

MGH Institute of Health Professions



In Partnership with MGH Police Security and
Outside Services

2013-2014 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 Facilities

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 13th Street

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

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 entire Massachusetts General Hospital and Charlestown Navy Yard campuses. The Institute is located within the Charlestown Navy Yard campus. Specific information unique to the Institute is also provided within this packet.

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: Office of Student Affairs, Office of Facilities, Human Resources or the Safety and Security Officer on duty in the lobby of the Catherine Filene Shouse Building or 2CC.

Sincerely,

Janis P. Bellack
President and John Hilton Knowles Professor

Message From The Director

The MGH Institute of Health Professions is an important part of the MGH community and the Charlestown Navy Yard campus and is served by MGH Police, Security and Outside Services.

The use of departmental retreats to identify strategic initiatives resulted in the development of seven important strategic initiatives and outcomes. This was instrumental to our department for maintaining its leadership edge and commitment to the MGH community. The excitement and enthusiasm of our staff identifying these initiatives carried over into the supporting councils focusing on cross-training, infant/children protection, major event coordination, enhanced marketing, protection of off-site facilities, risk assessment, and systematic and innovative approaches to quality improvement.

Our embraced philosophy is to over deliver and be of great value for the MGH community. This philosophy is embodied by members of Police and Security, Parking, Ambassadors and Photography and is displayed daily by compassion, professionalism, competence and commitment to the MGH community. I am honored to work with this team. We are proud of the reputation we enjoy of being a department that goes the extra step and truly cares.

We look forward to the upcoming year with enthusiasm and a commitment to provide a safe and secure environment for the MGH 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 welcome any feedback or suggestions on our services or our endeavors.

Respectfully Submitted,

Bonnie S. Michelman, CPP, CHPA
Director, Police, Security and Outside Services

TABLE OF CONTENTS

CAMPUS SAFETY	5
Mission Statement	5
Philosophy	5
Who We Are	5
Photo Identification Policy	6
Access to Facilities	6
Sexual Harassment Policy	6
Crime Statistics	7
Reporting Crimes	7
Campus Reporting Authority (CSA)	7
Preparation of Disclosure of Crime Statics	8
Crime Chart	9
Main Campus Boundaries	9
Daily Crime Log	9
Charlestown Navy Yard Campus Boundaries	10
Community Policing Program	11
Security and Maintenance	11
Security Awareness Programs	12
SENSITIVE CRIMES	12
Sexual Assault	12
Relationship Violence	13
Dating Violence	15
Stalking	15
Domestic Violence	17
Title IX	17
DRUG-FREE CAMPUS AND WORKPLACE PROGRAM	18
Background – Drug and Alcohol Use and Addiction	18
Health Risks	18
Local, State, and Federal Sanctions	18
Substance Abuse Policy	19
EMERGENCY RESPONSE and EVACUATION PROCEDURES	
Emergency Preparedness	21
Emergency Notification System	22
Timely Notification	22
Emergency Preparedness Team	22
RESOURCES: STUDENTS AND EMPLOYEES	23
Sex Offender Registry (SOR) Contact Information	24
Clery Geographic Area Map of the Institute	24
October: Domestic Violence Awareness Month	24

CAMPUS SAFETY

MISSION STATEMENT

The mission of the Massachusetts General Hospital Police and Security Department is to provide protective services to the MGH Community in a professional and supportive manner.

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 officers 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 police and security 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.**

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 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 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 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 buildings and properties.

Many locations at the MGH 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. 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.

Effective, January 1, 2015 the Institute will have in place a Campus Security Authority (CSA) Team as required by the Clery Act.

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

An email notification and summary will go out to the Institute Community on or about January 1, 2015.

In addition to the Campus Security Authorities members of the MGH 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 13th 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 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.

<p>Charlestown Navy Yard Police Dispatch: (617) 726-5400 Main Campus Police Dispatch: (617) 726-2121</p>
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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 www.mghihp.edu/safetyreport . This report is prepared in cooperation with the local law enforcement agencies surrounding our campus.

