



# Rhode Island School of Design Annual Fire Safety and Security Report

2020

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# About the Report

## Disclosure of Crime Statistics

## Disclosure of Fire Safety Policies

The Department of Public Safety publishes this report to inform the RISD community about campus security policies, initiatives to prevent and respond to crime and emergencies and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and uses information maintained by several sources, including the Office of Student Affairs, the Providence Police Department and the Barrington Police Department. It provides statistics on reported crimes that occurred during the previous three years on campus, in certain off-campus buildings or on property owned, leased or controlled by RISD. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault and the use of alcohol and other drugs.

RISD publishes and distributes a notice of the availability of this Annual Fire Safety and Security Report by October 1 of each year. It is available to students, faculty, staff and guests of the college. Copies of the report are available in the offices of the Department of Public Safety and via RISD's internet page: [risd.edu/Students/Public\\_Safety/Overview/](http://risd.edu/Students/Public_Safety/Overview/)

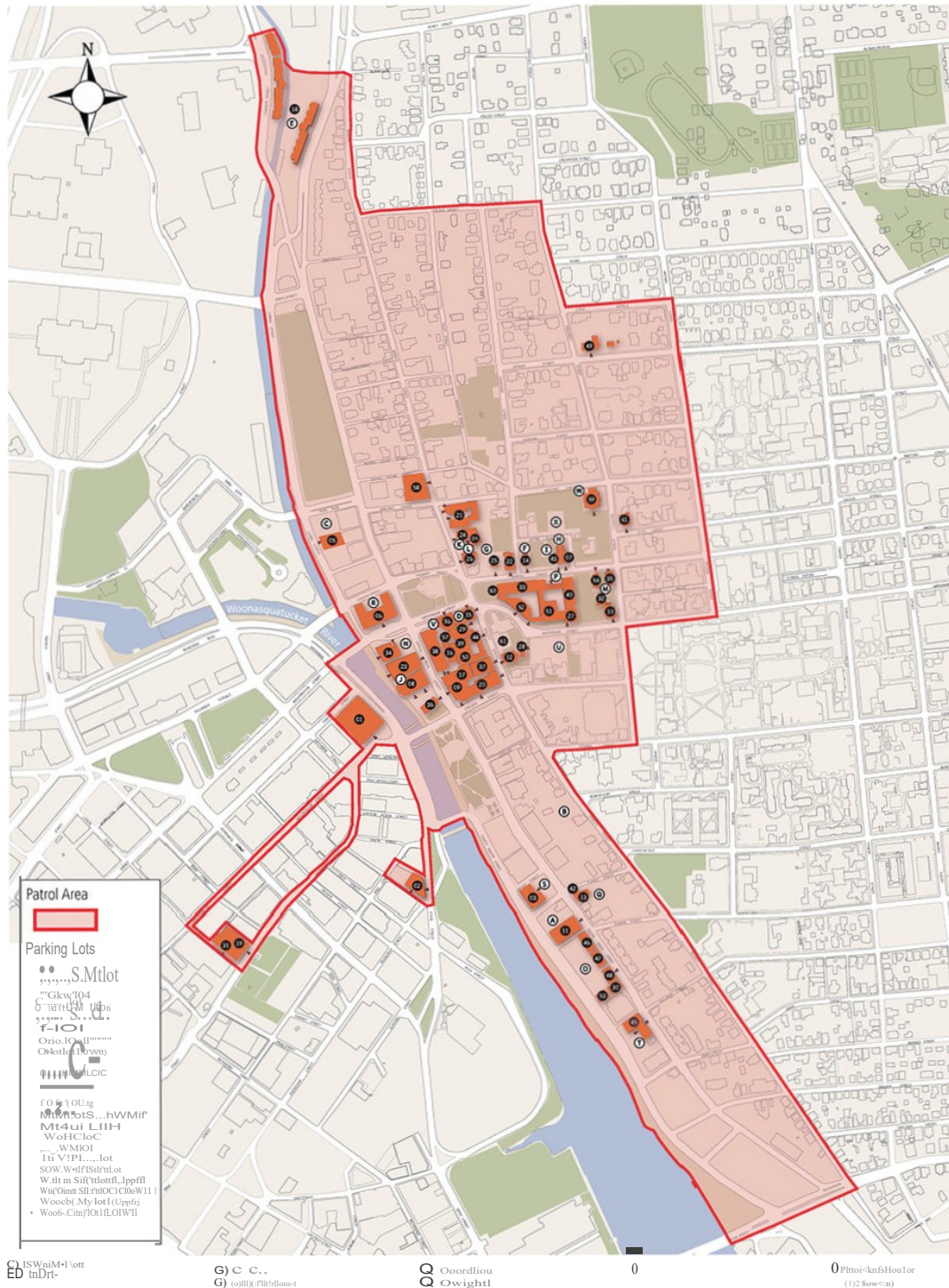
The men and women of RISD's Department of Public Safety are dedicated to maintaining a safe campus environment for all. While reported crime at RISD is low in comparison to other colleges, we must keep in mind that the potential for crime does exist. By working together, embracing a community-policing philosophy, assuming personal responsibility for reporting crime and taking precautions to prevent ourselves from being victimized, our community can successfully minimize the incidents of crime on campus.

Normand Gamache

Director of Public Safety



# PUBLIC SAFETY PATROL AREAS



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# Department of Public Safety

The Department of Public Safety is a service-oriented organization that answers directly to the Vice President of Campus Services. The team is currently made up of a Director, Deputy Chief and one staff lieutenants, four sergeants, 13 patrol officers and eight support services personnel.

RISD is made up of more than 50 buildings in and around Providence's downtown and East Side neighborhoods. Public Safety conducts patrols, utilizing distinctively marked cruisers and uniformed officers, along with walking and bike patrols of campus facilities and contiguous roadways. Services also include: Emergency Medical Services, parking management, crime prevention programs and safety education.

The RISD Department of Public Safety maintains a close working relationship with both the Providence Police Department and the Brown University Police Department, and other law enforcement and emergency management agencies as necessary. Meetings are held between the leaders of these agencies on both a formal and informal bases. Officers communicate regularly with local law enforcement and work closely with their investigative staff when incident arise that require joint investigative efforts, resources, crime related reports, and exchange of information , as deemed necessary. RISD falls under the jurisdiction of the Providence Police Department and the Rhode Island State Police.

The Department of Public Safety monitors "flash sheets" from the Providence Police Department and advises the campus of crimes on campus that have been reported to Providence Police.

We are proud of our officers' commitment to ensuring the safety of every member of the RISD community. Our officers are diverse and well educated, and a number of them have substantial prior law enforcement and military experience. Public Safety Officers receive annual re-certification in first aid, cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) to provide quality emergency medical care. Our officers are required to become licensed Emergency Medical Technicians (EMTs), which enables them to provide a higher level of medical care to sick or injured members of our community. At least one EMT is on duty on campus at all times.

In addition to state-regulated EMT training, all of our officers attend the Rhode Island College and University Public Safety Training Academy (RICUPS). They are trained in investigation and interview techniques, conflict management, crime prevention, diversity issues, report writing and much more. Several of our officers are certified as instructors in the Rape Aggression Defense (RAD) program and the Defensive Tactics. Many of them have also received training in responding to weapons of mass



destruction and domestic terrorism.

Should a member of the RISD community observe or suspect criminal or suspicious activity, we ask that this information be promptly reported to the Department of Public Safety's Quad Station located at 30 Waterman Street. This station serves as the dispatch center for the Department of Public Safety. Our officers can accept reports in person or by telephone. Public Safety's phone number for routine calls is 401-454-6376, and the emergency number is 401-454-6666, or ext. 6666 from any campus telephone. Both lines are in operation 24 hours a day, seven days a week. Public Safety Officers are non-sworn officers and have no powers of arrest. They may investigate incidents and detain individuals until the arrival of police.

## Public Safety 24/7/365

Public Safety personnel are stationed at the following campus locations, 24 hours a day, seven days a week, 365 days a year:

- Quad Station: 30 Waterman Street, ground floor of South Hall
- 15 West Post: 15 Westminster Street, Lobby

These personnel can summon other RISD officers, EMTs, Providence Police or Providence Fire Department to respond to any emergency. In an emergency you may flag down any of these officers or Providence Police, Brown Police or Johnson & Wales Safety & Security Officers, whose patrol areas overlap portions of RISD's campus and the surrounding area. If you need help from an officer from another agency, please let them know you are a member of the RISD community and ask them to contact RISD Public Safety for you.

RISD Public Safety officers patrol campus at all times and in all weather conditions. The only time that RISD Public Safety vehicles may be pulled off the road is during an extreme snowstorm or a hurricane. Even under these circumstances, however, officers are stationed on campus and will respond to emergency calls. Minimum staffing levels, including having an EMT on campus, are maintained through any weather emergency either by holding over previous shifts to cover for officers who cannot reach campus, or by going out to get officers who cannot reach campus for their shift.

The college does not have written agreements with local law enforcement agencies. If you have an issue you wish to discuss with Director of Public Safety Norman Gamache, he is available to talk to you. You can drop by the Public Safety Office at 30 Waterman Street. Please call 401-709-8529 to arrange to speak with the director or email him at [ngamache@risd.edu](mailto:ngamache@risd.edu).

## Off-Campus Assistance

If you are experiencing an emergency off campus, call 911 and ask for local agencies to respond. After calling 911 please contact the Department of Public Safety at 401-454-6376 if you can to let us know about your situation (or ask the local agency officials who are assisting you to contact RISD's Department of Public Safety).

## Reporting Criminal and Other Serious Incidents

Complaints of criminal activity on campus should be filed with RISD's Department of Public Safety. Students and employees of RISD may report crimes by calling 401-454-6376 or visiting the office located at 30 Waterman Street. Prompt reporting is important as it facilitates immediate investigation and the preservation of evidence. Reports may form the basis of criminal charges (violations of state or federal law) and/or college discipline cases (violations of Tenets of Community Behavior or offenses under the Standards of Conduct).

