

WESTFIELD STATE UNIVERSITY

Annual Security & Fire Report for 2025

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Welcome

At Westfield State University, we strive to create a safe environment for our students, faculty, staff and visitors. Westfield State University's 256 acre campus lies just west of Springfield in the Pioneer Valley of Massachusetts ideally located for outdoor adventures in the Berkshires, as well as access to the city centers of Hartford and Boston. Our engaging campus culture offers plenty of opportunities to build connections beyond the classroom. And our state-of-the-art campus facilities offer cutting-edge technology to ensure you have access to the latest resources in your area of study.

This report is in compliance with the Jeanne Clery Campus Safety Act and includes safety policies and procedures and statistics for three previous years concerning certain crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Westfield State University and on property within or immediately adjacent to and accessible from the campus.

Each semester, notification is made via email to all enrolled students, faculty and staff. This notification provides information on how to access the Annual Report on-line. Prospective students or employees may also receive a copy of this report by contacting the Admissions Office or Human Resources. A printed copy may also be obtained by contacting the Westfield State University Police at 413-572-5262 or stopping at the Westfield State University Police Department located on Western Avenue.

The main address for Westfield State University is 577 Western Avenue, Westfield, Massachusetts

Whether you're a new or long-time member of the University community, I encourage you to review this material because we all need to work together for a safe campus.

Sincerely,

Mike Foyle
Chief of Police

Campus Law Enforcement Authority and Jurisdiction

Westfield State University regards the safety of the University community and the prevention of campus crime as a priority. Although colleges and universities are often regarded as sheltered, they can be vulnerable to the same problems that trouble society in general. Therefore, it should be the responsibility of each member of the campus community to become aware of the potential for crime on campus and take steps to enhance his or her own security and that of others.

All University Police Officers are empowered by the Commonwealth of Massachusetts General Laws, and are certified under the Police Officer Standards and Training Commission (POST) and possess the power and authority to apprehend and arrest anyone involved in illegal acts in or on lands or structures owned, leased or occupied by Westfield State University.

All newly appointed University Police Officers must attend a Massachusetts Police Training Committee (MPTC) Authorized academy or attain certification from the MPTC as well as POST. Training at the academy consists of several months of full-time, in-depth training in all aspects of police operations. The academy is followed by 9 weeks of field training under the close supervision of a WSU Police Field Training Officer. Annual in-service training is provided to all officers and officers are also assigned to attend training in a wide variety of specialized related topics at municipal police training academies located throughout the Commonwealth.

University Police Officers patrol the campus by vehicle, bicycle, and foot. University Police maintain a strong working relationship with the Massachusetts State Police, City of Westfield Police, and Federal law enforcement agencies on an ongoing basis. There is a memorandum in place for the University Police to utilize the City of Westfield Police holding facility for individuals under arrest.

Since Westfield State University is located within the city of Westfield, Massachusetts, the local police department (City of Westfield) and the Massachusetts State Police may at times assist the university, as well as conduct law enforcement activities separate from the University Police Department within the boundaries of the University's property. The three agencies, the Westfield State University Police Department, the City of Westfield Police Department, and the Massachusetts State Police, maintain a collaborative relationship.

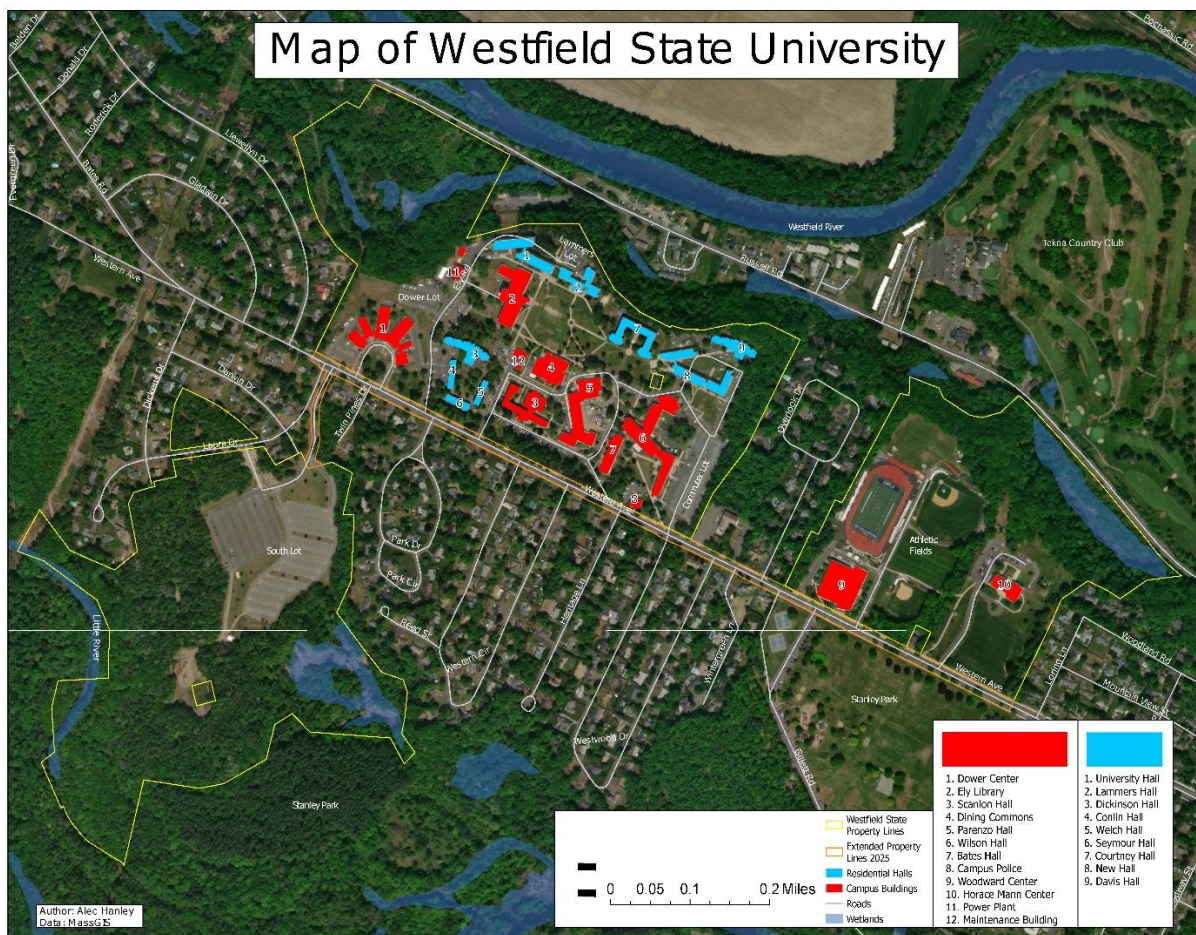
Information is routinely shared between these agencies, which also work together throughout the year. The University Police Department conducts its own investigations, arrests, and bookings. However, a memorandum is in place for the University to utilize either the City of Westfield Police Department, the local State Police barracks, or the Hampden County House of Corrections to hold arrested individuals.

A Memorandum of Understanding between the Westfield State University Police Department and the Westfield Police Department is in place to establish, promote, and maintain a continued, harmonious working relationship and cooperative effort between both agencies. The Memorandum of Understanding addresses the investigation of criminal incidents between FSUPD and the local police department, the Westfield State University Annual Security and Fire Safety Report, highlighting that each department holds the legal authority to investigate crimes in its respective jurisdiction and will assist the other as necessary.

Sworn members of the University's Police Department are also sworn in as a "City Special Officer" for the City of Westfield, allowing WSUPD officers to assist the City when called upon. This Memorandum of Understanding also identifies each entity's roles and responsibilities regarding preventing and responding to incidents of on and off-campus sexual misconduct, as outlined in M.G.L. c. 6, § 168E(c), and the Department of Higher Education's role in

implementing that requirement; as well as a standard procedure for handling incidents and reports of sexual assaults and issuing Timely Warnings Notifications, and Emergency

Some students choose to live off-campus in the neighborhood immediately adjacent to the campus perimeter. The properties rented by students are not owned by the university, nor are they owned or maintained by any organization or groups associated with the university. Due to the proximity of these properties, the area is routinely patrolled by the University Police Department. The University Police Department, together with the City of Westfield Police Department and other departments of the city, helps to ensure students living in privately owned off-campus properties adhere to the University's Good Neighbor Policy, which governs student behavior both on and off-campus.



How to Report a Crime or Emergency

Members of Westfield State University Community are encouraged to immediately report crimes, suspicious activities or other emergencies to the University Police in a timely manner.

All emergency situations involving a crime in progress, medical emergency or fire, should be reported by dialing 911 from any on-campus phone. The call will go directly to the City of Westfield Dispatch Center and will be monitored by WSU Police Dispatch. One can also dial 5262 from any on-campus phone to reach WSU Police Dispatch directly. From outside the University phone system, dial (413) 572-5262.

