

# MGH Institute of Health Professions



In Partnership with MGH Police Security and  
Outside Services

## 2014-2015 Annual Safety and Security Report

**A GUIDE TO INSTITUTE & MGH POLICIES AND PROGRAMS  
CONCERNING:**

- **CAMPUS SAFETY**
- **SENSITIVE CRIMES**
- **DRUG FREE CAMPUS AND WORKPLACE PROGRAMS**

<http://www.mghihp.edu>

Office of Campus Operations

MGH Institute of Health Professions

Charlestown Navy Yard, 36 1ST Avenue, Boston, MA 02129 (617) 724-0463

<http://www.massgeneral.org/police>

Massachusetts General Hospital, Police, Security, and Outside Services

Charlestown Navy Yard, Building 149 13<sup>th</sup> Street

WAC 232, 55 Fruit Street, Boston, MA 02114, (617) 726-2121

[www.mghihp.edu/safetyreport](http://www.mghihp.edu/safetyreport)

## Message From The President

The MGH Institute of Health Professions is an academic affiliate of Massachusetts General Hospital (MGH) and a member of Partner's HealthCare System. The Institute utilizes resources and services from Partners and MGH to support our academic and work environment. We utilize the resources and services of the MGH Police, Security and Outside Services to promote a safe learning and work environment for students and employees. Through this partnership the Institute develops and disseminates information and reports on safety, sensitive crimes and drug free campus and workplace resources.

Through this process, the Institute complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Drug-Free Schools and Communities Act.

The information contained within this document has been developed collaboratively by staffs of the Institute, MGH Police, Security and Outside Services and Partners Healthcare System Office of General Counsel. It covers information on the Institute campus.

We are all committed to providing a safe learning and work environment and information on available resources for students and employees should the need arise.

If you have any questions or comments about the information provided please contact any of the following: Chief Information & Facilities Officer, Dean of Student & Alumni Services, Director of Human Resources, Campus Operations Manager or the Safety & Security Officer on duty in the lobby of the Catherine Filene Shouse or 2CC buildings.

Sincerely,

Janis P. Bellack  
| President and John Hilton Knowles Professor

## Message From The Director

The MGH Institute of Health Professions (IHP) is an important and valuable part of the MGH community and the Charlestown Navy Yard campus. It is protected by the MGH Police, Security and Outside Services Department.

Our goal is to competently and compassionately serve the MGH, and to contribute to its mission, values, principles and goals. We endeavor to do this with a strong and experienced staff, state of the art technology designed to mitigate risk, solid policies and procedures and comprehensive training and awareness programs. We strive for a proactive approach and endeavor to always have excellent practices. We blend our focus on risk reduction, asset protection and diverse customer service skills and functions.

We highly encourage the MGH and IHP community to take advantage of the rich and diverse training we offer. These programs will educate, entertain and empower you. These customizable trainings can be found on our website and include workplace violence, management of aggressive behavior, and active shooter training.

We look forward to the upcoming year with enthusiasm and a commitment to provide a safe and secure environment for the MGH and IHP community. We strive to minimize any risks we face, and to be fluid and flexible in our ability to respond and manage the varied challenges we are presented with.

We hope you will communicate to us your needs, your suggestions and any risks you feel exist at the MGH and IHP. Your input and experiences are critical to everyone's success. It truly takes a "village" to ensure a safe community for all.

Respectfully submitted,

Bonnie S. Michelman, CPP, CHPA

Director, Police, Security and Outside Services  
Partners Healthcare Security Consultant

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## CAMPUS SAFETY

### MISSION STATEMENT

The mission of the Massachusetts General Hospital Police and Security Department is to proactively and competently provide protective and supportive services to the MGH Community facilitating a welcoming, accessible, and safe environment.

### PHILOSOPHY

It is the philosophy of the Police and Security department to provide services to everyone in the MGH Community in a fair, equitable, consistent and professional manner. We will render our services in a diplomatic, unbiased and compassionate manner. Our objective is to provide public service to all while simultaneously protecting the people and assets of MGH community.

### WHO WE ARE

MGH Police **O**fficers are trained at state recognized law enforcement training academies and through ongoing in-service and specialized training programs. Many members of the police department have degrees in criminal justice and related fields. MGH **P**olice and **S**ecurity personnel are carefully selected, well trained, and committed to working with you to provide for the safety and security of our community. The MGH is committed to assuring the basic rights of all victims.

Integral to meeting our mission is maintaining proactive and efficient processes and programs. Our 24/7 communications centers utilize a computer aided dispatch system, which allows for efficient monitoring, deployment of personnel, and documentation of calls received. The computer aided dispatch is integrated with our incident reporting system, enabling appropriate documentation of incidents that our reported to us. In addition, the department has created a robust risk assessment program. A risk assessment is the process of evaluating threats to our assets; determining vulnerabilities that these threats can exploit; and making recommendations to mitigate the likelihood of these threats occurring, being successful, or having a large impact. Our department Data and Intelligence Analyst utilizes the information from the computer aided dispatch, the incident reporting system and risk assessments to interpret and understand the possible causes and impacts of trends, patterns, and changes in data, which impacts MGH.