Complainants may also file criminal reports directly with the Providence Police Department at 401-272-3121. Complainants wishing to file a criminal report with the Providence Police Department may request assistance with initial procedures from RISD Public Safety. Once a criminal report is filed with the Providence Police, the decision to prosecute is made at the discretion of the state's Attorney General. The Attorney General's office is also responsible for providing follow-up communication with the complainant.

## Campus Security Authorities

Campus Security Authorities include officials (not support staff) whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, he or she is a Campus Security Authority.

The following are defined by the Jeanne Clery Act as Campus Security Authorities:

- Department of Public Safety personnel.
- Other Individuals with Campus Security Responsibility, i.e., those responsible for monitoring entrance into institutional property, such as parking enforcement staff, event security staff and patrol staff.
- Individuals Designated by the Campus—Any individual or organization specified in an institution's statement of campus security policy as one to which students and employees should report criminal offenses. Examples include: Director of Human Resources, Dean of Students and the Department of Residence Life and Housing personnel.

- Officials with Significant Responsibility for Student and Campus Activities, i.e., those involved in student housing, student discipline and campus judicial proceedings, students who serve as judicial affairs officials, officials who oversee student extracurricular activities, director of athletics, team coaches, faculty advisors and those who oversee student programs.

It is important to note that to protect the victim and the college community from imminent harm, information received in a complaint to the Department of Public Safety or any other Campus Security Authority will be forwarded to the Title IX Coordinator along with the identity of the victim and/or the perpetrator if known. In addition, even if the complainant does not wish to pursue a campus judicial hearing and/or requests that his or her complaint remain confidential, Title IX requires the college to investigate and take reasonable actions in response to the complaint. Statistics from confidential reports are included in the college's Annual Security Report.

## Maintenance and Security of Campus Grounds and Facilities

The college maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. The Department of Public Safety conducts periodic lighting surveys. Parking areas, walkways and building exteriors are lighted. Members of the campus community are encouraged to report any exterior lights that need replacement. The Facilities Department maintains campus buildings and grounds. Needed repairs may be reported directly to the Facilities Department at 401-454-6484 or online at: <http://workorders.risd.edu>. After business hours, please report important or emergency maintenance needs to Public Safety Dispatch at 401-454-6376.

## Security Awareness and Crime Prevention

Like most other colleges, RISD strives to be proactive rather than reactive in preventing crimes from occurring. A primary vehicle for accomplishing this goal is the department's crime prevention program. Whenever possible, crime prevention programs are conducted in concert with educational programs sponsored by college organizations. The college's crime prevention program takes a two-part approach to the prevention of crime and criminal misconduct. It is designed to minimize opportunities for crime on campus and to create an atmosphere in which students and other community members become more responsible for their own security and the security of others. Below is a list of programs and services provided by the RISD Department of Public Safety:

### New Student and Parent Orientation

Programs are provided for students and parents to inform them of the services provided by the Department of Public Safety. New student and parent orientation is



offered in August each year.

### International Student Orientation

Held at the beginning of each academic year, this orientation promotes closer relationships between the Department of Public Safety and students of diverse cultural backgrounds. International student orientation is offered each August.

### Rape Aggression Defense (RAD) Training Classes

The Department of Public Safety has specially trained instructors certified to teach this unique self-defense program. The RAD program, specifically designed for women, offers self-defense tactics and training once per semester.

### CPR and Standard First-Aid Training

This program is provided by request to any group within the college community. Though not commonly associated with crime or criminal activity on campus, the program teaches self-sufficiency and concern for others. CPR training is offered annually.

### ALICE Training Course (Alert, Lockdown, Inform, Counter, Evacuate)

This training is designed to teach proactive survival strategies in violent intruder situations to bridge the gap between the moment a violent event begins and the moment that law enforcement arrives. ALICE training is offered every other month.

### Resident Life Staff Training

Members of the Residence Life staff participate in a number of training sessions, including: Discriminatory Harassment/Sexual Harassment, Title IX overview, Clery overview, ALICE. This training is offered annually in August.

### New Employee Orientation

Human Resources provides an orientation program for new employees each month. The orientation program educates new employee on a wide range of college policies and procedures, including an overview of the Title IX program, Clery overview, emergency procedures and the emergency notification system.

### College Safety Day

Each June Environmental Health & Safety and Public Safety sponsor a college safety day. The program runs all day long and there are presentations in the following safety areas: fire extinguisher use, emergency evacuation, CPR and first aid, ALICE training.

### Sexual Assault/Dating Violence Awareness and Prevention Programs

April is Sexual Assault Awareness Month and the college provides educational programs throughout the month, including a Resource Fair, the Clothesline Project

Day, a walk-a-thon, GI Chat, No Country for Women, ASB Domestic Violence Presentations and a Night of Reflection. The RAD program, specifically designed for women, offers self-defense tactics and training once per semester.

### Code Blue Emergency Phones

RISD offers an emergency communication system on campus identified as Code Blue. Code Blue is an electronic, interactive, voice communication and lighting system. This system provides quick, reliable incident response to emergency situations. The highly visible Code Blue units have been prominently deployed throughout the campus. Any member of the RISD community can use them to request services or report suspicious activity or people or crimes in progress. The phones are blue in color and feature a blue strobe light that is visible from far away. The prominent placement of these phones alert would-be criminals that the area is well secured.

#### Location of phones

- Benefit/Meeting Street—Colonial Apartments
- 48 Waterman Street—East Hall
- Benefit/College Street—College Building
- 55 Angel Street—Refectory
- Benefit/Waterman Street—RISD Beach
- 55 Canal Street—Illustration Studies Building (ISB)
- Charles Landing
- DeFoe Place—Woods-Gerry Parking Lot
- 231 South Main Street—B.E.B.
- 161 South Main Street
- 7 North Main Street—Auditorium
- Prospect at Olive Street
- 169 Weybosset Street—CIT Building
- 189 Canal Street
- 130 Point street

### Operation of the Code Blue Phones

In the event of an emergency, Code Blue phones can be activated with a single touch of the red button labeled “Push for Help.” Code Blue phones will immediately and automatically dial the Quad Public Safety Office. Once communication is established, the dispatcher can identify the specific emergency phone being activated and will immediately dispatch an officer for assistance. The strobe light is automatically activated when the red button is pushed and will deactivate when the call is terminated.

### Campus Calls on Code Blue Phones

You can also use Code Blue phones to call any four-digit extension on campus. Press the black button labeled “Call” When you hear the dial tone, simply dial the four-digit extension.

### Card Access to Campus Facilities

RISD's Card Access Program for academic and residential buildings is intended to provide greater security and access control throughout the campus. Students, faculty and staff are required to present a RISD identification card directly in front of a proximity reader. Authorized cardholders will be granted access. Proximity readers can detect when a reader-controlled door is forced or held open. If a door is forced or held open for too long, it will immediately sound an audible alarm locally and alert Public Safety. Card access falls under the umbrella of Public Safety and is subject to the rules and regulations of Public Safety relative to access privileges.

Card Services manages the assignment of access privileges for card-accessible areas. In general the entire RISD community has access to all "community" areas. Authorized staff may download and submit the access request if access to other specific areas (e.g., labs, workshops, elevators, etc.) is necessary. A completed form must be sent to Card Services for processing.

The RISD campus is designed to serve the needs of the RISD community, and several areas of the campus are open to the public as well. These areas include the RISD Museum, the RISD Store, RISD Works. The RISD Auditorium is often used as a public venue, in which case a member of the safety staff is stationed in the lobby.

Building security is the responsibility of the entire community; please do not treat it lightly. If you observe a door that is propped open, close it and advise the Public Safety Dispatch Office at 401-454-6376. If you are issued keys, be aware of the responsibility that comes with them. A missing key could be used by anyone at any time. RISD residence halls and campus buildings are accessible with a RISD ID card. If your RISD ID card is lost or stolen, please report it to Campus Card Services at 401-454-6664 or the Department of Public Safety at 401-454-6376 immediately. Your missing card will need to be deactivated to prevent someone who finds it from gaining unauthorized access to RISD buildings. Campus Card Services will issue you a new card to replace your lost or stolen card.

If you live in a RISD residence hall and need a temporary card to replace a lost or stolen card when Campus Card Services is closed, Public Safety will issue you a temporary card for access to your residence hall. You will need to report to Campus Card Services when they are open for a new permanent card.

### Public Safety Daily Crime and Fire Log

The Department of Public Safety maintains a daily crime and fire safety log that meets all Clery Act requirements. A log covering the past 60 days is available for public inspection upon request and during normal business hours. The Department of Public Safety will make any portion of the log that is older than 60 days available for inspection within three business days of a request.

## Emergency Notification

Upon confirmation that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus or on nearby city streets, RISD will provide notification to the campus community. Any such notification will be provided by the following methods:

a. Emergency notification system (RISDAAlert) An automated notification system used to deliver immediate advisories and instructions to students, faculty and staff via cell phones, email and text messages. All students, faculty and staff are urged to provide updated personal cell phone and home or off-campus housing telephone numbers so that we can contact you as quickly as possible in the event of an actual emergency. Cell phone numbers are especially important as these devices provide the fastest and most effective way for users to receive information. Your personal cell phone number will only be used for emergency notification purposes. Register your information with RISDAAlert by going to your personal Web Advisor account and completing the RISDAAlert notification system section.

b. RISD's website—when it is deemed necessary, the college will also utilize the website's home page to inform and update community members about an emergency occurring on campus. The web alert will contain information about the nature of the emergency and the steps being taken to address the situation.

The college's emergency notifications system is tested on an annual basis. The director of public safety, or his/her designee, notifies the campus community of the test, including information on the system and procedures for adding or changing personal information for notification purposes.