When using a cell-phone, please remember that 911 call will be answered by the 911 dispatch center for the city or town where you are making the call from.

Dispatchers are available 24 hours a day, 7 days a week, to answer your call. WSU Police Officers respond to your request for service and are the investigating authority for all crimes on campus. In addition to investigation reports of crime, the WSU Police will, when deemed necessary, refer reports to the appropriate office (Title IX office, Student Conduct) or jurisdiction for review or judicial action.

As an on-going effort to increase safety on campus there are a number of emergency phones located throughout campus. These phones can also be used to report crimes and other emergencies by pushing the “Emergency/Help” button. The call will go directly to WSU Police Dispatch. When calling for either emergency or non-emergency service be prepared to:

- Clearly identify yourself;
- State your location;
- State briefly the nature of your call.

If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon the appropriate police, fire and/or medical service.

IMPORTANT NUMBERS

CONTACT	NUMBER
EMERGENCY:	911
University Police	(413) 572-5262
Westfield Police Non-Emergency	(413) 562-5411
Baystate Noble Hospital	(413) 568-2811

To report a crime that occurs at an off-campus location, contact the appropriate local police department. In case of an emergency, it is always best to dial 911.

Other on-campus resources available to provide assistance to the victim or witness of a crime include:

CONTACT	NUMBER
Dean of Students	(413) 572-5425
Residential Life	(413) 572-5402
Title IX Coordinator	(413) 572-8458
Human Resources	(413) 572-8670
Student Conduct	(413) 572-5403

For the specific crimes of stalking, dating/domestic violence and sexual assault there are additional resources available. Those resources are listed below:

Westfield State University Police Department-413-572-5262

Westfield State University Counseling Center-Scanlon Hall 413-572-5790

Westfield State University Office of Title IX- Horace Mann Center 413-572-8476

Westfield State University Health Services- Scanlon Hall 413-572-5415

Westfield State University Interfaith Center 577 Western Ave, Westfield Ma

YWCA of Greater Springfield-1 Clough Street, Springfield MA 413-732-3121

Massachusetts State Police-Russell Barracks-90 Westfield Rd, Russell MA 413-862-3312

Massachusetts State Police-Northampton-555 N. King St, Northampton MA 413-584-3000

Hampden County District Attorney's Office/Victim Services 50 State St. Springfield MA 413-747-1000

Contacting University Police

The University Police complex is located on Western Avenue between the Commuter Lot and main entrance to the University. The Dispatch Center is staffed and opened 24 hours a day, 7 days a week. Contact can be made by calling: (413) 572-5262.



Limited Voluntary Confidential Reporting

It is the policy of Westfield State University that all crimes should be reported to the WSU Police. Anyone who is a victim or witness to a crime on campus is encouraged to promptly report the incident to the University Police. Police reports are public records under State law, and, therefore, the University Police cannot hold all reports of crime in confidence. All reports of crime will be investigated by the University Police. When appropriate, violations of law will be referred to Student Conduct and Dean of Students, as well as the Title IX Coordinator.

When a potentially dangerous threat to the University community arises, alerts will be issued to notify individuals of the threat in a timely manner. These alerts will also inform the community of any recommended action to be taken.

Due to the sensitivity of certain crimes, survivors of sexual assault, domestic violence, dating violence and stalking may choose to disclose crimes to an advocate, WSU Counseling Center, or other victim's assistance program. Survivors and victims who report crimes to these individuals may choose not to have the police conduct an investigation, especially if solely seeking support services.

Campus Security Authorities and Counselors

The Jeanne Clery Campus Safety Act designates certain members of the university community as Campus Security Authorities. This group includes but is not limited to a Dean of Students, a director of athletics, a team coach, or a faculty advisor to a student group. The following are probably not campus security authorities: a single teaching faculty member (other than an advisor to a student group); or a physician in a campus health center or a Professional Counselor employed by the university whose only responsibility is to provide care to students; or a Pastoral Counselor

According to Federal law, the WSU Police department is required to report statistics concerning the occurrence of certain criminal offenses reported to the WSU Police or any Campus Security Authority.

Crime Definitions Used for this Reporting Program

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

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses-Forcible: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

1. Forcible Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
2. Forcible Sodomy – Oral and anal sexual intercourse with another person without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
3. Sexual Assault With an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
4. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses-Non-Forcible: Unlawful, non-f forcible sexual intercourse.

1. Incest – non-f forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape – Non-f forcible sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to

produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

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

Domestic Violence: A crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner.

Dating Violence: Violence committed by a person who is or had been in a social relationship or a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim. Does not include acts covered under domestic violence.

Stalking: Engaging in a course of conduct (two or more acts) directed at a specific person (by any action) that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Hate: The crimes noted above and also Larceny/Theft, Simple Assault, Intimidation and damage or vandalism of property or other crimes involving bodily injury in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim shall be reported according to the category of prejudice.

Campus Security Authorities are required by Federal law to report the above-listed crimes that they have direct knowledge of or have been informed about. The information is for statistical purposes.

Disclosure: Upon written request the University will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense.

If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this section.

The term "Campus Security Authority" is defined as:

- A campus police department or campus security department.
- Any individual or individuals who has responsibility for campus security but do not constitute a campus police department or campus security department. Example - any individual that is responsible for monitoring the entrance into the property or buildings of the institution.
- Any individual or organization specified in an institution statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

- An official of the institution who has significant responsibility for student and campus activities. An official is any person who has the authority and duty to take action or respond to particular issues on behalf of the institution.

Additional Campus Security Authorities

- President
- University Police Officers
- All Institutional Security Officers
- Student Safety Assistants
- Executive Directors
- Directors
- Associate Directors
- Assistant Directors
- Deans
- Associate Deans
- Assistant Deans
- Vice Presidents
- Associate Vice Presidents
- Assistant Vice Presidents
- All Residential Life Staff
- Student/Group/Club Advisors
- Athletic Coaches, Assistant Coaches, Grad Assistant Coaches
- All Student Affairs Staff
- Student Conduct Officials
- Human Resources
- Campus Activities Coordinator
- Study Abroad Coordinators or On-Site Trip Coordinators
- Coordinator of Veteran Services
- Coordinator of ROTC

ANTI-HAZING POLICY

PURPOSE:

The purpose of the Anti-Hazing Policy is to protect the health, safety, and well-being of Westfield State University students by prohibiting activities that could endanger them physically or mentally. The Anti-Hazing Policy aims to ensure a positive and inclusive campus environment where students can participate in activities and organizations without compromising their safety. Additionally, the Anti-Hazing Policy aims to comply with all applicable federal and Massachusetts laws and promote responsible behavior within the student body.

DEFINITION:

Hazing is defined as any intentional, knowing, willful, or reckless act, whether on public or private property, which endangers the physical or mental health of a student committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that –

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization¹; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

Such Hazing conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. M.G.L. c. 269 §17; 20 U.S.C.1092 (f)(6)(A)

PROCEDURES:

Distribution of Policy

As required by law, Westfield State University must issue a copy of the Hazing Law (Massachusetts General Laws, Chapter 269, sections 17, 18 and 19) to all organizations and their members at the University (such as a club, society, association, varsity or junior varsity athletic team, fraternity, sorority, band or student government) in which two or more of the members are students enrolled at Westfield State University, whether or not the organization is established or recognized by the institution.

All students receive a copy of this policy electronically from the Dean of Students Office (or designee) within the first two weeks of the academic semester.

All student organizations and sports clubs at the beginning of the academic year are required to acknowledge and electronically sign a statement indicating that they have received a copy of the Hazing Law. Student

¹ Student Organization is defined as an organization at an institution of higher education in which two or more of the members are students enrolled at the institution of higher education, whether or not, the organization is established or recognized by the institution.

organizations and club sports will be prompted to review and sign the combined agreements when they log into their organization's *Involve* platform.

Additionally, all student-athletes receive and review the policy with a staff member from Athletics at the start of the year/their season, and each student-athlete is required to sign a statement to confirm that they agree to abide by this policy.

REPORTING

All reports of hazing must be reported to University Police as soon as reasonably practical. "Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable." M.G.L. c. 269 §18.

Students, Faculty, Staff, and Librarians may also report instances of Hazing on the University's website at <https://www.westfield.ma.edu/submitareport>.

In order to encourage reporting of Hazing, amnesty from student conduct allegations shall be granted for student disclosures made in connection with a good-faith report of hazing parties, witnesses, or respondents, or retaliation for hazing. This provision does not apply to more serious allegations, such as physical abuse of another, or illicit drug or alcohol distribution that contributed to the commission of a student conduct or Hazing Policy violation.

INVESTIGATION AND FINDINGS

The Dean of Students Office will conduct all relevant Hazing investigations in conjunction with University Police and other appropriate personnel. Reports of Hazing will be processed through the Westfield State University Student Code of Conduct ("Code of Conduct") regulations and procedures.