## **MGH Police**

The MGH Police Department receives its authority from the Commonwealth of Massachusetts. All MGH Police officers are considered special state police officers under provisions of Massachusetts General Law Chapter 22C, Section 63. Generally, MGH Police officers are authorized to make arrests for criminal offenses in or upon lands or structures owned, used, or occupied by the hospital, or in places where related business is conducted. This authority extends beyond the confines of the various campuses as determined by special state police status or by previous court decisions. The hospital police enjoy strong professional relationships with state and local law enforcement agencies. Cooperative programs and information exchanges are ongoing priorities. Through this reporting relationship, the MGH Police relay information to the MGH community on crimes that may pose a threat on any of the campuses. Operational and technical support is mutually provided when necessary.

## **PHOTO IDENTIFICATION POLICY**

All employees and students must wear an identification badge whenever performing Institute duties or engaged in other Institute business in Institute or MGH buildings. The badge will ensure students, patients, visitors, and employees are able to identify who is or who is not a member of the MGH community.

## **ACCESS TO MGH IHP FACILITIES**

The Institute is a private facility. Only those persons with legitimate business at any of its locations are considered authorized to have access to its facilities. This being said, the public does have the opportunity to gain access to various areas by the very nature of the MGH and MGH IHP community. This presents unique challenges in maintaining safety and security at all locations. There are a few general rules in place meant to prevent unauthorized access to specified areas within MGH IHP buildings and properties.

Many locations at the MGH IHP are secured via security card reader. The timeframes established for these areas to be secured are determined by managerial request and the area's sensitivity. Only persons with access programmed into their respective MGH photo identification cards are allowed access to these areas. All others are considered intruders, and students and employees are urged to report their presence to the MGH Police immediately.

Duplicating keys and photo identification cards, and propping secured doors open are violations of Institute and hospital policy, and violators may be disciplined.

## **SEXUAL HARASSMENT POLICY**

It is the goal of The Institute to promote a workplace and academic environment that is free of sexual harassment. Sexual harassment of employees or students occurring in the workplace or in other settings in which they may find themselves in connection with their Institute affiliation is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful and will not be tolerated.

Because the Institute takes allegations of sexual harassment seriously, it will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred, the Institute management will act promptly to eliminate the conduct and take corrective action. Sexual harassment can also involve sexual assault.

Complaints may be filed in writing or verbally. The employee should contact Bonnie Welch, Sexual Harassment Officer at 724-0932. If an employee or student feels more comfortable initially speaking to a representative of Institute management, s/he may do so. The management representative receiving the complaint should inform the Human Resources Director or the Dean of Student Services who will ensure an investigation takes place.

When the Institute receives a complaint, it will investigate the allegation fairly and promptly. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses, if any. The Institute will also interview the person alleged to have committed sexual harassment. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of that investigation.

## **CRIME STATISTICS**

The MGH Police Department reaches out to departments within the MGH community as well as local law enforcement agencies to collect crime statistics. Please note, the crime statistics in this report are for the IHP geographical location only in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act regulations. The MGH Police Department when appropriate will coordinate their investigations with local police agencies.

It is important to note that some victims prefer not to report incidents of crime to the police, but to confide in various confidential sources. Victims and witnesses may report crimes on a voluntary, confidential basis. Reasonable attempts have

been made to identify all reported crimes and to present the statistics in this report as well as offenses known by or reported to the MGH Police Department.

If a member of the MGH community is alleged to have been involved in criminal conduct, administrators and Human Resources will be notified when deemed necessary and where the law permits.

## **REPORTING CRIMES**

The job of safety on campus does not rest solely in the hands of public safety or campus police. It is a collaborative effort across offices on campus.

A Campus Security Authority (CSA) Team has been identified as required by the Clery Act. The Institute is in the process of scheduling training and informing the IHP Community.

### **What does a CSA do?**

The Campus Security Authority's primary responsibility is to report allegations *made in good faith* to the reporting structure established by the Institution.

Who is a campus security authority?

- Campus police/security department
- Individuals responsible for security
- Individual or offices designated to receive crime reports
- Officials with significant responsibility for student and campus activities
- Administrator of students
- Faculty advisor to a student organization
- Title IX coordinator

In addition to the Campus Security Authorities members of the MGH IHP community are encouraged to report all crimes to the MGH Police Department. Members of the community may report crimes by visiting one of the various police locations: Charlestown Navy Yard in Building 149 13<sup>th</sup> Street and on the Main Campus (55 Fruit Street, Clinics 044) and or by calling one of the listed phone numbers. These numbers can also be used if police or emergency medical services are needed in one of these locations. Telephones are available throughout all campuses. Charlestown Navy Yard (617) 726-5400, Building 36 (617) 726-0528, and 2CC 617-643-9970 and the Main Campus (617) 726-2121

Reporting crime is important because it allows us to reassess security controls and patrol strategy, and develop better methods of crime prevention. MGH Police officers investigate complaints filed by community members and pursue

investigations to their most reasonable conclusion. Investigators may conduct follow-up investigations with support

The interests of the victim are always our primary concern. The MGH Police recognize the importance of confidentiality and of protecting the identity of a victim in the course of a successful investigation. In criminal matters, the victim's preferences greatly influence the way in which a case is processed.