## Timely Warning Reports (Safety Alerts)

The Department of Public Safety is responsible for issuing timely warnings in compliance with the Clery Act. These warnings alert students, faculty and staff to crimes that may present an ongoing threat to the campus community and are disseminated via the campus-wide RISDAAlert system. Whether or not a situation requires a timely warning will be decided on a case-by-case basis considering the facts surrounding an incident, such as the nature of the crime, the continuing threat to the campus community and the possible risk of compromising law enforcement efforts. Timely warnings are issued for specific crime classifications: arson, aggravated assault, criminal homicide, robbery and sex offenses. Timely warnings may also be instituted for other crime classifications as deemed necessary.

To issue a timely warning, the Vice President of Campus Services will confer with the Director of Public Safety, the Dean of Students and other college officials to determine the message that will inform the campus community of the threat. The Director of Public Safety or his/her designee ultimately sends the timely warning, which will be widely distributed throughout campus, provided to campus media and posted on the DPS's website. The Director of Public Safety or his/her designee will also be responsible for making updates to the timely warning notice and alerting the community when the threat is over.

Information included in a timely warning may include:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect.
- Date and time and general location where the incident occurred.
- Other relevant crime prevention tips and information.
- Updates to the timely warning notice.
- Clearing the timely warning notice once the threat is over.

## **Safety Advisories or Community Notification (Non-Clery Act Notification to the Community)**

RISD Department of Public Safety occasionally receives reports of crimes that are not Clery-Act crimes and/or that occurred at locations outside the Clery geography: thus a timely Warning-Crime Alert will not be issued. The Director (or designee) may determine that there is a serious or continuing threat to students and employees and may issue a "Safety Advisory" or Community Notification" to the College community. Although safety advisories are not required under the Clery Act, they are consistent with the Department of Public Safety's mission to promote awareness and prevention about known or suspected safety risks on or near campus.

# Drug, Alcohol and Weapons Policies

RISD prohibits the unlawful use, possession, distribution, dispensation and manufacture of controlled substances, other illicit drugs and alcohol in the workplace, classroom and studio, at any other location owned, leased or being used by RISD, and in connection with any RISD-sponsored activities. RISD further prohibits even the lawful service and use of alcohol on the RISD campus and at any other location owned, leased or being used by RISD unless such service and use has been pre-authorized under RISD's Guidelines for the Service and Consumption of Alcohol on Campus. Individual departments and offices may impose additional prohibitions on employees and students within their jurisdiction.

Employees who violate this policy will be subject to the full range of discipline available under RISD's Staff Corrective Action Policy and/or applicable collective bargaining agreements, up to and including termination, and may also be referred for criminal prosecution. It is a condition of employment at RISD that any employee who is convicted of violating a criminal drug statute in the workplace must notify his or her immediate supervisor and the vice president of human resources within five days of the conviction.

Confidential assessments, counseling and referrals to community resources are available from The Wellness Corporation, RISD's employee assistance program provider, by phone at 1-800-828-6025 and on the web at [WellnessWorkLife.com](http://WellnessWorkLife.com) (see Employee Assistance Program for additional contact information).

## Guidelines for Alcohol Use at Openings and Other Social Events at RISD

Unauthorized use or possession of alcoholic beverages in RISD buildings is forbidden. Alcohol may be served at social events, such as exhibition openings, with specific written permission from the museum director for events taking place in the RISD Museum, from the provost for events taking place in academic spaces and from the dean of students for events taking place in social or non-academic spaces. Alcohol consumption is never permitted during critiques or in situations where grades are assigned for student projects.

In order to serve alcohol at openings or other social events on campus, a student or student group must seek approval through completion of an alcohol proposal form available at Public Safety. Even at approved functions, the guidelines must be followed and only under these conditions, will the Office of Academic Affairs approve and inform Public Safety of the approved event:



- a. The individual requesting the approval must be at least 21 years of age
- b. Minors will not be served
- c. Only beer and wine may be served
- d. Food must also be served
- e. There must be a bartender contracted through Dining & Catering Services

## Drug Policy

The possession, use, distribution, and/or sale of any illegal drug, and the misuse of prescription drugs, are violations of federal and state law and college policy. The college cooperates with federal, state and local law enforcement investigations and efforts aimed at controlling the possession, use, distribution and sale of illegal drugs, including the non-medical use, sale or distribution of prescription drugs. By law, use of prescription drugs is limited to those for who the prescription has been issued.

Any student using, dealing, selling, or distributing illegal drugs on campus will be referred to the Code of Conduct Administrator.

RISD is committed to ensuring that all employees attend work confident that they will not be endangered by the use or abuse of drugs. To comply with the federal Drug-Free Workplace Act of 1988, the college has adopted a Drug-free Workplace Policy, which is distributed annually to all employees. Students found breaking the state of Rhode Island's alcohol and drug laws are subject to prosecution by local authorities and to RISD discipline.

Contact the Student Development Office for a list of substance abuse group meetings in the area or call the following organizations for meeting times and locations:

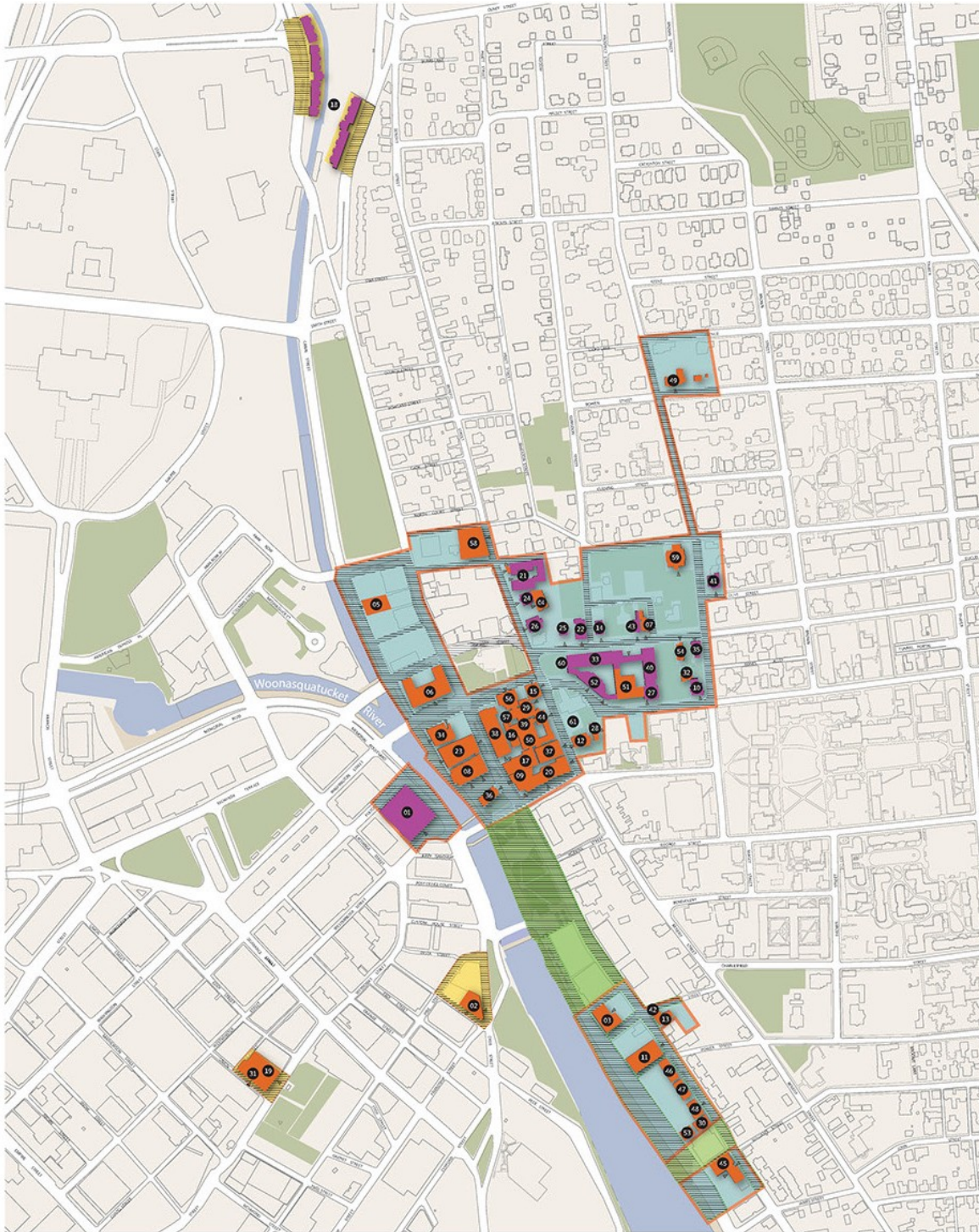
- Alcoholics Anonymous (AA) 401-438-8860 or 800-439-8860 (only in RI)
- Adult Children of Alcoholics (ACOA) 401-781-0044
- Al-Anon 401-781-0044
- Narcotics Anonymous (NA) 877-461-1110
- Community Organization for Drug Abuse (CODAC) 401-942-1450

## Weapons Policy

The college forbids possession, storage or use of any weapon, defined as any object or substance used, or that could be used, to inflict a wound, cause injury or incapacitate, including but not limited to all firearms, slingshots, pellet guns, switchblade knives, explosives and dangerous chemicals such as tear gas on college premises.



