual to be contacted within 24 hours should an event occur. Contact information can be filed with the associate dean of students office. Please note that for students who are under 18 the institution is required to notify a parent or guardian.

Fire Safety

Residential housing is equipped with several fire detection and prevention systems that include smoke detectors, heat detectors, fire extinguishers, and alarm pull stations. All residence facilities (except Hines Hall, where campus police is located) are monitored by an alarm reporting company that contacts both AIC campus police and the Springfield fire department simultaneously. Hines, Edgewood, Broadhurst, and Acorn Heights are equipped with sprinkler systems. AIC police and residence life staff conduct fire drills in every residential building at least once a semester. During a drill it is assessed that:

- Fire systems function properly
- That the building is evacuated in a timely and reasonable fashion
- That residents are educated about emergency procedures

Students who fail to vacate a building during an alarm of any nature are referred for judicial action. Current fire statistics can be found at www.aic.edu/safety/fire.
Emergency Response and Immediate Warning

American International College, in accordance with the Higher Education Opportunity Act, will “immediately notify the campus community upon the confirmation of a significant emergency or danger involving an immediate threat to the health or safety of students or staff.” Warnings may only be withheld if they compromise efforts to contain the emergency. Warnings are to be issued without delay following confirmation of an emergency.

The AIC campus police provide timely warnings to faculty, staff, and students as required. These warnings are disseminated through the Everbridge Campus Notification and Emergency Messaging System. This system allows faculty, staff, and students to receive notifications of school closure, delays, and emergency alerts as text messages on mobile phones, email, and recorded landline messages. It is the fastest and most reliable way to reach the campus community.

Emergency Response Plan

The Emergency Response Plan (ERP) is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the campus. This plan describes the roles and responsibilities of departments, schools, units, and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of College and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

American International College tests its emergency response procedure at least once every year. In 2013 Campus Police in conjunction with D. Stafford and Associates, used a table top exercise to test the college’s active shooter emergency response plan.

Local and Other Law Enforcement Agencies

Although there are no formal written agreements or memoranda of understanding, the AIC Campus Police maintain a cooperative relationship with the Springfield Police and Massachusetts State Police departments and other law enforcement jurisdictions, including the United States Marshall’s Office. This cooperation includes participation in a police radio and computer network, training programs, special events coordination, and investigation of serious crimes.

Firearms and Chemical Weapons

You should be aware that the Commonwealth of Massachusetts has enacted very strict laws regulating the possession of firearms. Possession of any kind of firearm without possession of a valid Firearms Identification card or License to Carry Firearms (whichever is applicable) is a felony offense, carrying with it upon conviction a minimum prison sentence of one year, without possibility of parole or other lessening of the sentence for any reason until the full 12-month minimum has been served.

“Firearm”— a pistol, revolver, or other weapon of any description, loaded or unloaded, from which a shot or bullet can be discharged and of which the length of the barrel or barrels is less than 16 inches, or 18 inches in the case of a shotgun, as originally manufactured.

“Weapon”— any rifle, shotgun, or firearm. Any homemade device designed to launch projectiles of any kind, to include any weapon with an attached pressurized canister. A Firearms Identification (FID) card must be obtained in order to lawfully possess a rifle or shotgun, and to carry it, unloaded, upon the public ways — public roads, streets, and highways — of the Commonwealth. An FID card must also be obtained in order to lawfully keep a handgun in one's home or place of business. However, possession of only an FID never permits one to carry a handgun, whether loaded or not, out of one's home or place of business. An FID card is also required for the purchase and possession of chemical mace, pepper spray, or similar incapacitating gases or powders. A License to Carry Firearms card must also be obtained in order to lawfully carry any handgun, loaded or unloaded, outside of one's home or place of business. The issuing authority for both the FID card and the License to Carry Firearms is the chief of police of the city or town in which an individual resides.

Firearms Banned on Massachusetts Campuses

Massachusetts law prohibits the possession of firearms on any college campus in Massachusetts by any person except police officers and military personnel. M.G.L. Chapter 269, Section 10.

Safety Measures

See it, hear it, report it! Personal safety begins with you...

In Residence Halls

- Do not prop secured doors — they are locked for your security!
- Keep your doors and windows locked, even if you just leave for a few minutes.
- Watch your keys and access swipe, do not loan them out, leave them, or lose them.
- Do not put your room location on your key ring.
- Watch for unwanted visitors and report suspicious persons.
- Avoid being alone in isolated locations.

Around Campus

- Avoid walking or jogging alone, especially off campus late at night.
- Use the campus shuttle!
- Have your keys ready before you reach your car or door.
- Stay in well lighted areas.
- Avoid contact with unknown persons.
- If possible, always carry a phone.
- Trust your instincts! If something seems wrong, it probably is.

Residence Hall Safety

Traditional residence halls are secured by a 24-hour access system at their main entrance that is also monitored by cameras. In addition, all traditional residence halls are staffed by uniformed security staff from 6 p.m. to 4 a.m. daily.

Full-time live-in Area Coordinators are assigned the Main (Hines Hall) and Edgewood Campuses (Edgewood Complex) respectively for supervision of residents, residence hall staff, and conduct issues. Resident advisors are assigned to each floor and are responsible for developing and maintaining a safe and secure living community.