The Institute has a number of alternatives at its disposal to adjudicate inappropriate behavior, whether or not it is of a criminal nature. In addition to pursuing cases through the courts, the Institute uses an internal corrective action structure to decide on specific issues unique to academic life.

Charlestown Navy Yard Police Dispatch: (617) 726-5400 Main Campus Police Dispatch: (617) 726-2121
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### **PREPARATION OF DISCLOSURE OF CRIME STATISTICS**

The MGH Institute of Health Professions *in partnership* with MGH Police, Security and Outside Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report will be located on our web site <http://www.mghihp.edu/about-us/offices-and-services/facilities/campus-safety-and-security/default.aspx> .

Each year by October 1<sup>st</sup> an e-mail notification is made to all enrolled students and employees announcing the availability of the Annual Security Report and the location to access this report. Copies of the report may also be obtained from the following places: Human Resources, Office of Enrollment Services, Office of Campus Operations, Security desks at Bldgs 36 and 2CC, Provost Office, and the President's Office.

Prospective students and employees are made aware of this report. Students can find the report on- line "Preparing For Your Arrival To The Institute. Prospective employees receive a letter from President Bellack in the new hire packet. This letter contains the URL of the ASR.

The Institute is a “commuter campus” and a “non-residential institution” as such, features no institute-sponsored housing. Additionally, there are no off-campus student organizations, including student organizations with off-campus housing facilities that are recognized by the institution.

MGH Institute of Health Professions is not required to provide policy statements regarding missing persons and fire evacuation plans because it is a non-residential institution.

**Crime Chart For The MGH Institute of Health Professions Campus**

	2012	2013	2014
<b>Criminal Homicide</b>	0	0	0
<b>Sex Offenses</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Domestic Violence</b>			0
<b>Dating Violence</b>			0
<b>Stalking</b>			0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	1	0	0
<b>Arson</b>	0	0	0
<b>Hate Crimes</b>	0	0	0

(Hate crime statistics include prejudice (race, gender, religion, sexual orientation, ethnicity, or disability).)

Criminal Offenses include: Murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible), rape, fondling, sex offenses (non-forcible), incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

***Statement: The MGH Institute of Health Professions has no residential facilities.***

## DAILY CRIME LOG:

In keeping with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998, MGH Police and Security maintains a daily crime log that records criminal incidents by the date reported. The log includes nature of the crime, date and time the crime occurred, general location of the crime and the disposition of the complaint, if known. The log can be viewed at the following locations during normal business hours of 9:00 a.m. – 5:00 p.m.:

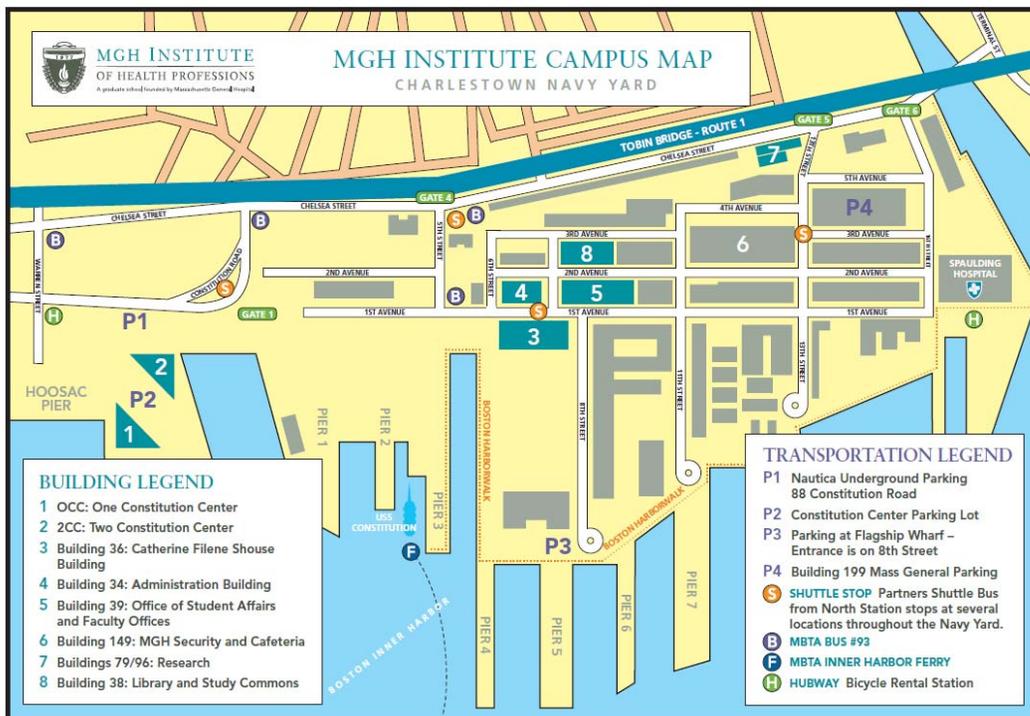
Massachusetts General Hospital  
 MGH Police, Security and Outside Services

Charlestown Navy Yard  
 Building 149 13<sup>th</sup> Street  
 Boston, MA

WAC 2 – Room 232  
 55 Fruit Street  
 Boston, MA

## CHARLESTOWN NAVY YARD CAMPUS BOUNDARIES

The general geographical boundaries of the Charlestown Navy Yard Campus are: Chelsea Street, Sixteenth Street, First Avenue, and Fifth Street.