# CLERY REPORTABLE AREAS



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	House ED Dwight House G MemorialHall G) President's House CD 161 South Main G> Carr House G East Hall G
	Metcalfe Bldg (132 Bowen)
	0 187 Garage+Studios 0 Central Power Plant G) EwingCenter Q Museum Complex 0 RadekeBuilding
	G 189 Canal f.D ChaceCenter Q FaragoWing 0 Nickerson Hall 0 Refectory (The Met)
	<1> 20 Washington Place C) Charles Landing 0 FireHouse S NightingaleHouse 0 SouthHall
	CD AlumniHouse C) CIT/Mason Building G Fletcher S PageBuilding CD Tanner Bldg
	0 Auditorium G College Building G Fones Cottage CD Pardon MillerHouse 0 ThompsonHouse
	G) Bank Building G Cobnial Apartments G Homer Hall CD Pendleton House 0 Waterman Building
	G BarstowHouse G Congdon House Q Illustration Studies G) Plantations Barn Bldg CD Waterman Galleries
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# Procedure for Gathering Crime Statistics

RISD's compliance coordinator is charged with collecting data, preparing the Annual Fire Safety & Security Report and distributing the report. At the beginning of each calendar year, the Clery compliance coordinator completes an analysis of all crimes reported to the Department of Public Safety. Crime statistics are gathered from the core campus and buildings owned or controlled by RISD and used for educational purposes.

Data is collected from the following:

RISD Department of Public Safety  
Providence Police Department  
Barrington Police Department RISD  
Campus Security Authorities RISD  
Title IX Coordinator

The Clery compliance coordinator compares referrals/arrest to assure duplicated reporting does not occur.

## Clery Geographic Definitions

### On-Campus

Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and any building or property that is within or reasonable contiguous to that area that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purpose.

### Non-Campus Building or Property

Any building or property owned or controlled by the college, used in direct support of the College's educational purposes, and frequently used by students. Rhode Island School of Design does not have any officially recognized student organizations with non-campus locations.

### Remote Classrooms/Student Housing

Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purpose, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution.

## Public Property

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

## Residence Hall

Those reportable statistics that occur within a college-owned or controlled residence hall or apartment are reported in both “On Campus” and “Residence Hall” categories. The purpose of this category is to specifically list those reportable crimes occurring on campus that take place within a residence hall or apartment.

The college complies its crime statistics using the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, including any modifications pursuant to the Hate Crime Statistics Act. Please note that crimes are based on incidents reported. A criminal incident is reported when it is brought to the attention of the Department of Public Safety or the local police department by a victim, witness, campus security authority, or other third party. The primary source for statistics is reports received by the College’s Department of Public Safety. Crime statistics, for the Jeanne Clery Act purposes, include all reports regardless of their investigative status or results.

## Definitions of Reportable Crimes

**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.

**Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary** – unlawful entry of a structure to commit a felony or a theft.

**Dating Violence** – violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by the length, type and frequency of interaction.

**Domestic Violence** – a felony or misdemeanor 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 cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the



jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from the person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Forcible Sex Offense – any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

Liquor Law Violations – the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking establishments; bootlegging; operating a still; furnishing liquor to a minor; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned.

Motor Vehicle Theft – the theft or attempted theft of a motor vehicle.

Murder/Manslaughter – the willful killing of one human being by another.

Negligent Manslaughter – the killing of another person through gross negligence.

Non-forcible Sex Offense – unlawful, non-forcible sexual intercourse, including incest and statutory rape.

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

Stalking – a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress.

Weapons Violation – the violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations – the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacture or making of narcotic drugs. The relevant

substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes – any crime that manifests evidence that the victim was chosen based on one of the categories of bias listed below:

- Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.  
Gender Identity—A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.
- Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Ethnicity/National Origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
- Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft – includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Destruction/Damage/Vandalism of Property (except Arson) – to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.



Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

## Crime by Year

<b>Criminal Offenses on Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	1	1	0
Fondling	0	4	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	0	0
Aggravated Assault	2	0	0
Burglary	2	6	7
Motor Vehicle Theft	0	1	0
Arson	0	0	0
Domestic Violence	2	2	2
Dating Violence	2	3	2
Stalking	2	2	3

<b>Criminal Offenses in Campus Housing</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	1	1	0
Fondling	0	1	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	1	4	4
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	1	2	2
Dating Violence	1	3	2
Stalking	1	2	2

<b>Criminal Offenses Non Campus Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	1	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	4	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	1
Stalking	0	0	0

<b>Criminal Offenses on Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	1	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	1
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Domestic Violence	1	0	0
Dating Violence	1	0	0
Stalking	0	0	1

<b>Arrests on Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law Arrests	0	0	0
Drug Abuse Arrest	0	0	0
Weapons Arrests	0	0	0

<b>Arrests in Campus Housing</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law Arrests	0	0	0
Drug Abuse Arrest	0	0	0
Weapons Arrests	0	0	0

<b>Arrests Non-Campus Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law Arrests	0	0	0
Drug Abuse Arrest	0	0	0
Weapons Arrests	0	0	0

<b>Arrests on Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law Arrests	0	0	0
Drug Abuse Arrest	0	0	0
Weapons Arrests	0	0	0

<b>Campus Disciplinary Referrals: College</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law violations	69	65	60
Drug Abuse violations	49	53	48
Weapons violations	0	0	0

<b>Campus Disciplinary Referrals: Housing</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law violations	69	65	60
Drug Abuse violations	44	53	48
Weapons violations	0	0	0

<b>Campus Disciplinary Referrals Non-Campus Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law violations	0	0	0
Drug Abuse violations	0	0	0
Weapons violations	0	0	0

<b>Campus Disciplinary Referrals: Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Liquor Law violations	0	0	0
Drug Abuse violations	0	0	0
Weapons violations	0	0	0

<b>Campus Hate Crimes on Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses—Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	1	2	0

<b>Campus Hate Crimes on Campus—Resident</b>	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses—Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	1	2	0

<b>Hate Crimes Non-Campus</b>	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses—Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
<b>Hate Crimes—Public Property</b>	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses—Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0

# Missing Student Notification Policy and Procedures

In compliance with the Higher Education Opportunity Act of 2008, RISD takes student safety seriously. To this end, the following policy and procedures have been established to assist in locating RISD students living in college-owned on-campus housing who, based on the facts and circumstances known to RISD, are determined to be missing.

At the beginning of each academic year, RISD will inform students that:

- Each RISD residential student, 18 years of age or older, has the option to identify an individual to be contacted by RISD no later than 24 hours after RISD has determined the student to be missing. Students may register this “confidential contact” information through the RISD!Alert emergency notification system.
- A confidential contact is a person designated by the student in addition to the emergency contact listed with the college on RISD!Alert. This contact information is registered confidentially, will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by the student, the emergency contact, or other available contacts provided to the college will be used. The emergency contact may be notified in addition to any confidential contact provided.
- If the student is under 18 years of age, and not an emancipated individual, RISD is required to notify a custodial parent or guardian within 24 hours after the time that the student is determined to be missing.
- RISD will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing, regardless of any other contacts that may be requested by the student or initiated by the institution.
- If RISD Public Safety or law enforcement personnel make a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, RISD will initiate the Missing Student Policy and Procedures in accordance with the student’s designation.
- RISD will follow the following notification procedure for a missing student who resides in on-campus housing:
  - A missing student report may be made to the Public Safety Office, or the Residence Life Office. Any official missing person report relating to this student shall be referred immediately to RISD Public Safety for investigation. Once a report is received, the following offices will be notified:



- RISD Public Safety
- Academic Affairs
- Student Affairs
- Residence Life

- If RISD Public Safety, after investigating the official report, determines the student has been missing for more than 24 hours, RISD will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, and local law enforcement if these do not apply.
- Upon notification from any entity that any student may be missing, RISD may use any of the following resources, as well as any other means the college deems to be of value to assist in locating the student. These resources may be used in any order and combination.
  - Through the Residence Life Office, college staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates. Resident Assistants may be enlisted to gather information from neighboring students, friends, and roommates.
  - Public Safety may search on-campus public locations to find the student (library, dining areas, etc.).
  - Public Safety may issue an ID picture to assist in identifying the missing student.
  - The Student Affairs Office may try to contact known friends, family or faculty members for last sighting or additional contact information.
  - Academic departments may be contacted to seek information on last sighting or other contact information.
  - Public Safety may access card access logs and/or video monitoring recordings to determine last use of the card and track the card for future uses.
  - Office of Institutional Technology may be asked to look up email logs for last login and use of RISD email system.
  - If there is any indication of foul play, the local police department will immediately be contacted for assistance.

## Title IX at RISD

RISD is committed to creating and providing a learning, living and working environment free from gender-based discrimination. Gender-based discrimination, including sexual misconduct, stalking and intimate partner violence, committed by members of our community, guests and visitors will not be tolerated. All members of our community, including guests and visitors, are expected to conduct themselves in a manner that does not infringe on the rights of others.

RIAD complies with all applicable state and federal statutes, including Title IX of the federal Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex under any educational program or activity receiving federal funding. Sexual assault and sexual harassment are forms of sex discrimination prohibited by Title IX.

Any student, faculty, or staff member who has concerns about gender discrimination, including any concerns pertaining to sexual misconduct, is encouraged to assistance from our coordinators (Listed below).

Coordinators can provide information about resources for assistance and about options for addressing concerns. Those options may vary depending on the nature of the complaint, whether the complainant is a student, faculty or staff member, the wishes of the complainant regarding confidentiality, and whether the complainant prefers to proceed formally or informally. Together, these advisors play an integral role in fulfilling RISD's commitment to provide a positive learning, teaching and working environment for the entire community.

## **TITLE IX OFFICERS:**

### **Title IX Coordinator**

Sydney Lake

ProvWash, room 352

[slake@risd.edu](mailto:slake@risd.edu)

401-427-6919

Deputy Title IX Coordinator for Students

Simone Tubman

ProvWash, Room 352

[stubman@risd.edu](mailto:stubman@risd.edu)

401-454-6297

### **Deputy Title IX Coordinator for Employees**

Elizabeth Rainone

Director, Employment + Employee Development

Human Resources office, 3<sup>rd</sup> floor

20 Washington Place

[erainone@risd.edu](mailto:erainone@risd.edu)

401-454-6427

### **Sexual Misconduct and Safety Task Force**

In the fall of 2018, President Somerson assembled a Sexual Misconduct and Safety Task Force to review our provision of prevention, support and response processes surrounding sexual misconduct on campus. The Task Force delivered a comprehensive report in May of 2019, which senior leadership reviewed over the summer. In direct response to the recommendations, RISD will create a standing TITLE IX Oversight Committee consisting of a diverse group of faculty, staff and students to immediately implement the recommendation of the report. Long term, this committee will provide guidance around campus culture, changes in governmental legislation, and best practices around communication, process and training.