Retaliation and Interference: Any Student found to have retaliated against another Student as a result of that Student's reporting of, or participation in an investigation of Hazing will be held accountable under the Code of Conduct. Interference in an investigation under this policy by Students or Student Organizations is also subject to sanctions under the Code of Conduct.

Disciplinary Sanctions: Student Organizations found to be in violation of this Anti-Hazing Policy may face sanctions ranging from a warning to a loss of status as a recognized Student Organization. Individuals found to be in violation of this policy may face sanctions ranging from a warning to dismissal from the University.

Campus Hazing Transparency Report: As required by the Clery Act and Stop Campus Hazing Act, Westfield State University will publicly report, in summary form, findings concerning any recognized Student Organization found to be in violation of the Code of Conduct related to Hazing. Reports of Hazing policies and statistics of Hazing violations shall also be published in the Annual Security and Fire Safety Report (ASHA).

HAZING LAW (Massachusetts General Laws, Chapter 269)

Section 17

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, pledges, or applicants has received a copy of section seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the Board of Higher Education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The Board of Higher Education and, in the case of secondary institutions, the Board of Education shall

promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

Timely Warnings

The WSU Police Department is responsible for issuing alerts in compliance with the timely warning requirement of the Jeanne Clery Campus Safety Act. In the event of a reported crime or incident that may pose a serious or ongoing threat to the WSU community, these warnings are usually written and distributed by the Chief or their designee to keep the campus community informed about safety and security matters. If time permits, University Police personnel may consult with other senior University officials for approval of the alert. Warnings will be distributed through the University email system.

WSU Police employees are authorized to send/post timely warnings at the request of the Chief and police command staff.

Timely Warnings may include the following information, unless the information compromises law enforcement efforts.

Date and Time of Incident

A brief description of the incident

Description(s) of people involved

Crime Prevention and Safety Tips

Police contact information

Other information as needed

Emergency Notification

Westfield State University will provide immediate notification to the campus community upon confirmation of an incident or emergency that poses an immediate threat to the health and safety of the WSU community, unless issuing an immediate notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Generally speaking, the entire campus will be notified when there is at least the potential that a large segment of the campus community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation in order to determine if additional segments of the campus community need to be notified.

WSU has various systems in place, such as the RAVE Mobile Safety System and emergency siren/public address system.

The RAVE system sends a WSU ALERT voice message to all phones, an email to all WSU email addresses, and a text/voice message to cell phones. The University strongly encourages students, faculty, and staff to sign up for “RAVE” by going to the University's main webpage and clicking “Sign up for Emergency Notifications” at the bottom of the page.

The emergency siren/public address system provides external notification to the campus via the sounding of the sirens followed by voice instructions. The system shall be upgraded as renovations occur to include connections to internal fire systems in each building.

WSU Police employees are authorized to send messages through the above systems at the request of the Chief and/or police command staff or the Director of Emergency Preparedness and Response.

If emergency information must be distributed outside the Westfield State University community, the WSU Police Department will notify the appropriate entities to distribute an alert or message. This may include, but not be limited to the Westfield Regional Dispatch Center, the Massachusetts State Police Dispatch Center in Northampton, and various media outlets as used by the University.



Picture of phone with word Alert

Emergency Response and Evacuation

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train occupants on issues specific to their buildings. During the drill, occupants practice drill procedures and familiarize themselves with the locations of exits and the sound of the fire alarm and mass notification tone. In addition to educating the occupants of each building about the evacuation procedures during drills, the process also provides the University with the opportunity to test the operation of fire alarm system components.

An evacuation drill is held each semester for all residence halls on campus. Students learn the locations of emergency exits in each residence for a building evacuation. Residents are not advised in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of building being evacuated, the availability of various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat.

The Director of Emergency Preparedness and Response and the University Police Department conduct announced and unannounced drills and exercises each year to test the emergency response and evacuation procedures/plans. These drills also give the team the opportunity to assess and evaluate the emergency evacuation plans and capabilities.

Members of the University Police perform active threat drills and exercises. Officers also provide active threat presentations to faculty, staff, and students.

The Emergency Response Team conducts tabletop and real time exercises to test emergency preparedness and invite local agencies to participate in these exercises.

Information concerning emergency preparedness and response can be found at: [Emergency Information on Preparedness and Response | Westfield State University](#)

Evacuating the Disabled

Advance planning is important. If you may need assistance evacuating in an emergency, you should pre-plan and contact the Banacos Center at (413) 572-5789 or banacos@westfield.ma.edu. The Banacos Center works with the University Police Department regarding the living arrangements and class schedules of disabled students. Physically disabled employees should contact Human Resources directly for assistance in pre-planning.

- Evaluate your need to identify yourself as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person, as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all your evacuation options and prioritize them.

Procedures

- Attempt a rescue evacuation only when a physically disabled person is in immediate danger and cannot wait for professional assistance.
- If the building has an Area of Refuge, assist the disabled person to that area. If possible, at least one person should wait with the disabled person. For buildings without an Area of Refuge, the disabled person should be moved to the nearest stairwell or room with the door shut which is well clear of any hazardous area.
- Ask others leaving the buildings to notify emergency responders that a physically disabled person needs assistance in evacuating. Give the specific location.
- If waiting for rescue is not an option, two physically capable occupants of the building should be invited to volunteer to assist the disabled in evacuating. Ask how the disabled person can best be assisted or moved, and whether they require any special considerations or items that need to come with the person.
- Keep in mind that you may need to clear debris in order to safely evacuate.
- Do not use elevators unless told to do so by emergency responders.

Active Threat Guidelines

The campus community is encouraged to review these guidelines in the event of an emergency. An active threat refers to any incident that creates an immediate threat or presents an imminent danger to the campus community such as a shooter or a hostage situation. Taking the time now to review these guidelines increases your ability to respond in the event of an emergency.

If you can evacuate the building...

1. Try to stay calm and determine the location of the threat.
2. Call 911 as soon as possible, although escaping is your priority.
3. If a safe exit does exist, take it as quickly as possible.
4. Continue running until you are well cleared from the location of the threat. Find a safe location and call 911 to tell the police of your location.

If the only exit is through a window, consider the consequences of the fall:

- How high are you from the ground?
- Can you land in shrubs or grass to decrease the potential for serious injury?
- Can you make an improvised rope out of clothing, belts or other items?

If you cannot evacuate the building...

1. Try to stay calm and determine the location of the threat.
2. Take shelter in the nearest office, classroom, closet or other area which can be secured. Barricade the door using desks, bookshelves or other heavy objects. If the door opens outward, attach one end of a belt to the door handle and the other end to a heavy object.
3. If the door has a window, cover it.
4. Look for other possible escape routes such as windows or other doors.
5. Call 911 and tell them what is happening. Speak quietly and then set your cell-phone to vibrate or silent.
6. Stay low to the ground and remain as quiet as possible.
7. Once in a secure location, do not open the door for anyone. Do not approach Police Officers as they attempt to locate and neutralize the threat. The Police Officers will return to assist you once the threat has been neutralized.
8. When law enforcement arrives, obey all commands. You may be asked to keep your hands in the air; you may even be hand-cuffed until police assess the situation. These steps are taken for safety reasons.

If an active threat is in your presence...

If you are in a crowded room and the threat is shooting, “play dead,” or quietly crawl to safety. If you are with a group, as an action of last resort, you might choose to take the offensive.

1. If the shooter is entering the room, position yourself in a location that allows for an element of surprise.
2. Throw anything available at the threat. Aim for the face to distract him/her.
3. Attack as a group, swarming around the threat.
4. Grab the threat’s arms, legs or head and take him/her to the ground. Use body weight to secure him/her.
5. Fight “dirty” – kick, bite, gouge eyes
6. Have somebody in the group call 911

7. When law enforcement arrives, obey all commands. You may be asked to keep your hands in the air; you may even be hand-cuffed until police assess the situation. These steps are taken for safety reasons.

If you have incapacitated the threat...

1. Make sure the suspect is secured (body weight, belts, etc.)
2. Move any weapons away from the threat.
3. Do not hold a weapon.
4. Call 911 and advise law enforcement that the threat/shooter is down.
5. Provide your location and stay on the line if possible.
6. When law enforcement arrives, obey all commands. You may be asked to keep your hands in the air; you may even be handcuffed until the police assess the situation. These steps are taken for safety reasons.

If you are interested in training on this topic for your office or group, contact the WSU Police Department at 413-572-5262.

Shelter in Place

What it means to “Shelter-in-Place”:

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-place” guidance:

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, student ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit and use the stairs instead of the elevators.) Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How you will know to “Shelter-in-Place”:

A shelter-in-place notification may come from several sources, including the University Police, housing staff members, other University employees, federal or local government officials, local police agencies or other authorities utilizing the University’s emergency communications tools.

How to Shelter-in-Place”:

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

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene
2. Locate a room to shelter inside. It should be:
 - An interior room.
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible).
6. Make a list of the people with you and ask someone to call the list to the University Police so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Facility Security and Access (Academic & Administration Building/Residential Hall)

The University's Facilities and Operations department maintains all the University buildings and grounds with a special concern for safety and security.