Sexual Assault Reporting

The Higher Education Amendments of 1992 specifically require colleges to report on their policies concerning sex offenses on campus and educational programs aimed at the prevention of such offenses. The Commonwealth of Massachusetts makes it illegal to engage in a sexual act with another without that person's consent. Obtaining consent by threatening, coercing, or by placing that person in fear of bodily harm is a crime. Use of substances to impair decision making is also a crime. If you are the victim of sexual assault, resources for help include the College’s Title IX Coordinator, student affairs, residence life, the Dexter Counseling Center, crisis hotlines, and the AIC campus police.

The AIC campus police take every report of sexual assault seriously and coordinate investigations with Nicole Cestero, Human Resources and AIC Title IX Coordinator, to conduct investigations with sensitivity to the needs of the survivor. Cestero can be reached at (413) 205-3800. Her office is located on the second floor of Lee Hall. Responders assist the survivor in securing medical attention, counseling, and other support. Sexual assault is never the survivor’s fault. It is critical that you seek out medical attention as soon as possible. Campus police officers are trained in providing support to survivors and will assure that appropriate medical, mental and physical care is given to the survivor.

Emergency Medical Response

Most of the campus police officers are trained in CPR, first aid, and in the use of AED for cardiac arrest responses.
Campus Education and Prevention Programs

AIC is committed to educating the campus community on how to recognize, report and prevent sexual misconduct and harassment. Effective Fall 2014, all students are required to take online learning modules during their first semester at the institution. These learning modules cover how to recognize and prevent specific types of sexual violence offenses, warning signs of abuse, bystander intervention, and the steps victims of sexual violence should take to report these offenses.

In addition to these mandatory learning modules, offices within the Division of Student Affairs as well as the Department of Human Resources will provide ongoing educational programs throughout each academic year. These programs will be in the form of residence hall programming, passive poster and bulletin board campaigns, and campus-wide speakers.

Anonymous Reporting

Recognizing the need and benefit of having a team approach to student behavioral issues, AIC has established its multi-disciplinary Concerns Assessment, Referral, & Education (CARE) Team in 2014.

CARE is a team of professionals from across the campus and across disciplines that reviews cases and recommends to the Dean of Students timely responses and interventions for student situations where student behavior raises concern. The goal is always to fashion a careful and appropriate outreach or intervention to students who are struggling in or outside the classroom.

The team depends on referrals from all parts of campus and across disciplines that reviews cases and beyond. Any person who would like to submit an incident may do so anonymously or by identifying themselves on the form for follow up. These referrals are handled with an extreme amount of care and confidentiality to the fullest extent possible.

Referral form can be found at: www.aic.edu/CARE

Campus Crimes Statistics Act for your information. These statistics are compiled from reports submitted to local police, campus police and all college officials. However, reports received by the counseling center are held in confidence. All statistics conform to the FBI Uniform Crime Reporting System.
Location / Geography Definitions

- On Campus: Property within a reasonably contiguous area owned or controlled by the institution.
- Residence Halls: On-campus student housing owned or controlled by the institution.
- Non-Campus: Property owned or controlled by the institution used by students for educational purposes that is not contiguous to the campus.
- Public Property: Sidewalks, streets, parking lots or thoroughfares within the contiguous area of the institution or adjacent to a facility owned or controlled by the institution and used for educational purposes.

Crime Statistics and Reporting Definitions

- Murder and Non-negligent Manslaughter. The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter. The killing of another person through gross negligence.
- Sex Offenses-Forcible. Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - Forcible Fornication. 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.
- Sex Offenses - Non-forcible. Unlawful, non-forcible sexual intercourse.
  - Inccest. 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.
- Robbery. The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault. An unlawful attack by one person upon another, for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- Burglary. The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joyriding.)
- Arson. Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Liquor Law Violations. The violation of laws or ordinances prohibiting: the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intermate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- Drug Abuse Violations. Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).
- Weapon Law Violations. The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of dangerous weapons; carrying dangerous weapons, concealed or openly; furnishing dangerous weapons to minors; aliens possessing dangerous weapons; and all attempts to commit any of the aforementioned.
- Domestic violence includes felony or misdemeanor crimes of violence committed by:
  - A current or former spouse or intimate partner of the survivor;
  - A person with whom the survivor shares a child in common;
  - A person who is or was residing in the same household as the survivor; or
  - Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating violence refers to violence committed in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The federal "Campus Sex Crimes Prevention Act" (PL. 105-286, Sec. 1601) (the "CSCPA"), enacted on October 28, 2000, became effective on October 28, 2002. This law requires institutions of higher education to advise the members of their campus communities of the location where to obtain information concerning individuals employed by, enrolled in, and/or serving at the institution who are registered sex offenders. Under the provisions of the same law, individuals who are required to register with the appropriate state office as sex offenders must inform the state office in which they are registered whenever they enroll in, become employed by, or undertake a vocation at an institution of higher education. The CSCPA requires the state Sex Offender Registry offices to notify an institution of higher education whenever a sex offender on its registry is employed or has a vocation at the institution and to provide information concerning that individual.

The CSCPA does not require institutions of higher education to request information from state sex offender registries. Sex Offender Registry inquiries and information can be accessed by visiting Commonwealth of Massachusetts Sex Offender Registry Board at: http://www.mass.gov/sorb/index.htm

Sex offender inquiries can also be directed to the Springfield Police Department, located at 130 Pearl Street, Springfield MA. Tel. 413-787-6322