2020 Federal Regulations

RISD's Title IX Office has been trained on the 2020 Federal Regulations.

## **Sexual Misconduct Policy and Definitions**

### **Policy**

RISD expects its students to conduct themselves with awareness of their membership in a community engaged in the mutual pursuit of academic and artistic excellence and social responsibility—and

therefore to comply not only with basic legal requirements, but also with additional, higher standards that enable and promote that pursuit. See a complete description of our Code of Conduct.

**Sexual misconduct at RISD is defined as:** Engaging in any form of sexual contact or conduct with another without that person's clear, knowing and voluntary consent. Sexual misconduct can occur between people of the same or different genders. For purposes of this provision, (a) it is the responsibility of the person seeking to initiate sexual contact or conduct to affirmatively obtain such consent, not of the intended recipient of such contact or conduct to affirmatively deny such consent, and (b) valid consent cannot be obtained from a person whose ability to make decisions is obviously substantially impaired by alcohol, drugs or other intoxicants or by mental or physical conditions – who is unaware that the sexual contact or conduct is being committed or is compelled or coerced to grant consent by force, threat of force, deception or supervisory or disciplinary authority.

Among the most serious types of sexual misconduct are **sexual assault, domestic violence, dating violence, stalking and sexual harassment**. Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct when either (a) submission to such conduct is an explicit or implicit condition of employment or academic success, or (b) submission to or rejection of such conduct is used as the basis for an employment or academic decision, or (c) such conduct has the purpose or effect of either (i) interfering with another's ability to participate in RISD educational programs or employment opportunities, or (ii) creating an intimidating or hostile working or academic environment.

**Retaliation:** against anyone for initiating or participating in good faith in the investigation of a complaint of sexual misconduct or discrimination is also prohibited (a further violation of the Code). Retaliation may consist of any adverse action taken against such person.

**Confidentiality:** RISD is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. In any Title IX review of a report or complaint of sexual misconduct every effort will be made to protect the privacy and interest of the individuals involved in a manner consistent with RISD's needs to thoroughly review the report. Such a review is essential to protecting the safety of the complainant, respondent and the broader campus community and to maintaining an environment free from sexual discrimination. At all times, the privacy of the parties will be respected and safeguarded. Information related to a report of misconduct will be shared only with those RISD employees who "need to know" in order to assist in the investigation and/or resolution of the complaint.

If a member of the RISD community wishes to obtain confidential assistance through on-campus or off-campus resources without making a report to the college, these resources are available on campus. See the **Resources + Support section**. If a complainant requests that her/his identity remain confidential, RISD will balance this request with its responsibility to provide a safe and non-discriminatory environment for all RISD community members, including the complainant. RISD will seek to respect the request of the complainant and where it cannot do so, it will consult with the complainant and keep him/her informed about the chosen course of action.

All Title IX investigative and sanction proceedings and notices or statements issued by the institution will comply with the requirements of FERPA, the Clery Act, Title IX, VAWRA and institutional policy. No information shall be released from such proceedings by RISD except as required or permitted by law or institutional policy.

## **Definitions**

Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these examples

**Consent:** informed, freely given, and mutually understood words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be obtained for each instance and each escalation of sexual activity. Obtaining consent is the responsibility of the party initiating sexual activity. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious. Instances where one has taken advantage of a position of influence over another may also be used as a factor in determining consent.

**Hostile Environment:** when sexually harassing conduct is sufficiently severe, persistent or pervasive, and objectively offensive enough that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the institution's educational, social and/or residential programs.

**Intimate Partner (Dating/Domestic) Violence:** physical or emotional violence within a romantic or intimate relationship regardless of the length of the relationship or gender of the individuals in the relationship.

**Sexual Assault:** actual, attempted or threatened unwanted sexual act, whether by an acquaintance or by a stranger, accomplished (1) against a person's will by means of force (expressed or implied), violence, duress, menace, fear or fraud, or (2) when a person is incapacitated or unaware of the nature of the act, due to unconsciousness, sleep and/or intoxicating substances.

**Sexual Exploitation:** taking sexual advantage of another person and includes, without limitations: indecent exposure: causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her: causing the prostitution of another person, recording, photographing, or transmitting images of private sexual activity and/or intimate parts of another person without effective consent: allowing third parties to observe private sexual acts without effective consent: engaging in voyeurism without effective consent: and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infections, including HIV.

**Sexual Harassment:** unwelcome sexual or sex-based and/or gender-based verbal, written, online and/or physical conduct.

**Stalking:** engaging in a course of conduct involving more than one instance of unwanted attention, harassment, unwanted physical, verbal, or electronic contact, threatening words and/or conduct, or any other course of conduct directed at a specific person(s) that would create a reasonable person to fear for their safety or the safety of others or suffer substantial emotional duress.

## Resources + Support

Victims/survivors are entitled to protective measures, support and access to resources for healing regardless of whether a formal report is filed. Victims/ survivors also have the right to be free from retaliation for reporting an act of sexual assault or harassment. RISD strictly prohibits anyone from retaliating (which includes intimidating, threatening, coercing or in any way discrimination) against an individual for reporting sexual assault or harassment. Anyone who engages in retaliation will be subject to discipline, up to and including dismissal from school or termination of employment.

RISD encourages individuals to seek assistance if they believe they have been sexually harassed, assaulted or subjected to sexual misconduct by a RISD student or employee. RISD provides a variety of options, so that each person may choose a path of response best suited to his or her particular situation. RISD procedures are intended to protect the rights of the reporting party (“the complainant”), the accused (“the respondent”) and other participants in investigations of complaints. Victims/survivors have the right to file reports both on and off campus regardless of where the incident occurred. For example, you can file a report with a Title IX Coordinator and also the Providence Police

Offices designated as “confidential” will not report any information to the Title IX Coordinator. These conversations are kept strictly confidential and, except in rare, extreme circumstances, nothing will be shared without your permission.

Offices designated as “private” will use extreme discretion, but information from these offices about incidents of sexual misconduct must be shared with the Title IX Coordinator so that the college can take action if necessary for reasons of safety. In planning any response, the wishes of the person initiating the conversation will be given full consideration.

## Confidential Resources at RISD (for Students Only)

### Health Services

Homer Hall

401-454-6625

Nurse practitioners available during regular business hours.

### RISD Counseling + Psychological Services

72 Pine street, 5<sup>th</sup> floor

401-454-6637

24/7 On-call counselor available by calling Public Safety 401-454-6666

## Private Resources (for Students and Employees)

### Office of Student Affairs

Dean of Student Affairs

Carr House, 3<sup>rd</sup> floor

Monday-Friday 8:30 am – 4:30 pm

401-454-6600

**Department of Public Safety**

401-454-6666 (emergency, recorded line)

Reports can be made anonymously.

Officers are Emergency Medical Technicians—available 24/7

They can also provide assistance with filing a report with Providence Police.

**Human Resources**

ProvWash, 3rd floor

20 Washington Place

401-454-6606

**Other Private Resources include:**

Title IX Coordinators

Residential Life staff

CSI staff

OISS/ISE staff

**Off-Campus Resources**

Day One-- the Sexual Assault and Trauma Resources Center: 401-421-4100; 24/7 Hotline available at: 800-494-8100

Sojourner House Domestic Violence Center in RI: 401-765-3232. Services for men, women + LGBTQ community

Victims of Crime Helpline (24/7): 800-494-8100

Mass. Safelink (24/7): 800-785-2020

National Sexual Assault Hotline (24/7) 800-656—HOPE (4673)

Fenway Health Gay, Lesbian, Bisexual and Transgender Violence Recovery Program: 617-927-6250

Asian Task Force Against Domestic Violence (24/7): Multilingual Hotline available at 617-338-2355

Stalking Resources Center

**Local Police**

Providence Police\* 401-272-3121

\*Sexual Assault/Domestic Violence Law Enforcement Advocates are available in-house. For support in reporting a sexual assault, an advocate can be requested for any RI police department by calling the Victims of Crime Helpline at 800-494-8100. Filing a report with Providence Police does not automatically result in criminal charges being filed.

**Hospitals**

Miriam Hospital: 401-793-2500

Rhode Island Hospital: 401-444-4000

Women + Infants Hospital: 401-274-1100. Sexual Assault Nurse Examiners (“SANE” Nurses) are available at this Hospital.

**Clinics**

Planned Parenthood: 401-421-9620

Providence Community Health Center: 401-421-0530

AIDS Care Ocean State: 401-781-0665 (free Hep C and HIV testing)

Sidney Borum Health Center: 617-457-8140 (free STD testing)

**LGBTQ Community and Online Resources**

The National Center on Domestic and Sexual Violence

Gay and Lesbian Advocates and Defenders (GLAD)

GLBTQ Domestic Violence Projects



## **Other Resources**

The White House Sexual Assault Task Force created a website to provide information and resources to students and college administrators.

Know your IX is a national survivor-run, student-driven organization to end campus violence.

It's On Us is the White House's Public Service campaign to end campus sexual assault.

Loveisrespect (originally Loveisrespect, National Dating Abuse Helpline) was launched in February 2007 as a project of the National Domestic Violence Hotline with a supporting grant from Liz Claiborne, Inc. It was the first 24-hour resource for teens who were experiencing dating violence and abuse and is the only teen helpline serving all of the US and its territories.