Westfield State University Police staff work closely with Facilities and Operations and are expected to report all safety/security issues found during the course of their patrol shift. Work orders are filled out by the officers and forwarded to the appropriate person at Facilities and Operations. At least once a year, a comprehensive survey is conducted by the WSU Police Department. This survey focuses on all exterior lighting on campus.

Shrubs, trees, and other vegetation are trimmed on a regular basis. During the last week of the month of June, a member of the WSU Police conducts an inspection of campus grounds to identify areas where safety improvements are needed due to overgrowth of vegetation.

Academic and administrative buildings are generally open from 6:00 AM to 11:00 PM, Monday through Friday and limited designated hours on Saturday, Sunday and holidays. Special use facilities (Library, Campus Center, and Woodward Center) may have different hours of operation. Random patrols of all buildings are provided 24 hours a day by University Police and Public Safety officers.

All residential halls are locked 24 hours a day. Access to these halls is controlled by the use of a proximity card/key. The card/key is programmed to only open the exterior door of the hall in which the student lives. Patrol coverage of all residential halls is provided 24 hours a day by University Police, Public Safety officers and Residential Hall staff members.

List of buildings owned/controlled by Westfield State University: All locations are listed as 577 Western Ave, Westfield MA. unless otherwise indicated.

Horace Mann Center (333 Western Ave, Westfield MA 01086)

Woodward Center

University Police

Bates Hall

Wilson Hall

Nettie Stevens Hall

Parenzo Hall

Scanlon Hall

Ely Hall

Dower Center (715 Western Ave, Westfield MA 01086)

Davis Hall

New Hall

Dickinson Hall

Welch Hall

Conlin Hall

Seymour Hall

University Hall

Lammers Hall

Courtney Hall

Dining Commons
Grounds building
Trades building
Power Plant
Interfaith
Athletic Storage



University Hall

Maintenance of Campus Facilities

Westfield State University is maintained in a manner to minimize unsafe conditions. The WSU Facilities and Operations department and the WSU IT department maintain all safety and security systems on campus, including locks, doors, window screens, lights, fire safety alarms and equipment, emergency phones, and video cameras. Members of the campus community are encouraged to report any safety or security issues on campus to the University Police, Facilities and Operations or the Office of Residence Life.



Safety and Security in Residence Halls

Under the supervision of the WSU Police Department, Institutional Security Officers (ISO's) are assigned primarily to work in residential halls, making periodic checks of the residential hall and surrounding grounds.

ISO's provide assistance with lockouts, report violations of university policies, assist University Police, provide escorts, and work cooperatively with Residential Life staff.

All residential halls are locked 24 hours a day.



Off-Campus Student Organizations and Housing

Westfield State University does not recognize off-campus organizations such as fraternities or sororities. The University does recognize off-campus living facilities owned or leased by the University as University housing.

Emergency Telephones

Emergency telephones have been installed across campus. Each phone has an emergency/help button that immediately notifies the University Police Dispatcher.



Video Cameras

Westfield State University seeks to enhance public safety and security by utilizing video cameras professionally and ethically in selected locations on campus. WSU has over 550 interior and exterior cameras on campus.



Response to Medical Emergencies

All Westfield State University Police Officers are trained as First Responders in emergency medical care. Several officers are also trained as Emergency Medical Technicians.

1. The City of Westfield Fire/Ambulance is the responding agency for fire and medical-related calls.
2. Baystate Noble Hospital is located approximately one (1) mile from campus. Baystate Medical Center (Springfield) is a designated Trauma Center and is (17) miles from campus.



Criminal Activity/Student Conduct Off-Campus

The University must consider student conduct, whether on or off campus, that is disruptive of good community relations, or which interferes with, impairs or obstructs the University's mission, functions and process or that are found to be offensive to generally accepted standards of sound behavior, as harmful and adverse to the University's interests. Because of this, the Westfield Police Department makes every effort to inform the University of off-campus criminal activity involving our students. If a violation of law occurs on or off campus, which is also a violation of university or local regulations (this includes Residence Life policies), the University may institute proceedings against the offenders. Such action by the University is independent of, and may proceed in parallel with, civil and/or criminal action.

Missing Student Notification Policy

"Suzanne's Law" amends Section 3701 (a) of the Crime Control Act of 1990 so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center of the Department of Justice. All instances where a student is presumed missing must be immediately reported to the Westfield State University Police Department or local law enforcement.

The University requires missing student reports to be immediately referred to the University Police Department. The Westfield State University Police Department's policy is to initiate investigations immediately of reported missing persons. Any person (student, staff, or faculty) believed to be missing from the campus unexpectedly, or missing for more than 24 hours, must be immediately reported to the Westfield State University Police Department. Any resident student reported investigated by the Westfield State University Police Department (the local law enforcement of jurisdiction).

Any other community member reported missing should be reported to the local law enforcement that has jurisdiction over the individual's home address. However, the Westfield State University Police Department should also be notified and will assist local law enforcement as needed.

The Westfield State University Police Department will investigate any report of a missing person that is filed by someone with knowledge of that student being missing or otherwise not where she/he is expected to be. This report may be filed by a parent/guardian or another family member of the person, by a roommate, Dean of Students or Housing & Residential Services staff member (including student staff), faculty member, employment supervisor, or anyone else with information that indicates the person is missing. The Westfield State University Police Department will conduct an initial investigation to determine if the person appears to be missing, has simply changed their routine unexpectedly, and whether or not there is a reason to believe the person is endangered.

Students Under the Age of 18 and Not Emancipated:

For any student under the age of 18 who is not emancipated, the University must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing, in addition to notifying any additional contact person designated by the student. For all missing students, Westfield State University will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that determined that the student is missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate. **Students under the Age Of 21:**

For students under the age of 21, Suzanne's Law requires that students be entered into the national missing persons database as soon as it is determined that the student is missing. Should a student be determined to be missing for more than 24 hours, the following will occur: Police will notify the Dean of Students. Police will again contact the student's parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person.

Westfield State University Annual Security and Fire Safety Report: Missing Student Contact Information:

Every student who lives in on-campus student housing, regardless of age, should register one or more individuals to be a contact in case of an emergency, or case they are reported missing. The contact person can be anyone. Westfield State University does not require students to provide a missing person contact, but it is strongly encouraged that they do so. If students choose to register either a missing person contact or emergency contact

person, they are, in effect, also providing permission for law enforcement personnel to contact the identified individual if they are reported as a missing student. Resident students can register a designated person they wish the university to contact when they register for room assignments, or at any other time by speaking with staff in the Housing Office at 234 North Street (Aubuchon Hall). Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by Westfield State University no later than 24 hours after the time the student is determined to be missing by the designated University officials authorized to make that determination (specifically, the Westfield State University Police Department) or the local law enforcement agency in which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be kept confidential and that this information will be accessible only to authorized campus officials and law enforcement, and that it may not be disclosed outside of a missing person investigation.

Missing Student Procedures

A student is determined to be missing when the Westfield State University Police Department has verified that reported information is credible and circumstances warrant declaring the person missing. Should the Westfield State University Police Department investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Westfield State University Police Department. If the student is under the age of 18 and is not an emancipated individual, Westfield State University Police Department will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Westfield State University will inform the local police department (or the local law enforcement agency with jurisdiction) that the student is missing within 24 hours.

Security Awareness and Crime Prevention

Westfield State University takes a proactive rather than a reactive approach to crime. In order for a crime to occur, three conditions have to be satisfied. First, the desire to commit a crime must exist; second, the person must have the ability to commit the crime; finally, the person must have the opportunity to carry out the act. As individuals, we cannot change the desire or ability to commit a crime readily and easily. However, we can greatly reduce or eliminate the opportunity to commit a crime by practicing sound crime prevention techniques. By reporting suspicious activities, using the escort/shuttle services, walking with a friend, locking room doors, and security valuables, we eliminate the opportunity, and therefore, a crime cannot occur. A common theme of all security awareness and crime prevention programs is to encourage all members of the WSU community to be aware of their responsibility for their own security and the security of others. In addition to crime prevention and security seminars offered by members of the WSU police department, information is disseminated to students and employees through crime prevention email tips, hall meetings, crime/safety alerts, and social media platforms.

The following is a list of programs offered by the WSU Police Department and the WSU Emergency Manager:

- **RAD (Rape Aggression Defense):**
The R.A.D. Systems of Self Defense offers programs for women, children, men and seniors. These offerings provide a truly holistic approach to self-defense education, supporting the necessity of continuous learning in order to provide realistic options for each population as they go through life. Each of these programs includes educational components comprised of lecture, discussion, physical resistive strategies.
- **Crime Prevention**
- **OUI/Alcohol Awareness**
- **Active Shooter/Imminent Threat Awareness**
Training consists of both classroom and dynamic participation. Participants are made aware of how responders may interact with them and are introduced to potential actions of active aggressors.
- **Fire Safety:**
Hold classes on fire extinguisher training, response to when alarms are activated.