## **COMMUNITY POLICING PROGRAM**

The goal of the MGH Police Department is to work consistently toward providing an environment that is as safe and secure as can reasonably be expected. Community policing is a philosophy that meets this goal by bringing together the MGH community and the MGH Police in a partnership designed to address security issues on campus. An example of this cooperative effort and the purpose of the program is to increase training, communication, safety, and security awareness and programming, and to develop “consulting” relationships specific to individual locations. Also, it should increase our effectiveness in difficult and emergency situations by enhancing the ability to work as a team. Ultimately, this affects the quality of life on campus.

## **SECURITY AND MAINTENANCE**

The MGH Police, in cooperation with Institute Office of Campus Operations conduct frequent security surveys, lighting surveys, and inspections of electronic security systems in an ongoing effort to examine the need for modification and to elevate the level of campus protection.

Channels of internal communications exist to facilitate the repair or improvement of security systems on campus. The Office of Campus Operations recognizes the importance of responding promptly to requests that involve security issues.

## **SECURITY AWARENESS PROGRAMS**

During employee and student orientation participants are informed of services and presentations offered by the MGH Police in cooperation with the Institute:

- crime prevention awareness programs on sexual assault
- alcohol and drug abuse
- theft, and vandalism
- educational sessions on personal safety and work safety.
- Other topics of prevention and education programs offered include prevention of dating violence, sexual assault, stalking, workplace violence, identity theft, and Internet safety.

A common theme of all awareness and crime prevention programs is to encourage participants to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is disseminated to the MGH community through safety alert posters, displays, videos, and articles and advertisements. When time is of the essence, information is released to the Institute community through safety alerts posted prominently throughout campus,

through computer memos sent over the Institute's electronic mail system and a voice-mail broadcasting system.

At the security desks in the Catherine Filene Shouse Building and the 2CC Building there is a MGH Police, Security and Outside Services information table with pamphlets on the following topics: (to list a few)

- Domestic Violence Assistance
- Internet Safety
- Special Investigation Unit
- Workplace Violence and Conflict
- Identity Theft
- Contact Information

Also available is the ALL POINTS BULLETIN (APB) This newsletter is a department publication distributed throughout the hospital community once a month. The purpose of this newsletter is to educate and communicate security related topics specific to both MGH and the community's general interest.

<http://www.massgeneral.org/police/>

## SENSITIVE CRIMES

### SEXUAL ASSAULT

#### **What is Sexual Assault?**

Sexual assault is any unwanted, coerced, or forced sexual contact or intercourse OR sexual contact or intercourse with someone who is not able to give consent (e.g. under the influence of alcohol or drugs or asleep). Sexual assault can involve the sexual penetration of a body orifice, but also includes other unwanted sexual contact. Victims can be either women or men. Most victim/survivors know the perpetrators who may be the victim's/survivor's best friend, lover, partner, date, family member, neighbor, teacher, employer, doctor, or classmate. The perpetrator can be a boyfriend or girlfriend. Sexual assault can occur between members of the opposite sex or same sex. Alcohol, rape drugs, or other substances may be involved.

#### **What if this happens to me?**

If you are sexually assaulted you may want to consider:

- Finding a safe place
- Calling a friend
- Calling for assistance
- Contacting hospital or community police
- Seeking medical treatment
- Preserving evidence

## **Preserving Evidence: Things you need to know to make decisions**

It is very difficult to know in the immediate aftermath of sexual assault whether or not you might eventually wish to pursue legal charges. Having evidence collected does not commit you to reporting the assault; the evidence can be sent to the crime lab anonymously and held for six months. Evidence can usually be collected up to five days after the assault, though the likelihood of capturing evidence decreases with time. Showering, urinating, and brushing your teeth may destroy evidence. Your clothing or bedding may contain evidence; take these with you to the Emergency Department in a PAPER BAG (not plastic). You may stop the exam at any time, and you may have someone with you during the exam.

The drugs used in drug-facilitated sexual assault leave the body very quickly. If you suspect that you may have been drugged and need to urinate before arriving at the Emergency Department, try to collect the urine in a clean container and take it with you.

## **Rape Crisis Centers**

<http://www.mass.gov/eohhs/consumer/physical-health-treatment/health-care-facilities/rape-crisis-centers.html>

## **Massachusetts Rape Crisis Programs**

<http://www.mass.gov/eohhs/docs/dph/com-health/violence/rape-crisis-center-list.pdf>

## **RELATIONSHIP VIOLENCE**

### **What is Relationship Violence?**

Relationship violence is defined as intentionally violent or controlling behavior by a person who is currently or was previously in a relationship with the victim.

Relationship violence includes actual or threatened physical injury, sexual assault, psychological abuse, economic control, and/or progressive social isolation.

Relationship violence occurs in heterosexual and same sex relationships.

This information is focused on romantic relationships. The same resources can be used for interpersonal violence between roommates.