*Supporting the Academic Success of Pregnant and Parenting Students* is a resource guide published by the US Department of Education—Office of Civil Rights.

## **Government Agencies**

The following government agencies may provide additional resources for students and/or employees who have concerns related to sexual misconduct:

### **US Department of Education, Office for Civil Rights**

US Department of Education  
5 Post Office Square  
Boston, MA 02109  
617-289-0111

### **US Department of Justice**

Office on Violence Against Women  
145 N Street, NE, Suite 10W.121  
Washington, DC 20530  
202-307-6026

### **US Equal Employment Opportunity Commission**

John F. Kennedy Building  
475 Government Center  
Boston, MA 02203  
800-669-4000

## **Reporting Options**

RISD's primary concern is for the health and safety of its students and other members of the RISD community. If you believe you have been a victim of sexual misconduct, intimate partner violence or stalking, we encourage you to come forward. You have the right to file a report both on and off campus. For example, you can file a report with a Title IX Coordinator and also the Providence Police.

Any allegation of sexual misconduct brought against a RISD student or employee, regardless of where the alleged sexual misconduct occurred, will be taken seriously. Sexual misconduct alleged to have occurred off the RISD campus may be more difficult to investigate. If a person who is not a member of the RISD community notifies RISD of alleged sexual misconduct by a RISD student or employee, RISD will determine whether the conduct described is a sufficient risk to the safety of the RISD community to review further. Except in those cases where the

complainant has contacted a strictly confidential resource, RISD will conduct a prompt, thorough, and impartial investigation and will take appropriate measures to terminate the misconduct, prevent its recurrence, and address its effects.

Students are encouraged to report sexual misconduct, including but not limited to : sexual harassment, sexual assault, intimate partner violence, stalking, sexual exploitation and hostile environment, that is perpetrated against them or other members of the RISD community. Students have numerous options for reporting and obtaining support. For information about reporting, campus resources, and grievance procedures, contact a Title IX Coordinator in person or via email.

There are several options available to raise a complaint. Individuals who wish to inform RISD of a case of sexual misconduct may report an incident by contacting the following:

**Office of Public Safety**

**Deputy Title IX Coordinator for Students**

**Title IX Coordinator**

**On-line Forms**

### **Reports May Be Made:**

**Against a Student:** An individual can elect to pursue a report against another student with the offices listed below. An investigation will be conducted by a Title IX Investigator. If the Title IX Coordinator or Deputy Title IX Coordinator for Students decides that a hearing is appropriate after review of the complaint and investigative report, a formal hearing will be scheduled.

**Against an Employee:** An individual student can elect to file a report against a RISD staff or faculty member with the Title IX Coordinator or with Human Resources.

**Against a Non-RISD Community Member:** An individual student can elect to file a report against someone who is not affiliated with the institution.

### **If You Are Not Ready to File a Report**

The Deputy Title IX Coordinator for Students at RISD can assist with a variety of measures including a no contact order, academic support and housing accommodations, whether or not there is a formal complaint filed. Email [slake@risd.edu](mailto:slake@risd.edu) for assistance or more information.

### **Good Samaritan Provision**

It is in the best interest of this community that as many victims as possible choose to report sexual misconduct to RISD officials. To encourage the reporting of incidents, RISD offers victims of sexual misconduct limited immunity from any policy violations related to the incident.

### **Interim Measures**

While an investigation or grievance proceeding is pending, RISD will take interim measures and determine what is appropriate under the circumstances to assist or protect persons who were or may have been subjected to sexual misconduct, intimate partner violence, or stalking, as well as to protect the RISD community from the misconduct reoccurring. Interim measures may include, for example, changing the living arrangements, class schedule, or work schedule of the complainant or respondent. During any stage of the investigation, if RISD reasonable suspects that a

respondent's poses a threat of harm or disruption to the campus community, RISD may take immediate action, including removing a respondent from housing, restricting the respondents' movement on campus, and/or temporarily suspending the respondent from RISD. Interim measures may also include offering the complainant and respondent counseling, health care, academic support, or other resources.



## Procedures

The following procedures apply to cases involving or including complaints of sexual misconduct brought under RISD's Code of Student Conduct, in place of Section V of the Code of Student Conduct. Sections I-IV and VI-VII of the Code of Student Conduct, including without limitation the prohibition against retaliation for filing or participating in the administration of a sexual misconduct complaint and the "Good Samaritan" provisions, continue to apply to such cases.

- A. Initiation:** Complaints alleging sexual misconduct, as defined in the Code of Student Conduct, may be submitted to the Title IX Coordinator, the Deputy Title IX Coordinator for Students, the Deputy Title IX Coordinator for Employees, the Office of Student Affairs, the Office of Residence Life and the Department of Public Safety. The Office of Student Affairs, Office of Residence Life or the Department of Public Safety will forward to the Title IX Coordinator any complaint involving or including a charge of sexual misconduct. Upon receipt of a complaint involving or including sexual misconduct, including without limitation intimate partners violence or stalking, the Title IX Coordinator or the Deputy Title IX Coordinator will promptly conduct a preliminary review to determine whether the complaint alleges sexual misconduct cognizable under the Code of Student Conduct, whether there is reasonable cause to proceed and, if so, what charges should be brought against the respondent.

If the Title IX Coordinator or Deputy Title IX Coordinator for Students determines either that the complaint does not allege sexual misconduct cognizable under the Code of Student Conduct or that there is no reasonable cause to charge the respondent named in the complaint, the case will be closed and the complainant will be notified. (If there is reason to proceed with charges under other areas of the Code of Student Conduct, however, the case will be referred to the Coordinator of Student Conduct.)

- B. Investigation:** If it is determined that there is reasonable cause to proceed, the Title IX Coordinator or Deputy Title IX Coordinator for Students will notify both the complainant and the respondent and will assign one or more trained investigators to conduct a thorough, reliable and impartial investigation. The investigation may be completed by the Title IX Coordinator, or Deputy Title IX Coordinator for Students, or one or more trained investigators and may include but is not limited to meeting with the complainant, the respondent, and/or others who may have relevant information: obtaining written statements from relevant persons: and/or seeking other potentially relevant records or information. Investigations normally will be completed, and determination made, within 60 days of the initiation of a complaint.

All members of the RISD community are expected to cooperate with a sexual misconduct investigation. Complainants and/or respondents may choose not to participate in the investigation, but the investigation will proceed regardless.

- C. Determination:** At the conclusion of the investigation, the Title IX Coordinator, Deputy Title IX Coordinator for Students, or the Sexual Misconduct Panel will hold a hearing to determine whether the respondent violated the Code of Student Conduct, based on a preponderance of evidence. The Sexual Misconduct Panel is comprised of a trained group of faculty, staff and/or students, typically including 3–5 members, with the Title IX Coordinator or Deputy Title IX Coordinator for Students serving as an additional, nonvoting member and Chair. As part of the preparation for the hearing, the complainant and respondent will have equal opportunities to review the case file. Provisions will be made, as needed, to separate the parties during the hearing. Once a determination has been made, the Title IX Coordinator or Deputy Title IX Coordinator for Students will promptly inform both the respondent and (to the extent permitted by the Family Educational Rights and Privacy Act) the complainant of the determination.

**D. Sanction:** If the Title IX Coordinator, Deputy Title IX Coordinator for Students or Sexual Misconduct Panel find the respondent responsible, they then decide on a sanction. A list of potential sanctions may be found in Section VI of the Code of Student Conduct. Notification of the sanction will be either in person from the Title IX Coordinator or Deputy Title IX Coordinator for Students, or sent to the respondent's RISD email account. The complainant will also be notified to the extent permitted by the Family Educational Rights and Privacy Act either in person or by RISD email account.

**E. Interim/Protective Measures:** As detailed in Sections VI and VII of the Code of Student Conduct, RISD may take interim measures at any stage of the process to protect the complainant, the respondent and/or the safety of the RISD community. These measures may include but are not limited to imposing a "no-contact" order, which typically will instruct the parties to refrain from having contact with one another, directly or through intermediaries, whether in person or via electronic means, pending the investigation and determination. RISD may also take any further protective action when appropriate pending resolution of the matter, including, without limitation, changing a complainant's or respondent's academic and/or living situation if appropriate and reasonably available. Failure to comply with any interim measures is a violation of the Code of Student Conduct and may lead to additional measures.

As also detailed in Sections VI and VII of the Code of Student Conduct, if during any stage of the investigation, RISD reasonably suspects that a respondent poses a threat of harm to self, harm to others, or disruption to the campus community, RISD may take immediate action, including removing a respondent from housing, restricting the respondent's movement on campus and/or temporarily suspending the respondent from RISD.

**F. Advisors:** Both the complainant and the respondent are entitled to an advisor of their choosing to guide and accompany them throughout the process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them. If the student wishes, the Title IX Coordinator or Deputy Title IX Coordinator for Students will provide the parties with a list of RISD faculty, staff and student advisors who have training and/or experience in such matters. The role of the advisor is to support and accompany the student throughout the investigation, determination and appeal process. The role of advisors in these processes is passive in nature: the students in the case speak on their own behalf, and active participation is limited solely to them. All communication regarding the case is made directly with the students.

**G. Right of and Grounds for Appeal:** Either the complainant and/or respondent or both may appeal a final determination to the Assistant Vice President for Student Affairs or Designee. Any such appeal may be made on one or more of the following grounds:

1. There was significant procedural error of a nature sufficient to have materially and detrimentally affected the outcome.
2. There is significant new evidence of which the appellant was not previously aware, that the appellant could not have discovered through the exercise of reasonable diligence, and the absence of which was sufficient to have materially and detrimentally affected the outcome.
3. The consequences imposed are grossly disproportionate to the violations found to have occurred.