The following is a list of programs offered by university departments:

- **RespectEDU Sexual Assault Education and Prevention training (online):**
AlcoholEdu for College
Using a story-first approach to engage our student learners in meaningful alcohol prevention education, this course centers authentic student-driven narratives to explore key topics such as supporting peers in recovery, understanding the short- and long-term effects of alcohol and substance use, and the physical, mental, and emotional benefits of abstaining and/or reducing the use of these substances while in college. By blending narrative-driven instruction with interactive engagement, this course equips students with the tools to make positive choices and create a culture of awareness, intervention, and support.

Clear 30

Westfield State has brought on a new cannabis education program for students this year, and we are asking every first-year student to complete it. It's personalized to you, so what you see depends on your own experience with cannabis. Whether or not you use, it's built to be relevant. Your answers are private and are never shared with staff or faculty.

- **Sexual violence prevention:**

Title IX requires colleges and universities to promptly investigate a formal complaint of sexual harassment and take steps to protect students. This training provides first-year students with information about the importance of Title IX and what an institution's obligations are when a formal complaint is filed. The training also covers topics such as the definition of consent, the elements of sexual harassment, safety planning and the availability of supportive measures and resources on campus.

RespectEdu for College- 1st-year students

By the time we graduate high school and enter college as young adults, we all have vastly different understandings and perspectives about sex and healthy relationships depending on what we were taught. This course provides college students with an overview of creating and maintaining healthy and informed relationships and sexual interactions. Topics include: defining consent, avoiding assumptions, managing rejection, being a good bystander, seeking support and resources, and others.

RespectEdu Foundations for College – Sophomores, Juniors & Seniors

RespectEdu for College Students (Foundations) retains the core elements of the full RespectEdu course - including comprehensive coverage of consent, boundary-setting, and bystander intervention - while presenting the material in a more concentrated format. This includes the critical concepts of bodily autonomy, clear communication, and recognizing and responding to concerning behaviors through scenarios and interactive elements.

- **Behind Closed Doors (RA training):**

Behind Closed Doors is an interactive training process for Resident Assistants (RAs), both new and returning. Using scenario-based situations, RAs are exposed to situations where they may have to interact with both on and off duty. RA's are assisted through these scenarios by the professional staff of Residence Life as well as campus partners such as the Office of Title IX, University Police, Counseling Center, and Student Affairs. Topics covered ranges from simple drug and alcohol violations to reports of sexual assaults and domestic violence.

All new employees receive Title IX Policy awareness and information regarding obligations under Title IX at day 60 orientation.

The University police department also has crime prevention publications, pamphlets, and posters available to the University community.



Substance Use Education

Substance use and its related consequences undermine the goals of academic success and civility at Westfield State University. All students and employees at Westfield State University are expected to abide by all federal, state and local laws, including those regulating the use, possession, sale, distribution, manufacturing and cultivation of illicit drugs and alcohol. In addition, under Federal law, any institution receiving federal funds, including federal student loan programs, must adopt and implement policies to prevent the use of illegal drugs and alcohol by students and employees.

Financial Aid Penalties for Drug Offenses - The Higher Education Act of 1998 states that students convicted under state or federal law for drug sale or possession will have their federal financial aid eligibility suspended. The length of suspension of eligibility varies depending on the nature of the offense.

Health risks associated with alcohol and other drug consumption include impaired judgment, vision, speech, coordination, memory, sensation, and perception. Long-term use of alcohol and other drugs can negatively impact many of the body's systems and cause physical and psychological dependence.

It is the responsibility of each member of the Westfield State University community to understand and comply with all campus rules and regulations. These regulations include all federal, state and local laws including the Drug Free Schools and Community Act of 1989, the Drug Free Workplace Act of 1988 and the Higher Education Act (as amended in 1998). As a member of the Westfield State University community, it is your responsibility to know and abide by all campus rules and regulations. To understand the risks associated with the use of alcohol and other drugs, and to assist in creating an environment that promotes health-enhancing attitudes and activities, any violation of the University's Code of Student Conduct or violation of federal, state or local laws, shall subject the offender to the University disciplinary process and/or criminal prosecution.

All members of the University community, including students not residing on campus, are responsible for obtaining and adhering to all policies while in university-approved housing.

Services and resources are available to all members of the University community to provide accurate information relating to drugs and alcohol. Resources on campus are available by contacting:

WSU HEALTH SERVICES	413-572-5415
WSU COUNSELING CENTER	413-572-5790
Allone Health	800-451-1834
DEAN OF STUDENTS OFFICE	413-572-5425

The University's Alcohol and Drug Policy as well as the Student Handbook can be found at: [student-handbook-25-26pdf](#)

Alcohol Policy

1. No person under the age of twenty-one (21) may possess, use, be under the influence of alcohol, or be in the presence of alcohol or alcohol containers.
2. The delivery, gratuitously or for sale, of alcohol beverages to a person under the age of twenty-one (21) is prohibited and shall constitute a major infraction of university regulations.
3. Drunken disorderliness is prohibited.
4. Operating a vehicle under the influence of alcohol (to any extent) is prohibited.
5. Intoxication, defined as being under the influence of alcohol to any extent, which involves University staff, causes a disturbance, or is a danger to people or property, is prohibited.
6. The possession or use of kegs, punch bowls, beer balls, or the functional equivalent, or any alcohol containers which indicate the probability of common source drinking or bar service, are prohibited and shall constitute a major infraction of university regulations.
7. Drinking funnels or any similar drinking devices are prohibited.
8. Each resident student of legal drinking age living in a university apartment where alcohol is permitted may only bring a restricted amount of alcohol into the apartment in which he/she lives. The alcohol may not be brought anywhere but to the apartment where the student lives. This restricted amount is no more than one case (30 packs or less) of beer or its alcohol equivalent per week. No other students or non-students may bring alcohol anywhere onto the campus at any time.
9. At any one time, each five or six-person University apartment where alcohol is permitted may contain no more than four cases (30 pack or less) of beer or its alcohol equivalent; each four-person apartment where alcohol is permitted may contain no more than two and two thirds' cases (30 pack or less) of beer or its alcohol equivalent.
10. Alcoholic beverages and/or alcoholic beverage containers are prohibited from all residence hall rooms and areas where alcohol is prohibited.
11. Any gathering is prohibited (however large or small) where: a) alcohol or alcohol containers are present; and b) any violation of the student conduct code occurs, including but not limited to where guest(s) under the age of twenty-one (21) are present.
12. Open containers of alcoholic beverages (seal broken) are prohibited from all public areas of the University.
13. The manufacturing of any alcoholic beverage is prohibited.
14. Alcoholic beverages shall not be for sale by anyone not licensed by the appropriate authority.
15. The promotion of and/or solicitation for any event or activity (wherever held) at which alcohol is to be served or made available for consumption and that is not sponsored by the University is strictly prohibited and will be considered a major violation of this policy. Prohibited conduct includes, but is not limited to, the advertisement or other promotion of events at area alcohol establishments when such advertisement or promotion takes place on the University's campus or by means of the University's network (including use of its network for email or a web-based communication) selling or distributing tickets (whether on or off the University's campus) for any such event, and participation in arranging group transportation for any such event.
16. Students are responsible for informing their guests of the University's Alcohol and Other Drug Policy prior to any campus visit. Any student will be held strictly accountable for an alcohol violation when their guest violates the alcohol policy. Guests are defined as any person visiting the student whether or not the guest has signed in to the residence halls through official procedures.

Illegal Drugs

The possession, use, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Westfield State University Police. Violators are subject to arrest, criminal prosecution, and University disciplinary action. For unit employees, such disciplinary action will be in accordance with the relevant provisions of the applicable collective bargaining agreement.

Firearms and Weapons

Massachusetts General Law (M.G.L. Ch. 269, Sec. 10) prohibits any individual from bringing to campus or possessing any firearm or other dangerous weapons while on property owned, used, or occupied by the University. Any person violating the above law can face prosecution and be subject to disciplinary sanctions, up to and including dismissal from the university.

Sex Offender Information

Campus Sex Crimes Prevention Act Information

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation or is a student.

Community Notification

When the Westfield State University Police Department receives notification from the Sex Offender Registry Board that there is a Level 3 offender registered as a student or employed by the University, a notice will be posted on the University Police/Public Safety web-page at

<https://www.westfield.ma.edu/offices/departments-of-public-safety> .

How to inquire information

Members of the Westfield State University may request information about sex offenders in Massachusetts at the Massachusetts Sex Offender Registry Board, telephone (978) 740-6400 or at <https://www.mass.gov/orgs/sex-offender-registry-board>. Information may also be obtained at the Westfield State University Police Department (413)572-5262 or at the Westfield Police Department (413) 562-5411.

Please note that sex offender information is available to the public only if the offender has a duty to register and is classified by the Board as a Level 2 or 3.