### **How do I know it is Relationship Violence?**

Does your partner exhibit a pattern of controlling behavior:

- Acting jealous all of the time
- Criticizing your behavior and with whom you spend time
- Using looks, actions, or gestures that make you afraid
- Expecting you to ask permission
- Threatening to 'out' you

- Yelling at you, humiliating you or putting you down
- Checking up on you, playing mind games, or making you feel as if you are crazy
- Insisting on making all the decisions

Has your partner ever:

- Insisted on having sex or pressured you to do something sexual when you didn't want to
- Pushed, slapped, bit, kicked, or choked you
- Threatened to kill you or anyone dear to you
- Threatened to commit suicide

Do you feel:

- Like you are walking on eggshells
- That you have to call your friends in secret
- That you must dress a certain way to keep your partner from getting upset

For example:

- My partner yelled at me for being late for lunch. It was so humiliating. My partner grabbed my arm and we left the dining hall. I was really upset. Later we made up and my partner was so sorry for embarrassing me. Things are OK now though I wonder when it will happen again.
- My partner hates it when I spend time with my friends. I feel like I have to sneak around. The other day, my partner got angry about seeing me with a good friend and wouldn't speak to me for several days. When I apologized for seeing my friends without permission, we made up. We have a really good time together as long as I don't hang out with my friends.

Remember, if you are a victim of relationship violence, it is not your fault: Do any of these examples describe your relationship? Or that of a friend? Do you feel like your relationship might be unhealthy or unsafe? Uncertainty about the health of your relationship can be confusing and feel overwhelming. You might want to talk to someone about your concerns.

### **What can I do?**

- Talk to family and friends who can offer support
- Talk to professionals who can help you decide what options will work best for your situation.
- Contact Employee Assistance <http://www.eap.partners.org/>
- Contact an Institute Campus Security Authority (see page 7)

**If you are thinking about leaving your relationship:**

- Most people find it increases their safety to talk to someone about their plans for ending a relationship before they actually take steps to end it.
- Identify friends or family who live nearby with whom you can stay.
- Think about obtaining a restraining order with support from MGH Police

### **Helping a friend in an unsafe relationship**

- Let the person know you support and care about them
- Tell them they do not deserve to be abused
- Share your concern for their safety
- Inform them about available resources
- Encourage them to utilize the resources

Take advantage of these resources yourself to increase your knowledge about ways to be helpful.

### **DATING VIOLENCE**

Dating violence means “violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - ◆ The length of the relationship,
  - ◆ The type of relationship; and
  - ◆ The frequency of interaction between the persons involved in the relationship.”

### **STALKING**

#### **What is Stalking?**

Stalking is defined as threats, along with repeated harassing behavior, such as:

- Following a person
- Appearing at a person’s home, class or work
- Making harassing phone calls and e-mails
- Leaving written messages or objects
- Vandalizing a person’s property

It can include the use of regular mail, email, instant messaging, or faxes.

#### **MGH Policy on Stalking**

Stalking and cyber stalking are behaviors prohibited by Institute policy and Massachusetts law. In Massachusetts such conduct are felonies. Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time

directed at a specific person which seriously alarms or annoys the person and which causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, internet communications, and facsimile. Conduct which does not include a threat of death or bodily injury is also illegal and considered harassment by hospital policy and Massachusetts law.

### **Who are victims of Stalking?**

Anyone can be stalked, including the hospital community from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, usually having had some type of present or past relationship.

The perpetrator can be an intimate partner or former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker's actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish. Talk to one of the resources listed in this pamphlet for help.

### **How do I know it is Stalking?**

- I dated this woman a couple of times but then wasn't interested in seeing her again. She said someone would get hurt if I broke up with her. "If I can't have you, no one else can," she told me. We weren't in contact for a while, but now she keeps sending me e-mails. Sometimes I don't answer her. I changed my address but she found out what the new one was. I wish she would stop.
- Two weeks ago someone left me an anonymous "secret admirer" note in the library in one of my books while I was studying. Last week I was studying in the campus center and got up to stretch. When I came back, I found a cup of coffee with a note, "I am always watching you." This morning there were flowers outside my room. My friends don't know who is doing this and it feels creepy!

The absence of a threat means that this last example does not meet the legal definition of stalking. However it might have the same impact. If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources listed in this brochure for more information. If you feel frightened or uncomfortable about someone's specific behavior, pay attention to your instincts! Seek help.

### **What can a Stalking victim do?**

- Talk to one of the resources listed in this brochure for help.
- Report the stalking to the MGH Police, or the police in your area, and follow their advice.
- Inform others close to you (family, friends, residential life staff, coworkers) about the stalking.
- Do your best to safely avoid all contact with the stalker.

- Keep a journal or log of all incidents connected to the stalking.
- Keep any letters, packages, taped telephone messages, or e-mails received from the stalker.
- Provide police with photographs of the suspect, a description, and other information.

**Follow basic safety tips:**

- > Try not to walk alone
- > Know your surroundings: where emergency phones and panic buttons are located
- > Lock your car and house doors when alone
- > Use different routes to drive or walk to campus or other routine places
- > Park your vehicle in well-lit areas
- > Check your vehicle including front and rear passenger seat areas before getting in
- > Change locks to your home and car
- > Use the Safety Escort program by calling the MGH Police

**Restraining Orders**

There are several types of restraining orders that can be obtained through the police.