Each year, an e-mail notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained from

the following places: Human Resources, Office of Student Affairs, Security desks at Bldgs 36 and 2CC, Provost Office, Office of Facilities & Operations, and the President's Office

CRIME CHART FOR THE CHARLESTOWN NAVY YARD CAMPUS

	2011	2012	2013
Criminal Homicide	0	0	0
Sex Offenses	1	0	0
Robbery	0	0	0
Domestic Violence			0
Dating Violence			0
Stalking			0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Arson	0	0	0
Hate Crimes	0	0	0

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

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.:

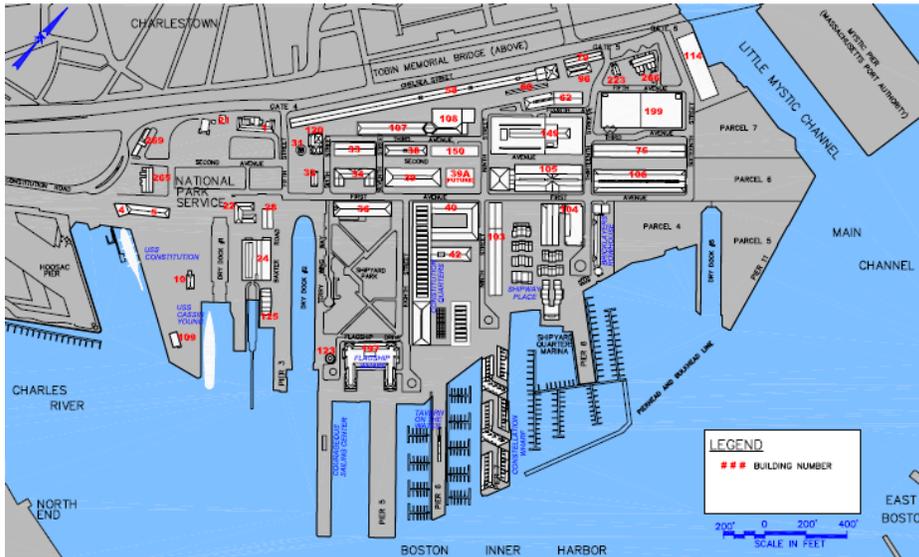
Massachusetts General Hospital
MGH Police, Security and Outside Services

Charlestown Navy Yard
Building 149 13th Street
Boston, MA

WAC 2 – Room 232
55 Fruit Street
Boston, MA

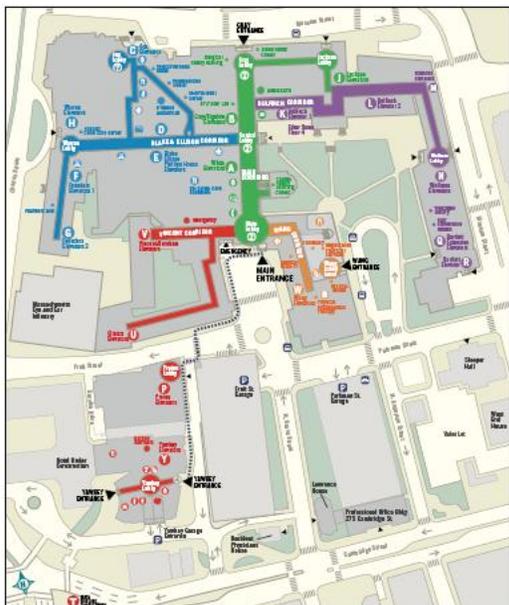
CHARLESTOWN NAVY YARD CAMPUS BOUNDARIES

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



MASS GENERAL HOSPITAL MAIN CAMPUS BOUNDARIES

The general geographical boundaries of the Main Campus are: Cambridge Street, Charles Street, Blossom Street, Parkman Street, Fruit Street, North Anderson Street, and North Grove 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 is like a small city with a large and mobile population. The Institute buildings and property falls to Building Operations.

The MGH Police, in cooperation with Institute Office of Facilities & 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 Facilities & 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.

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>

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 requirements 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 \(includes stalking\): SafeLink 1-877-785-2020](#)

As of November 1, 2014 there will be a 20 minute educational video, “Culture of Silence: Stalking Education and Awareness” available to the Institute Community.

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 will be available as of November 1, 2014. An email notification and summary will go out to the Institute Community on or about November 1, 2014.

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, [Massachusetts General Hospital \(MGH\) Police and Security](#), 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 when an event that meets 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. The *Clery Act* categories of crime statistics: Criminal Offenses, Hate Crimes and Arrests and Referrals for Disciplinary Action for Weapons.

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

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

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 Affairs.

October is Domestic Violence Awareness Month – “Supporting Sexual Assault Survivors with Disabilities” Presentation on Tuesday, October 7 (Institute Wide)

The MGH Domestic Violence Working Group will present “Supporting Sexual Assault Survivors with Disabilities” on Tuesday, October 7, from Noon–1:00 p.m. in the [Blum Center](#). The talk will feature speakers from [IMPACT Ability](#).

Education Presentations Provided:

June 19, 2013 Management of Aggressive Behavior (MOAB)

July 16, 2013 Suspicious Package

March 19, 2014 Domestic Violence Bystander Awareness Training

10-01-14

Institute "Clery Geographic Parameters" Charlestown Navy Yard

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