Penalties for Improper Use of Sex Offender Information

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in the house of correction or by a fine of not more than \$1,000 or by both such fine and imprisonment.

Reporting the Annual Disclosure of Crime Statistics

As required by Federal law, Westfield State University compiles yearly crime statistics in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting System. The report includes statistics for the previous three years concerning crimes that occurred on campus that were reported to the Westfield University police and other designated campus officials. In addition, these statistics also include persons referred to for campus disciplinary action for categories required under the Clery Act, including liquor and drug law violations and illegal weapons possession.

Statistical information for certain off-campus locations or property owned or controlled by Westfield State University as well as public property within or immediately adjacent to and accessible from campus are requested from the City of Westfield Police Department for statistical purposes. Crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

This Annual Security Report can be found at: [Annual Security and Fire Report](#)

Copies of the report may also be obtained at the WSU Police Department located on Western Avenue.

Daily Crime Log

The Daily Crime Log specifically for Clery information is available at [Crime Log | Westfield State University](#)

Sexual Violence/Sexual Misconduct

Westfield State University is committed to maintaining a safe and healthy learning, living and working environment that is free from all forms of gender-based misconduct. Consistent with this commitment, the University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination and harassment on the basis of sex in education programs and activities as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The University does not discriminate on the basis of sex in admission to or employment in its education programs and activities.

As a policy, Westfield State University prohibits all forms of sexual violence and gender-based misconduct. These behaviors are antithetical to the University's education mission and prohibited forms of harassment under Title IX. The University provides educational and prevention programs, services for individuals who have been impacted by sexual violence and/or gender-based misconduct, and accessible, timely and equitable methods of investigation and resolution of complaints.

Prohibited conduct under the policy includes sexual harassment, gender-based harassment, sexual assault, rape, sexual exploitation, stalking, domestic/dating violence or coercion, all of which are defined within the policy. Sexual misconduct may occur between a male perpetrator and female victim, a female perpetrator and male victim, or between a perpetrator and victim of the same gender. This policy applies to all members of the University community: students, faculty and staff alike, as well as anyone having dealings with the University. All parties should be aware of how the University defines consent. Please see the definition below;

Consent

An understandable exchange of affirmative words or actions, which indicates a willingness by all parties to participate in mutually agreed-upon sexual activity. Consent must be informed and freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

Whether an individual has taken advantage of a position of influence over a Complainant may be a factor in determining consent. A position of influence could include supervisory or disciplinary authority.

Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Forms of assistance and making a report may include but not be limited to the following;

Complainants may file a criminal complaint with Campus Police/Public Safety, the local police department where the incident occurred, and/or other state and federal law enforcement agencies. Complainants can make both a criminal report and a report to the University and do not have to choose one or the other. The Universities encourage victims of crimes to report incidents to the police so that the police can take appropriate measures to help victims and prevent future crimes. In addition to the Title IX Coordinator, Campus Police/Public Safety will help in filing a report with local law enforcement, should the Complainant request assistance.

Complainants are never required, however, to report an incident to Campus Police/Public Safety or local law enforcement. If a Complainant elects not to make a criminal report, the Universities will respect that decision;

however, the Universities may have an obligation under the Clery Act to inform Campus Police/Public Safety of an alleged crime but will not disclose the Complainant's name.

If a Complainant chooses to make a report to Campus Police/Public Safety, an investigation will be conducted and, if the Complainant so requests, they will receive assistance in filing criminal charges against the Respondent. Campus Police/Public Safety can also assist a Complainant in the process of obtaining protective restraining orders and abuse prevention orders for sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Campus Police/Public Safety have specially trained officers to respond to complaints of sexual assault and dating/domestic violence. Whenever possible, Campus Police/Public Safety will make every effort to offer female Complainants/victims an opportunity to have a female officer present during all interviews.

Reports to law enforcement and/or criminal complaints do not constitute a formal complaint to the University under this Policy unless they meet the criteria specified in the Title IX Complaint and Resolution Procedures.

Complainants have the right not to make a complaint to anyone. A number of reporting options are available, and the Universities strongly encourage seeking support from medical, counseling, and other support services.

Non-disciplinary, non-punitive individualized services are offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules or dining arrangements, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, restrictions from areas of campus, leaves of absence, increased security and monitoring of certain areas of the campus, statutorily provided leave to employees, and other similar measures. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator, or designee, is responsible for coordinating the effective implementation of supportive measures.

Prompt, Fair, & Impartial:

The University will attempt to investigate a complaint within sixty (60) calendar days after the notification of allegations. If, for good cause, an investigation is temporarily delayed, the University will provide the parties with written status updates at reasonable intervals until the investigation is completed that explains the reason for the delay or extension. Good cause for limited delays may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; the complexity or severity of a complaint; and breaks in the academic calendar or exam periods. While the University will make reasonable efforts to accommodate the availability of parties, their advisors, and witnesses, a party, their advisor, or a witness may not delay the process indefinitely by refusing to attend or otherwise participate in the process.

The University will attempt to conclude the hearing within fifteen (15) business days of receipt of the Investigation Report.

The University will attempt to conclude the appeal process within thirty (30) business days of receipt of the appeal.

The University requires that any individual designated as a Title IX Coordinator, investigator, Decision Maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent.

Student and employees will receive a written explanation of their rights and options when reporting incidents of dating violence, domestic violence, sexual assault and stalking. This information is to be provided by the Title IX Coordinator.

Title IX Coordinator

Each University has designated and authorized at least one employee to coordinate its efforts to comply with its responsibilities under Title IX, who is referred to as the "Title IX Coordinator."

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, electronic form (if available), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the reporting options available at the time of the report. Reports may also be made anonymously; in such case, the person making the report shall not disclose their name or other identifying information, such as an ID number, and shall submit a written report using any of the previously identified written reporting means in a manner that would not reveal the identity of the reporter. The University may also provide specific anonymous reporting options such as a hot line, tip line, or online web form. A University's ability to respond to an anonymous report may be limited about the level of information about the incident and/or individuals involved. Reports do not constitute a formal complaint under this Policy unless they meet the criteria specified in the Title IX Complaint and Resolution Procedures.

The Title IX Coordinator will assist Complainants in notifying law enforcement, if requested by the Complainant.

The Title IX Coordinator, or designee, is responsible for coordinating the effective implementation of supportive measures and is responsible for receiving and responding to requests for disability accommodations related to supportive measures and participation in the grievance process. The Title IX Coordinator may collaborate with other appropriate offices on campus to provide necessary accommodation under this policy.

The Title IX Coordinator for Westfield State University is:

Matthew Russo

Title IX Coordinator

Westfield State University

mrusso@westfield.ma.edu

<https://www.westfield.ma.edu/sexual-violence>

Law Enforcement

Complainants may file a criminal complaint with Campus Police/Public Safety, the local police department where the incident occurred, and/or other state and federal law enforcement agencies. Complainants can make both a criminal report and a report to the University and do not have to choose one or the other. The Universities encourage victims of crimes to report incidents to the police so that the police can take appropriate measures to

help victims and prevent future crimes. In addition to the Title IX Coordinator, Campus Police/Public Safety will help in filing a report with local law enforcement, should the Complainant request assistance.

Complainants are never required, however, to report an incident to Campus Police/Public Safety or local law enforcement. If a Complainant elects not to make a criminal report, the Universities will respect that decision; however, the Universities may have an obligation under the Clery Act to inform Campus Police/Public Safety of an alleged crime, but will not disclose the Complainant's name.

If a Complainant chooses to make a report to Campus Police/Public Safety, an investigation will be conducted and, if the Complainant requests, they will receive assistance in filing criminal charges against the Respondent. Campus Police/Public Safety can also assist a Complainant in the process of obtaining protective restraining orders and abuse prevention orders for sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Campus Police/Public Safety has specially trained officers to respond to complaints of sexual assault and dating/domestic violence. Whenever possible, Campus Police/Public Safety will make every effort to offer female Complainants/victims an opportunity to have a female officer present during all interviews.

Reports to law enforcement and/or criminal complaints do not constitute a formal complaint to the University under this Policy unless they meet the criteria specified in the Title IX Complaint and Resolution Procedures.

Confidential Reports

Persons who have experienced prohibited forms of sexual harassment under this policy may share information confidentially with designated employees ("Confidential Employees") who cannot reveal identifying information to any third party unless one or more of the following conditions is present:

- the individual has provided written consent to disclose information;
- there is a concern about imminent harm to self or others;
- the information concerns the neglect or abuse of someone who is a minor, elderly, or disabled; or
- an employee has been charged with providing non-identifiable information for purposes of the Clery Act.

"Confidential Employees" include:

- licensed mental health counselors,
- licensed health care personnel,
- pastoral counselors,
- clergy who work for the Universities, or
- additional designated individual(s) on campus.

Employees may also report such misconduct in strict confidence through the Employee Assistance Program.