- A restraining order (209A) is a court order issued by a judge that requires your past or present boyfriend, girlfriend, roommate, or blood relative to stop abusing you or face criminal penalties. There are a number of requirements that need to be met in order for a victim to apply for a criminal restraining order.
- A civil stay away order is a type of restraining order, available to someone who is being abused or stalked by a non partner/roommate/relative.
- A Harassment Prevention Order- 258E is a court order issued by a judge that requires the defendant to stop abusing or harassing you or face criminal penalties. No domestic relationship is necessary to obtain a 258E. There are a number of requirement that need to be met in order for a victim to apply for a 258E

Please call the MGH Police Department for more information about either order.

[Statewide Domestic Violence Hotline \(includes stalking\): Safe Link 1-877-785-2020](#)

**DOMESTIC VIOLENCE**

Domestic Violence means a “felony or misdemeanor crime of violence committed by –

- a current or former spouse or intimate partner of the victim,

- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- 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."

### **Domestic Violence Support Services Provided by MGH Police, Security and Outside Services**

Special Investigations Unit provides the following victims assistance services:

- Officers will transport and appear in any Massachusetts court with anyone requesting help in understanding the court process. This assistance prevents excess absences from the workplace due to numerous court appearances and expedites the filing of Abuse Prevention Orders (209A) or criminal charges.
- Threat assessments are performed and based upon the results, a personalized security plan is developed.
- Assisting victims in filing an Abuse Prevention Order (209A) or criminal charges with their local police department.
- Assisting victims in participating in the "Call to Protect" program, which provides victims with a donated cell phone allowing them to have a tool to summon assistance in an emergency.
- Security surveys are performed to improve security in the workplace or at home.

### **Title IX of the Education Amendments of 1972**

Title IX is an all-encompassing federal law that prohibits discrimination on the basis of the sex of students and employees at educational institutions which receive federal financial assistance. Please follow the link below:.

<http://mghihp.smartcatalogiq.com/en/2014-2015/Catalog/Student-Handbook/Institute-Policies-and-Procedures/Non-Discrimination-and-Title-IX-Sexual-Harrassment-Assault-Policies>

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. It states:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

20 U.S.C. § 1681

Title IX education for employees and students is a requirement. Education videos are provided by the Institute.

## **DRUG-FREE CAMPUS AND WORKPLACE PROGRAM**

### **BACKGROUND—DRUG AND ALCOHOL USE AND ADDICTION**

The illicit use of drugs and alcohol can have a substantial impact on the health, safety, and overall success of members of the Institute and MGH community and their families. The Institute is committed to reducing the harm related to the misuse and abuse of drugs and alcohol within the Institute Community. Along with substantial health and safety risks are potentially significant legal consequences. Therefore, all students and staff of the MGH Institute are urged to read the information enclosed.

### **HEALTH RISKS**

Although drinking in moderation has been shown to have some positive impact on health, misuse and abuse of alcohol can have negative—and often dangerous—effects. These include:

- > Impairing the judgment and coordination of a driver, increasing the likelihood of an accident;
- > Reducing inhibitions, leading to aggression, violence, and/or sexual assault;
- > Effecting physical health—mental functioning, respiratory depression, liver disease, etc.; and,
- > Leading to fetal alcohol syndrome for women who drink while pregnant.

### **LOCAL, STATE, AND FEDERAL SANCTIONS CONCERNING ALCOHOL AND DRUGS**

Local, state, and federal laws make the illegal use of drugs and alcohol a criminal offense. Conviction can lead to imprisonment, fines, and other penalties. Courts do not alter sentences so that convicted persons may attend college or continue their jobs. A felony conviction may prevent one from continuing or entering certain professions.

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for violation. The Department of Recreation and Conservation also prohibits public consumption of alcohol in its parks and public recreational areas. Boston and other cities and towns surrounding the MGH campuses have

ordinances forbidding the possession of an open container of alcohol on any public street by a person of any age. Anyone choosing to violate such ordinances can be subject to arrest.

Massachusetts law prohibits the sale or delivery of alcoholic beverages to persons under age 21. The penalty for violating this law may be a fine of up to \$2,000 or one year imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcohol is punishable by fine. Massachusetts law also prohibits the possession of an open container of alcohol in the passenger area of any motor vehicle.

Among the penalties under Massachusetts law for the first conviction of driving under the influence of alcohol are a \$5,000 fine, a one year revocation of driver's license, up to two and a half years in prison, and a mandatory alcohol education program. For drivers between 16 and 21, any alcohol level greater than .02 (about one drink or one beer) will result in immediate revocation of the driver's license. For those over 21, the maximum blood level is .08.

Massachusetts imposes criminal penalties for the possession and/or distribution of controlled substances or drugs without valid authorization, with penalties varying as to the type of drug. Sale and possession of drug paraphernalia is illegal in Massachusetts. Under both Massachusetts and federal law, penalties for possession, manufacture, and distribution are greater for subsequent conviction, and include mandatory prison terms, with the full minimum term being served. Massachusetts makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin.

Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for up to one year after the first conviction and up to five years after the second. The penalty for unlawful distribution of drugs is loss of benefits for five years after the first conviction and for a longer period after the second.