- H. Appeal Process:** Any appeal must be submitted to the Assistant Vice President for Student Affairs or Designee within seven calendar days of being notified of the outcome. In the absence of a timely appeal, the determination will be final and conclusive. A statement of appeal must be in writing, must specify the grounds on which the appeal is based and must set forth and explain in detail any relevant information and arguments.

Upon receipt of an appeal that complies with these requirements, the Assistant Vice President for Student Affairs or Designee will notify the other party of the appeal. The Assistant Vice President for Student Affairs or Designee may at his or her discretion decide the appeal on the basis of the investigative report, statement, any response and the record; consult with the Title IX Coordinator, Deputy Title IX Coordinator for Students, Investigator, Sexual Misconduct Panel or other persons he or she deems appropriate; and/or grant the parties a conference to explain their positions in person. The Assistant Vice President for Student Affairs or Designee may affirm, modify or overturn the determination and/or may refer the case back to the Title IX Coordination or Deputy Title IX Coordination for Students for further or new proceedings.

Notification of the resolution of the appeal will be sent to the appellant's RISD email account. The non-appealing party will also be notified of the resolution of the appeal to the extent permitted by the Family Educational Rights and Privacy Act.

- I. Deferral of Sanctions Pending Appeal:** The submission of an appeal does not by itself prevent or defer implementation of interim measures and/or sanctions imposed by the Title IX Coordinator, Deputy IX Coordinator for Students, Sexual Misconduct Panel. However, at the request of the appellant, the Title IX Coordinator or Designee may, in his or her discretion and for good cause, defer implementation of some or all of those consequences during the pendency of the appeal.

## **How to Help a Friend**

**You are not alone. Care, support and information are available.**

### **If the Assault Has Just Occurred:**

Make sure you and your friend are in a safe location.

Offer to stay with your friend or to call another caring friend to stay with him/her. In order to preserve evidence, remain your friend not to wash, eat, drink, douche, clean, use the bathroom (if possible), or change clothes. If your friend does change clothes, be sure to save what s/he was wearing, ideally in a brown paper bag.

Suggest medical treatment at Woman + Infants Hospital where they have Sexual Assault Nurse Examiners on call. All local hospitals can provide support. We recommend women go to Women + Infants Hospital and men and those who identify as transgender go to Rhode Island Hospital.

For confidential support and guidance, encourage your friend to call RISD's Counseling and Psychological Services at 401-454-6637 during business hours. After hours, a 24/7 Counselor-On-Call can be reached by calling RISD

Public Safety at 401-454-6666: the local crisis center, Day One also has a hotline number 1-800-8100.

Suggest contacting RISD Public Safety and/or Providence Police. Remember, it is your friend's decision whether to report the assault or not. (Your friend's identity will be protected to the maximum extent allowed by the law and/or college policy).

### **How to Help Anytime:**

#### **Provide Support and Comfort**

Make sure you and your friend are in a safe location.

Believe your friend. Remember that your friend's behavior did not cause them to be assaulted. This is not the time to second-guess anything they may be feeling or describing.

Listen non-judgmentally and validate your friend's distress.

Don't ask your friend to tell you more than they want.

Silence is acceptable—your friend may not want to talk but may simply not want to be alone. Be there for them.

Ask permission before touching or hugging.

Don't try to solve all the problems—your friend has had control taken away: try to avoid doing that again.

#### **Listen**

Allow your friend the freedom to choose when, where, and how to talk about the assault. Avoid blaming questions or statements, such as "Why did you go there?", "Why didn't you tell me sooner?", "That wasn't a good idea."

#### **OFFER OPTIONS**

Remind your friend of the many options available regarding medical care, counseling, and reporting. Remember, you can encourage (but not make) your friend report the assault or seek medical care. Offer to go with your friend if/when they decide to report.

#### **INFORM**

Let your friend know that professional help is available through the Women + Infants Hospital Sexual Assault Nurse Examiner (SANE) program (medical care and/or forensic evidence collection), the RISD Counseling + Psychological Services, RISD Public Safety, the Title IX Coordinators, and members of Residence Life, and Day One, a local rape crisis center.

#### **GET HELP FOR YOURSELF**

If you're feeling angry, helpless, confused or hurt, get help for yourself at RISD Counseling + Psychological Services.

## **FAQs Regarding Sexual Assault**

Please see the information provided by the RI Statewide Task Force on Adult Sexual Assault, which covers a comprehensive list of FAQs as well as the information listed below.

### **What should I do if an assault has happened?**

Call 911 or Public Safety at 401-454-6666. You are not alone. Public Safety will connect you with a support network and guide you through your options.

#### **First, get yourself to safety.**

Don't shower or try to clean yourself up.

Call someone you trust. You should not be alone if you can reach someone you know.

Get medical attention. There are numerous options and resources. Among them, RISD Public Safety are EMTs and can help (401-454-6666).

Then, depending on the nature of the assault, you may want to consider the safety of others or your future safety. Consulting our Title IX Coordinator may help you lay out a path for that.

Your experience may have long-term considerations. RISD Counseling + Psychological Services may be able to help you with the emotional repercussions of what you've experienced.

### **What are the options for ensuring the immediate physical safety of a victim of sexual assault and treat minor and serious injuries?**

Here's the short answer (you will find more options and info under Resources). Most of our resources are available 24/7 as indicated below.

#### **CONFIDENTIAL OFF CAMPUS OPTIONS AVAILABLE 24/7**

Women + Infants Hospital 401-421-4100, Sexual Assault Nurse Examiner (SANE) on-call

Miriam Hospital 401-793-2500

Rhode Island Hospital 401-444-4300

Day One Sexual Assault Resources Center 800-494-8100

#### **PRIVATE OPTIONS ON CAMPUS**

RISD Public Safety 401-454-6666 Staff members in public Safety and the Dean of Students Affairs Office, maintain professional discretion in dealing with any information related to a sexual assault. They can contact counselors who are available 24/7

You can talk to your RA will contact an Area Coordinator, who is trained to respond to situations like this. The information will be kept as private as possible, but your RA is expected to bring in professionals to help.

#### **LOCAL LAW ENFORCEMENT**

Providence Police emergency line 401-272-1111

### **If I do make a complaint, will I have to face the person I'm reporting during the process?**

We handle this on a case by case basis. If your case progresses to a Sexual Misconduct proceeding, provisions can be made to separate the complainant and respondent during the hearing. Process outside the school, such as those in the criminal justice system, may require this. RISD will support and accompany you as these details are explained by outside authorities.



**If I file a complaint, will I be required to participate in mediation with the respondent?**

No. RISD's process for investigating sexual assault, sexual violence, stalking and /or domestic or dating violence does not require mediation. RISD handles the investigation with each party separately.

**What if I don't want to make a report or trigger any action?**

Reporting is your decision and we want you to do what is best. We encourage you to contact a Title IX Coordinator to file a report or pursue informal guidance. We want you to hear all of the support options available to you. Please keep in mind that although it can be emotionally difficult, filing a complaint with a Title IX Coordinator, Public Safety or the Providence Police can help prevent sexual misconduct from happening in the future. Filing a report can help with peace of mind and also help the authorities to be prepared for or aware of repeat offenders. Deciding not to file a complaint might hinder RISD from taking appropriate actions.

Please keep in mind that our faculty and staff are expected to refer sexual misconduct matters to a Title IX Coordinator or the Dean of Student Affairs so that students are aware of our many support options and RISD can assess any potential safety risk. This could result in an investigation because RISD has an obligation under the law to make sure any such incident is addressed, and do our best to prevent it from happening again. With that said, you will be contacted before any official inquiry begins.

In the event that you do not file a report, please see the Resources and Support page for a listing of resources..

**Why would you investigate if I don't want you to?**

Since sexual misconduct is a form of prohibited behavior, RISD has an obligation under law and policy to address it when it happens to a member of our community. We do allow students to offer input as to how they would like the situation handled. There are times when we need additional information and it prompts an investigation. We hope you understand that our ability to address such conduct helps to improve our campus climate overall and prevent future incidents of sexual misconduct.

**How do I know if something should be reported? What if the situation is more ambiguous?**

If you're not sure, that's OK: life is often not black and white. Even if you just want to talk, our Title IX Coordinators and staff in RISD Counseling + Psychological Services are available for you, and they can help you figure out what you should do.

**If I know about an incident the victim doesn't want reported, what should I do?**

Ask us. An inquiry can be completely anonymous, by phone or in person. It will be a private conversation, and we will not pressure you to do any more than you are comfortable with.

**Will my parents find out?**

Not from us. We follow your lead when it comes to letting parents know, unless there is an imminent threat to your health or safety, in which case we would discuss all the options with you first. Of course, if you want us to, we are available to talk to your parents about anything that might be going on—but that is totally up to you.

**What if I have class with the person who assaulted me?**

While every case is different, we will work to help you eliminate or minimize contact with the respondent. When a situation is reported or being investigated, all parties are cautioned to avoid direct contact or risk adjudication. There are many support measures that might be offered depending on the situation, which might include other housing or academic remedies. The Title IX Coordinators work with you to identify the best course of action.

In some cases, the respondent will be moved to a different residence hall or removed from a residence or campus pending the outcome of the case. Unless you're notified that the respondent has been removed, you should be prepared for the possibility that you'll see them on campus. Inform the Title IX Coordinator and/or the Dean of Student Affairs as soon as possible if the student has classes with you or lives in the same residence hall. It is important for you to avoid direct contact with that person, and important for them to avoid contact with you.

### **Can I make a report about someone with whom I have been in a relationship?**

Yes, you can make a report about anyone you believe has violated RISD's policy on sexual misconduct, stalking or domestic/dating violence. Being in a relationship doesn't change what's considered a sexual offense. Even in a pre-existing relationship, consent is required for every action, every time. It's important to report all incidents or egregious types of behavior, even if you're unsure of whether or not a violation has been committed. Please contact a Title IX Coordinator to discuss it if you're in this situation.