Please bear in mind, however, that if one requests certain supportive measures from the University (e.g., extension for academic work or changing classes, residence halls or work locations), the Dean of Students and/or other University officials as necessary may be contacted only for the purpose of providing the requested measures. In such cases, one's privacy will be maintained to the extent that respecting confidentiality will not impair the University's ability to provide the requested measures. One may also confidentially report sexual harassment, sexual assault, domestic violence, dating violence, stalking, and/or retaliation as well as other forms of sexual violence and gender-based harassment to community support resources, which are not required to share information with the Universities.

Preserving Evidence:

Any person who has experienced sexual violence is encouraged to take steps to preserve evidence of the incident, as doing so may be necessary to prove that a crime occurred or to obtain a protection order from the court. After an incident occurs, one should try to refrain from bathing, showering, brushing teeth, drinking, eating, douching or changing clothes until the evidence can be collected. If one changes clothes, one should place each garment in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), care should be taken to preserve copies and not delete the original communication.

The University will notify Complainants alleging sexual harassment, sexual assault, domestic violence, dating violence, and stalking under this Policy in writing that they have the following rights to:

- an explanation of the options available;
- referrals to confidential assistance and support services from both on- and off-campus resources, including 24-hour services;
- a change in on-campus residence and/or an adjustment to their academic schedule if such changes are reasonably available;
- request that the University impose no contact/communication orders or other supportive measures;
- choose whether or not to make a formal complaint, which would initiate a formal investigation, unless the University deems it necessary to investigate to protect the safety of the community or in compliance with applicable law;
- file no complaint with the University, but receive supportive measures from the University;
- a prompt, thorough, and equitable investigation and resolution of a complaint;
- the confidentiality of the investigation process to the extent possible (reference to confidentiality section);
- know, in advance, the names of all persons known to be involved;
- an advisor of their choice who can be present at any time during the complaint resolution proceedings, including the Administrative Investigation. In addition, this Advisor will participate in the live hearing as the representative of the Complainant who shall cross-examine the Respondent and any witnesses, but whose participation in the process is otherwise limited as outlined in this Policy;
- an advisor provided by the University during the live hearing if you do not have one;
- reasonable accommodations for a documented disability during the process;
- not to have irrelevant sexual history discussed;
- be present at certain meetings and inspect, review, and respond to evidence before completion of the investigative report;
- speak and present information on their own behalf, including inculpatory and exculpatory evidence;
- provide witnesses, including fact and expert witnesses;
- submit questions for the Administrative Investigator to ask witnesses;
- know the status of the case at any point during the process;
- be provided with a copy of the Investigative Report and an opportunity to respond to the report in advance of the live hearing;
- be informed of the outcome of the process in a timely manner;
- an appeal from the outcome of the process (if proper grounds for appeal exist);
- file a police report and/or take legal action separate from and/or in addition to the University discipline process;
- seek and enforce a harassment prevention order, restraining or similar court order;

- be notified of the procedure for informing the University that a protective order has been issued under federal or state law and the University's responsibilities upon receipt of such notice;
- be assisted by the University in seeking assistance from or filing a complaint with local law enforcement;
- not file a complaint or seek assistance from local law enforcement, but receive supportive measures from the University;
- be free from any behavior that may be construed by the University to be intimidating, harassing or, or retaliatory; and
- have the matter handled in accordance with University policy.

The standard of evidence used in a disciplinary or administrative process is different than that used in a criminal proceeding. The standard of preponderance of evidence is what is currently used.

Preponderance of Evidence

Preponderance of evidence is a standard of review. Under this standard, conclusions by the Decision Maker must be based on what "more likely than not" occurred, based on available information and evidence. Accordingly, the Decision Maker must determine whether it is more likely than not that the Respondent violated this Policy.

Training of Officials:

The University ensures that Title IX Coordinators, Administrative Investigators, Decision Makers, Appellate Administrators, and any person who facilitates an informal resolution process receive annual training on:

- the definition of sexual harassment under this policy,
- the scope of the University's education program or activity,
- the Title IX Complaint Resolution Procedures, including how to conduct investigations, hearings, appeals, and informal resolution processes, as applicable, and
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Each University ensures that investigators receive training on issues of relevance to create an Investigative Report that fairly summarizes relevant evidence.

The University ensures that Decision Makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

All available materials used to train Title IX Coordinators, Administrative Investigators, Decision Makers, Appellate Administrators, and any person who facilitates an informal resolution process will be made publicly accessible on the University's website.

Hearing Process:

The Complainant and Respondent have an equal opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The University does not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, the University may establish restrictions regarding the extent to which the advisor may participate in the proceedings. The University maintains the right to remove an advisor from any meeting or proceeding if the advisor is disruptive. The meeting or proceeding may then be delayed to allow the party to secure another advisor.

Sanctions:**Possible Sanctions and Remedies***For Faculty and Staff (employee) Respondents*

Disciplinary action taken against an employee shall be regarded as an administrative action, up to and including termination.

Additional disciplinary action shall also be taken against an employee who violates a sanction or sanctions imposed pursuant to this Policy.

For Student Respondents

A student who has been found to have violated the Sexual Harassment Policy may be subject to sanctions including, but not limited to:

- reprimand
- fines and/or restitution
- warning
- disciplinary hold
- disciplinary probation
- assessment
- loss of privileges
- educational program or project
- relocation of residence
- revocation of admission or degree
- restriction from facilities or activities
- withholding of degree
- temporary or permanent residence hall suspension
- suspension
- expulsion

In general, the sanction typically imposed for students for rape is expulsion. The sanction typically imposed for students for other forms of sexual assault, domestic violence, dating violence, and stalking is suspension or expulsion. All student sanctions, however, are determined on a case-by-case basis in consideration of: the seriousness of the violation; sanctions typically imposed for similar violations; prior disciplinary history; and any other circumstances indicating that the sanction should be more or less severe.

Additional disciplinary action shall also be taken against a student who violates a sanction or sanctions imposed pursuant to this Policy. Depending on the nature of the violation, such discipline may be imposed pursuant to the provisions of this Policy or pursuant to the applicable provision of the Student Code of Conduct.

Additional Remedies Following Finding of a Violation

Where necessary, the University will provide additional measures to remedy the effects of a violation. These remedies are separate from, and in addition to, any supportive measures that may have been provided or sanctions that have been imposed. If the Complainant declined or did not take advantage of a specific service or resource previously offered as a supportive measure, such as counseling, the University will re-offer those services to the Complainant as applicable or necessary.

In addition, the University will consider broader remedial action for the campus community, such as increased monitoring, supervision, or security at locations where the incidents occurred, increased or targeted education and prevention efforts, climate assessments/victimization surveys, and/or revisiting its policies and procedures.

The Decision Maker(s) will make every reasonable effort to submit a written determination regarding responsibility to the Title IX Coordinator within seven (7) business days after the conclusion of the live hearing, unless good cause for additional time is shown.

To reach this determination, the Decision Maker(s) will apply the preponderance of evidence standard in all formal complaints of sexual harassment against students, faculty, and staff.

The written determination will include:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the Title IX Sexual Harassment Policy to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and
- the University's procedures and permissible bases for the Complainant and Respondent to appeal.

The Title IX Coordinator will provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Appeals:

Either party may appeal a determination regarding responsibility, a dismissal of a formal complaint, or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that could affect the outcome of the matter was not reasonably available at the time the determination regarding responsibility or dismissal was made; and
- the Title IX Coordinator, investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against either Complainants or Respondents generally, or the individual Complainant or Respondent, which affected the outcome of the matter.

Appeals of the written determination made by the Decision Maker(s) must be submitted within ten (10) calendar days of receipt of the written determination. Appeals of the dismissal of a formal complaint, or any allegations therein, must be submitted within ten (10) calendar days of receipt of the written notification of such action.

The University will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. The Appellate Administrator/Body will not be the same person as the Decision Maker(s)

who reached the determination regarding responsibility or dismissal, the Administrative Investigator(s), or the Title IX Coordinator.

The Appellate Administrator/Body will issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

Where practicable, the appeal process will be concluded within thirty (30) business days of receipt of the appeal.

While Federal and State laws require that a sexual violence and sexual misconduct policy be in place for Westfield State University, all forms of discrimination based upon race, creed, color, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital, parental and veterans' status are also prohibited by law. The documents below may be used as a resource for all forms of discrimination, and sexual harassment including how to report such conduct.