Under federal law, penalties may be doubled when a person at least 18 years old distributes drugs to persons under age 21 within 1,000 feet of a public or private elementary or secondary school or a public or private college. These penalties include a mandatory one-year prison term.

Drug trafficking involves the illegal manufacturing, supplying, transporting, storing and/or distribution of drugs; drug possession involves having drugs for personal consumption while possession of large quantities may be deemed an intent to distribute which is subject to larger penalties.

## **SUBSTANCE ABUSE POLICY**

### **Overview**

Employees and students are the Institute's most valuable resource and, for that reason, their health and safety are of paramount concern. The Institute is committed to maintaining a safe, healthy and efficient environment that enhances the welfare of its employees and students and visitors. It is the policy of the Institute to maintain an environment that is free from impairment related to substance abuse by any of its employees.

### **Employees**

The Institute expects employees to arrive for work in a condition free from the influence of alcohol and drugs, and to remain so while they are on the job and to refrain from their use, possession, sale or unlawful distribution on hospital property. All new employees must sign the MGH Drug-free Workplace Statement upon hire.

### **Students**

The Institute expects students to be in a condition free of the influence of alcohol and drugs, and to remain so while they are at the Institute and carrying out educational responsibilities. Employees and students shall refrain from drug and alcohol use as well as possession, sale, or unlawful distribution on Institute or MGH property. Violation of this policy may result in corrective action up to and including dismissal or discharge.

Excerpt From Student Catalog, Page 174: Substance Abuse Policy

<http://mghihp.smartcatalogiq.com/en/2012-2013/Catalog/General-Policies-and-Procedures>

### **Unfit for Duty**

Unfit for Duty means, for the purposes of this policy, that the employee is affected by a drug or alcohol, or the combination of a drug and alcohol, in any detectable manner wherein such use or influence may affect the safety of the employee, co-workers, students, members of the public, the employee's job performance or the safe or efficient operation of the Institute. The symptoms may be exhibited in the employee's behavior and/or job performance.

### **Legal Drugs**

Employees are permitted to take legally prescribed and/or over the counter medications consistent with appropriate medical treatment plans while performing their jobs. However, when such prescribed or over the counter drug therapies affect the employee's job performance, safety or the efficient operation of the Institute, the Vice President for Administration and Finance, or his/her designee, or in the case of a member of the faculty, the Dean or his/her designee, should be

consulted to determine if the employee is capable of continuing to perform his/her job or if action, including corrective action or a leave from the work site, may be required.

### **Illegal Drugs**

The use, sale, purchase, distribution, transfer or possession of an illegal drug by any employee and or student of the Institute while performing Institute business including attending classes, Institute events and student activities or while on hospital property is prohibited. This also pertains to students attending the Institute.

### **Alcohol**

The consumption of alcohol, or being unfit for duty due to consumption of alcohol, by any employee while performing Institute/hospital business or while on Institute/hospital property is prohibited. The moderate consumption of alcohol on Institute property when it is served during Institute sponsored or approved events is permitted, provided that the employee will not be subsequently performing any student related activities, and provided further that this does not relieve an employee from meeting reasonable and acceptable standards of conduct.

### **Corrective Action**

Violation of this Policy may result in corrective action up to and including discharge, even for a first offense. With respect to a member of the faculty, corrective action will be taken in accordance with the bylaws of the faculty and any other governing documents. To the extent that an employee is handicapped by virtue of his or her addiction to drugs or alcohol, this factor will be taken into account in any corrective action decisions.

### **Involvement of Law Enforcement Agencies**

The use, sale, purchase, transfer, theft, possession or distribution of an illegal drug is a violation of the law, which will be reported by the Institute to law enforcement agencies as appropriate. All such referrals will be done only after appropriate senior management is informed. Furthermore, the Institute will comply with legal requirements for making reports to various licensing and credentialing authorities regarding certain incidents, disciplinary actions, or licensed professionals who practice while impaired.

## EMERGENCY PREPAREDNESS

### (617) 726-5400 - FOR ALL EMERGENCIES (24 Hours)

The MGH Institute has established an **Emergency Preparedness Team** and a plan to prepare and respond to emergencies or foreseeable or unforeseeable incidents. We recognize that no institution is invulnerable to crisis situations, and accordingly, we evaluate our plan on an ongoing basis to maintain a process that is as responsive as possible to safety threats and other risks.

Through the use of Institute, MGH Police and Security <http://www.massgeneral.org/police/> Partners HealthCare, the City of Boston and other resources, the plan is intended to assist the MGH Institute Community to cope with the anticipated and unforeseen needs caused by an emergency situation. The plan is also designed to provide a framework for communicating events and requirements and the resolution of each emergency to the community and public.

The plan is used for all types of emergencies including those which meet Clery Act criteria. The guidelines will apply to all members of the Institute's community, including students, faculty and staff, tenants and visitors to the Institute.

### **Types of Emergencies**

An "emergency" is defined as any extraordinary event that endangers the Institute's community or operations. An emergency is often unexpected and sometimes tragic. An emergency may also generate community or media interest in the Institute.

An emergency may include, but is not limited to, the following situations. The conditions may present an actual, perceived, or potential threat to the Institute's students, faculty, staff, tenants, visitors, facilities or systems.

- Accidents involving students, faculty or staff
- Bomb threats
- Charlestown or Navy Yard incident requiring mutual aid from the Institute
- Environmental or natural disasters - fires, earthquakes, floods, chemical spills or leaks, explosions etc.
- Severe weather incidents
- [Medical emergency](#)
- MGH/Partners incident requiring the Institute to play a supporting role
- Political situations - riots, demonstrations, national security alerts, terrorism, etc.
- Violent crime or behavior - robbery, murder, suicide, personal injury (existing or potential), etc.

## TIMELY NOTIFICATIONS

In compliance with the "Timely Notice" provisions of the federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998**, should a situation arise from the occurrence of a *Clery Act* crime, either on or off campus, that, in the judgment of the MGH Police and Security constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the Institute e-mail system to students, faculty, and staff.

## EMERGENCY NOTIFICATION SYSTEM

The plan assumes that if an emergency requires an immediate response, such actions will be taken without delay in order to safeguard lives and property. These actions will be reported to the President and Vice President for Finance and Administration immediately.

An alert will be sent to the MGH Institute community through its emergency notification system, website, email, voicemail and by other methods as circumstances warrant. Students, faculty and staff are expected to provide and maintain current contact information through [I-ONLINE](#).

<http://www.mghihp.edu/about-us/operations/emergency-preparedness/default.aspx>

## EMERGENCY PREPAREDNESS TEAM

The Emergency Preparedness Team is created by and reports to the President of the Institute. The Emergency Preparedness Team must be available to respond and react as a team in crisis or emergency situations. The Team will be required to meet at least every six months to review the plan and update information.

The Institute Emergency Team consists of the following members and is responsible for the overall assessment, coordination and institutional responses to a crisis include:

<b>Title</b>	<b>Emergency Preparedness Team Role</b>
President	President
Chief Information Officer and Facilities Officer (CIO)	Primary Coordinator
V.P. for Finance & Administration	Back-up Coordinator #1

Provost & V.P. for Academic Affairs  
Chief Communications & Marketing Officer

Back-up Coordinator #2  
Communications Leader

**Team Leaders** responsible for coordinating specific communications and tasks include:

Director of Human Resources	Human Resources Team Leader
Assistant Director for Information Technology	Information Services Team Leader
Dean of Students, Office of Student Affairs	Student Affairs Team Leader
Campus Operations Manager	Operations Team Leader
Chief Communications & Marketing Officer	Communications Team Leader
Chief Security Officer	Security Officer

### **RESOURCES for Employees:**

Charlestown Navy Yard Police Dispatch: (617) 726-5400 (24 hours)  
Main Campus Police Dispatch: (617) 726-2121 (24 hours)  
Occupational Health: (617) 726-2217  
HAVEN Program (617) 724-0054  
SAFELINK (Shelter information) 877-785-2020  
Employee Assistance Program: (617) 726-6976  
Institute Human Resources (617) 724-3018  
[www.eap.partners.org](http://www.eap.partners.org)

Employees who need assistance in dealing with alcohol and drug-related concerns—including their own use and/or that of a family member, friend or colleague—may contact their Human Resources Generalist for information and appropriate referrals, including our Employee Assistance Program (EAP). EAP provides confidential problem-assessment services, counseling, treatment referrals, follow-up services, and on-going training and support for managers and supervisors.

Sex Offender Registry Board (SORB) contact information:

<http://www.mass.gov/eopss/agencies/sorb/>

## **RESOURCES for Students of MGH Institute of Health Professions:**

Charlestown Navy Yard Police Dispatch: (617) 726-5400 (24 hours)  
Main Campus Police Dispatch: (617) 726-2121 (24 hours)  
MGH Institute of Health Professions Office of Student Affairs (617) 726-3140  
HAVEN Program (617) 724-0054  
SAFELINK (Shelter information) 877-785-2020  
Employee Assistance Program: (617) 726-6976  
[www.eap.partners.org](http://www.eap.partners.org)

Copies of brochures from the Employee Assistance Program are available at the lobby security desks of the Catherine Filene Shouse Building and 2CC and the Office of Student and Alumni Services.

### **Education Presentations Provided:**

- October is Domestic Violence Awareness Month – Posters, fliers, and Resource Info on the plasma screens.
- “Supporting Sexual Assault Survivors with Disabilities” Presentation – October Presented by The MGH Domestic Violence Working Group
- January: Bystander Awareness Training
- April: Highlight sexual assault awareness month

### **Ongoing educational requirements for all new employees and students:**

“Code Silver” video (active shooter)  
Title IX education video

### **Clery Defined Geographic Location Definitions**

#### **On -Campus Property**

On-Campus property encompasses any building or property that is owned or controlled by an 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.

#### **Residential Facilities**

MGH Institute of Health Professions does not maintain any residential facilities.

#### **Public Property**

Public property encompasses all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent and accessible from the campus.

**Non-campus Property**

MGH Institute of Health Professions does not have any non-campus property.

Non-campus property is defined as 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 an 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 institution.

# Institute "Clery Geographic Parameters" Charlestown Navy Yard

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