Matthew Russo, Title IX Coordinator

Office Address: Horace Mann Center room 122

mrusso@westfield.ma.edu

(413) 572-8485

Trish Bonica, AVPHR

Office of HR, Title IX, & EO

pbonica@westfield.ma.edu

(413) 572-8670

[Resource for Drafting Nondiscrimination Policies, Notices of Nondiscrimination, and Grievance Procedures under 2024 Amendments to the U.S. Department of Education's Title IX Regulations](#)

Campus Crime Statistics

The following information is given in order to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Offense	Location	2023	2024	2025
Murder & Non-Negligent Manslaughter	On Campus	0	0	0
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	7	2	0
	Residence Hall	7	2	3
	Non-Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	1	0
	Residence Hall	0	0	6
	Non-Campus	0	0	0
	Public Property	0	1	0
Incest	On Campus	0	0	0
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	1	0	2
	Residence Hall	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	1	0	0
	Residence Hall	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Offense	Location	2023	2024	2025
Motor Vehicle Theft	On Campus	5	0	1
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Domestic Violence	On Campus	2	1	0
	Residence Hall	2	1	5
	Non-Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Residence Hall	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	1	0	0
	Residence Hall	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Referrals

Arrest and Referral Statistics		2023		2024		2025	
		Arrests	Referrals	Arrests	Referrals	Arrests	Referrals
Liquor Law Violations	On Campus	0	73	0	78	0	0
	Residence Hall	0	73	0	75	0	73
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Drug Law Violations	On Campus	0	19	0	25	0	0
	Residence Hall	0	18	0	24	0	9
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
Weapons Law Violations	On Campus	0	6	0	6	0	0
	Residence Hall	0	6	0	6	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

Note: The Commonwealth of Massachusetts changed the laws regarding possession of marijuana. Possession of marijuana under 1 ounce is now a civil infraction.

Note: Residence Hall statistics are a subset of total on-campus incidents

Hate Crimes									
Criminal Offense	2023 Total								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes									
Criminal Offense	2024 Total								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes										
Criminal Offense		2025 Total								
	Location		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Rape	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Fondling	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Incest	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Statutory rape	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Robbery	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Aggravated assault	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Burglary	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Motor vehicle theft	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Arson	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Simple assault	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Larceny-theft	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Intimidation	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									
Destruction/damage/vand alism of property	On Campus	0	0	0	0	0	0	0	0	0
	Residence Hall									
	Non-Campus									
	Public Property									

Unfounded Reports

For 2023, 2024, 2025: The Westfield State University Police Department had (0) unfounded crime reports.

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Campus Fire Safety Right-to-Know

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics.

Fire Log

Westfield State University Police Department maintains a fire log with the date that the fire was reported and any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time, and general location of each fire.

If You Discover a Fire

Dial 911 - Make sure that the call is made from a safe location outside of the building and provide the dispatcher with your name, the location of the incident, and the nature of the emergency.

Any fires that were quickly extinguished or any evidence of recent fires in any university building or property must be reported to the WSU Police Department, any Office of Residential Life staff, or the Office of Facilities and Operations.

Fire Safety System

Residential housing and all other buildings on campus are equipped with several fire detection and prevention systems.

All Residential Buildings have an automatic sprinkler and fire alarm system. When a fire alarm is activated, it is received at the WSU Police Dispatch Center, and the WSU Police Dispatcher notifies the City of Westfield Fire Department Dispatch Center of the location of the alarm.

All university buildings also have smoke/heat detectors, fire extinguishers and alarm pull- stations.

Westfield State University

Residential Hall Fire Safety Systems

This form serves as confirmation that the University maintains active service contracts for the following systems in residential on the campus for the calendar year identified.

Building Name	Apartments (Welch, Seymour, & Conlin)	Courtney	Davis	Dickinson	Lammers	New Hall	University Hall
Street Address	577 Western Avenue Westfield, MA 01085	577 Western Avenue Westfield, MA 01085	577 Western Avenue Westfield, MA 01085	577 Western Avenue Westfield, MA 01085	577 Western Avenue Westfield, MA 01085	577 Western Avenue Westfield, MA 01085	577 Western Avenue Westfield, MA 01085
System							
Sprinkler Systems	X	X	X	X	X	X	X
Fire Alarm	X	X	X	X	X	X	X

Fire Extinguishers	X	X	X	X	X	X	X
Fire Alarm Monitoring	WSUPD	WSUPD	WSUPD	WSUPD	WSUPD	WSUPD	In house

Fire Drills

The WSU Police department, along with the City of Westfield Fire Department, conducts fire drills in every residential hall once a year. The Office of Facilities and Operations test the fire alarm system in all University buildings once a year.

Evacuation Procedure

All students, faculty and staff should quickly exit the building when a fire alarm is activated. Leave the building by using the nearest exit and move safely away from the building (at least 25 feet) The University Police or other college officials will notify the evacuated persons as soon as practical of areas for temporary shelter.

Fire Safety in Student Housing

Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle warmers, and potpourri pots. Grills used for outside cooking must be used at least 25 feet from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.

Appliances and Electrical Devices Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers/straightening tools with auto shut-off, humidifiers, ice makers with auto shut-off, irons with auto shut-off, air popcorn poppers, razors, radios/stereos, TVs. Appliances should be Energy Star rated when available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.

Electrical appliances/devices prohibited in resident rooms: Air conditioners Air fryers • Candle/wax warmers • George Foreman grills • Halogen lamps • Heat lamps, heaters • Hotpots • Microwaves (not provided by the University) • Sandwich makers • Security cameras and/or any streaming recording devices • Toasters • Toaster ovens or similar devices • Other cooking devices, especially those without an auto shut-off feature.

To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed immediately upon discovery and 111 page stored by the University for two (2) business days during which students are allowed to request the retrieval of the item with the Residential Life Staff, and then transfer the appliance off of University property. After two (2) business days, the University will dispose of the confiscated item. Repeat violations will lead to sanctions up to and including a Loss of housing. Students living in the Apartment Complex, University Hall, and New Hall may have one of each per apartment or suite in the kitchen area: a "George Foreman" grill/sandwich maker, microwave, air fryer, and toaster or toaster oven. The University provides Microfridge units (combination refrigerator/freezer/microwave oven) in each traditional hall bedroom. Since we provide these units, we ask that students not bring additional mini refrigerators into the halls unless there is a unique need for a private mini refrigerator. If there is a need for an additional mini-refrigerator,

that refrigerator cannot be larger than 4 cubic feet. Residents in traditional halls may not have additional microwave ovens beyond the Microfridge units provided by the University.

Unapproved microwaves will be confiscated and disposed of in the trash after two (2) business days, during which students are allowed to request the retrieval of the item with the Residential Life Staff to then remove it from University property. Apartment Complex, University Hall, and New Hall residents may have one microwave oven per unit in the kitchen area. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use. Since meal preparation in student bedrooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use the hall's kitchen facilities for meal preparation.

Extension cords must be UL-approved and at least 16-gauge. Students are prohibited from running cords under carpets, through ceiling grids, or over door frames. Never place large/heavy objects on top of cords, crimp cords, or overload outlets (more than two items plugged in at once). Use power strips with circuit breakers and do not plug power strips/extension cords into other power strips/extension cords. To promote energy conservation, the University strongly encourages the use of LED light bulbs wherever possible in student-supplied lamps and devices. Strip lights are strongly discouraged as they can pose both a fire hazard and lead to excessive paint damage when removed. Be careful with Laptop computers, as they can overheat and cause fires when left unattended sitting on a bed or other flammable materials. Whenever possible, set laptops on a hard surface when charging or in use. 112 Page the University may require removal of any item, at any time, or establish conditions for its continued presence and use, in the interest of preserving a healthy and safe environment.

Smoking

All Residential Areas are completely smoke- and tobacco-free.

Education and Training

Basic fire safety information is provided throughout the year. Additional education/training information is provided by WSU Police staff and the WSU Emergency Manager upon request from all students, faculty and staff.

Fire Extinguisher: 101

Before using a fire extinguisher, be sure to read the instructions before it's too late. Although there are many different types all of them operate in a similar manner

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!

Fire Safety websites

www.usfa.fema.gov (U.S. Fire Administration)

[Fire Safety for College Students \(fema.gov\)](http://www.fema.gov)

Scroll down for Westfield State University student housing fire statistics.

2025 Student Housing Fire Statistics

Hall	Fires	Cause of Fire	Deaths	Injuries	Damage	
Conlin	0		0	0	0	
Courtney	0		0	0	0	
Davis	0		0	0	0	
Dickinson	0		0	0	0	
Lammers	0		0	0	0	
New Hall	0		0	0	0	
Seymour	0		0	0	0	
University Hall	0		0	0	0	
Welch	0		0	0	0	

2024 Student Housing Fire Statistics

Hall	Fires	Cause of Fire	Deaths	Injuries	Damage	
Conlin	0		0	0	0	
Courtney	0		0	0	0	
Davis	0		0	0	0	
Dickinson	0		0	0	0	
New Hall	0		0	0	0	
Seymour	1	Oven Fire	0	0	\$500	
University Hall	0		0	0	0	
Welch	0		0	0	0	

2023 Student Housing Fire Statistics

Hall	Fires	Cause of Fire	Deaths	Injuries	Damage	
Conlin	0		0	0	0	
Courtney	1	Dryer fire	0	0	\$500	
Davis	1	Food igniting in microwave	0	0	\$100	
Dickinson	0		0	0	0	
Lammers	0		0	0	0	
New Hall	0		0	0	0	
Seymour	0		0	0	0	
University Hall	0		0	0	0	
Welch	0		0	0	0	