## **Medical Questions**

### **Does a victim have to go to the hospital? What are the options?**

You may choose to go to the hospital or not. It's totally your decision. The hospital is able to perform a forensic exam, offer STD/STI medication and pregnancy testing and/or give you options if you are at risk for pregnancy. We encourage you seek medical care within 72 hours, as many of the remedies are time sensitive. Please see Resources and Support for Victims, above, for a list of local hospitals.

### **What does a forensic exam entail? And what is a rape kit?**

At Women + Infants Hospital and Rhode Island Hospital, after a brief exam by the ER physician, a Sexual Assault Nurse Examiner (SANE) will document your account of the assault, perform necessary medical exams, provide tests or treatment and collect crucial, time-sensitive evidence (within 72 hours of the assault) using the Rhode Island Sexual Assault Evidence Collection Kit (known as the Rape Kit).

The SANE exam specifically documents and collects forensic evidence (photos, written documentation, specimen collection and evaluation for drug-facilitated sexual assault) and provides preventative treatment for STDs and HIV as well as emergency contraception. The SANE may also treat minor injuries.

The forensic exam usually takes 4–6 hours. You can have a friend stay with you throughout the exam, and you have the option of declining any portion of the exam or treatment. Nothing will be done without your consent.

At Women + Infants Hospital, any sexual assault victim will also be offered support from a trained advocate at a local rape crisis center (Day One). The advocate and the SANE provide emotional support, crisis intervention and referrals for follow-up support, counseling and/or treatment.

### **Do the police need to be there when a forensic exam (Rape Kit) is performed?**

No. The police are notified but you have the right to refuse to speak with detectives or report the crime. You are also not obligated to report the incident to the police in order to have evidence collected. If you decide to press charges, you still have the option of speaking with the police at a later date.

### **What is the timeline for evidence collection by a SANE or an emergency room physician?**

Physical evidence collection (Rape Kit) by the SANE or ER physician should take place within 96 hours of the time of the sexual assault. In order to preserve evidence at the scene of the assault, leave any sheets, towels, etc., for collection by the police. The sooner this evidence is collected, the better.

### **How can a victim of a sexual assault get to the hospital?**

Asked a friend to drive you

Personal vehicle

Public Safety transport (401-454-6666)

Take a taxi (taxi vouchers are available at Public Safety 24/7 for emergency situations)

Bus lines travel from campus to all the local health care facilities

### **How should a recent victim who has not yet gone to the hospital preserve evidence?**

Don't shower. It's the first thing most victims want to do, and that's understandable. But if you do, it will remove important evidence.

By going to a SANE emergency room, you can preserve evidence of the assault—even if you're unsure whether you plan to press criminal charges.

If you decide to go to the ER, try to preserve any physical evidence. If possible, do not shower, bathe, go to the bathroom, remove any barrier contraception devices, douche, change clothing, eat, brush your teeth or use mouthwash.

If you are wearing the same clothes to the hospital that you were wearing during the sexual assault, you should bring a change of clothing. If you already changed clothing, you should place the clothing you were wearing at the time of the assault in a clean paper bag (grocery bag) or clean sheet (plastic bags render forensic evidence useless) and bring it to the hospital with you.

### **Have a question we didn't cover?**

Please share any suggestions or additional questions you may have so that we can continue to help members of the RISD community access the most helpful information possible in the future.

**Note: In these FAQ's we chose use the word "victim" rather than "survivor" because many victims, immediately following a sexual assault, may recognize that they were victimized, may feel like a victim, and may not yet have moved to survivor status.**

## **Prevention Resources**

### **Bystander intervention Tips**

RISD encourages all members of the RISD community to be active bystanders against sexual violence. The following information is based on Bystander Intervention research being done at the University of New Hampshire (Bring in the Bystander).

#### **Some simple steps to becoming an active bystander:**

Notice the situation. Be aware of your surroundings.

Interpret it as a problem. Ask yourself "do I recognize that someone needs help?"

Feel responsible to act. Educate yourself on what to do.

Intervene safely. Take action but be sure to keep yourself safe.

#### **How to intervene safely:**

Tell another person. Being with others is a good idea when a situation looks dangerous.

Asked a person you are worried about if he/she is okay. Provide options and a listening ear.

Distract or redirect individuals in unsafe situations

Ask the person if he/she wants to leave. Make sure that he/she gets home safely.

Call the police (911) or Public Safety (401-454-6666) or yell for help.

**What can my friend and I do to be safe?**

**Have a plan.** Talk to your friend about your plan BEFORE you go out.

**Go out together.** Go out as a group and come home as a group: never separate and never leave a friend(s) behind.

**Watch out for others.** If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she doesn't have to walk alone.

**Diffuse situations.** If you are a friend coming on too strong to someone who may be too drunk to make a consensual decisions, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.

**Trust your instincts.** If a situation or person doesn't seem right to you, trust your gut and remove yourself, if possible, from the situation.

Below are some additional resources for bystander intervention:

RISD has a club: SHARE- Sexual Health And Relationship Educators who host programs and trainings around the topic of consent, healthy relationships and bystander intervention for more information on the club please email [risdshare@risd.edu](mailto:risdshare@risd.edu)

A video from New Zealand's Who Are You Campaign

Article: Understanding Abusers

**Employee Information**

It is unlawful to subject individual, regardless of his/her gender or gender identity, to sex discrimination, which includes sexual harassment. RISD is committed to creating a learning, living and working environment free from discrimination, including sexual harassment and sexual violence. Members of our community, guests and visitors have the right to be free from all forms of violence and abuse, including sexual and relationship violence, stalking, sexual harassment and hate crimes. All members of our community, including guests and visitors, are expected to conduct themselves in a manner that does not infringe upon the rights of others.

RISD complies with applicable state and federal statutes, including TITLE IX of the Federal Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex under any education program or activity receiving federal financial aid. Sexual assault and sexual harassment are forms of sex discrimination prohibited by TITLE IX.

**Sexual Misconduct Reporting + Resources Information**

Any allegations of sexual misconduct brought against a RISD student or employee, regardless of where the alleged sexual misconduct occurred, will be taken seriously. Sexual misconduct alleged to have occurred off the RISD campus may be more difficult to investigate. If a person who is not a member of the RISD community notifies RISD of alleged sexual misconduct by a RISD student or employee, RISD will determine whether the conduct described is a sufficient risk to the safety of the RISD community to review further.

**Sydney Lake serves as the TITLE IX Coordinator** and is responsible for tracking and monitoring incidents of gender based discrimination, including sexual misconduct, to ensure that RISD responds effectively to each complaint, and where necessary, to conduct an investigation into a particular situations, RISD has also designated a Deputy IX Coordinator who has been trained to assist individuals with concerns of this nature: **Elizabeth Rainone (Deputy Title IX Coordinator for Employees)**.

## Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Sexual harassment may occur regardless of the intention of the person engaging in the conduct. Not all behavior that is unwelcome and inappropriate is sexual harassment. Sexual harassment must be judged in context and on the basis of the totality of the circumstances, including the severity and pervasiveness of the conduct. The following are some examples of conduct that, within that context, may constitute sexual harassment:

- sexual advances or requests for sexual favors
- sexual jokes and innuendo
- verbal abuse of a sexual nature
- physical assault with sexual intent
- commentary about an individual's body, sexual prowess or sexual deficiencies
- leering, catcalls or touching
- insulting or obscene comments or gestures
- display or circulation of sexually suggestive objects or pictures (including through email)
- inquiries into one's sexual activities
- Conditioning a promotion, raise, grade or other benefit on an individual's submission to sexual demands

Harassment that does not involve sexual activity or language, but that is based on sex (e.g., a male manager yells only at female employees and not males) may also constitute discrimination if it is sufficiently severe or pervasive and directed at employees because of their sex.

Sexual harassment generally falls into two categories: Quid pro quo harassment and hostile environment harassment. Quid pro quo harassment refers to a situation where a person in a position of power or authority causes an employee to believe that he or she must submit to unwelcome sexual advances or conduct or risk a negative outcome. For example, a manager telling a supporting staff member that he/she will not be eligible for promotion unless requests for sexual favors are met is an example of quid pro quo harassment.

Hostile environment harassment occurs when unwelcome gender-based conduct is so severe, persistent or pervasive that it has the effect of creating an unreasonably intimidating, hostile or offensive working environment that adversely affects an employee's work or a student's academic performance. Hostile environment harassment may occur between peers and arise without a supervisory relationship. Also, the conduct that may create hostile environment harassment need not be overtly sexual, but must be based on gender (e.g., a male manager repeatedly yells only at female employees and not males).

## Harassment Awareness Training

It's not always easy to distinguish inappropriate behavior from something more serious. Few challenges are more

complex and divisive than claims of workplace and classroom harassment, but such claims often are the result of simple, unintentional and preventable misunderstandings about the ways in which we interact with one another.

All RISD employees are urged to complete RISD's harassment awareness program. The online program is simple to use and takes about 45 minutes to complete, with step-by-step instructions for accessing the online program. If you have questions about how to access the online program contact Human Resources at 401-454-6606.

### **Consensual Relationships**

Romantic and sexual relationships between supervisors and their employees do not necessarily involve sexual harassment. However, there is a significant potential for adverse consequences. If a supervisor enters into a sexual relationship with an employee, even when both parties have consented to the relationship, there may be serious concerns about conflict of interest as well as unfair treatment of others. No person involved in a romantic and/or sexual relationship may have direct responsibility for evaluating the performance or for making decisions regarding the hiring, promotion, tenure, compensation, or termination of the other party to the relationship.

In situations where a professional power differential exists, the person in the position of higher institutional authority must realize that if a charge of sexual harassment is subsequently lodged, it may be exceeding difficulty to prove mutual consent.

### **Retaliation**

RISD strictly prohibits retaliation against any individual who reports harassment or participates in an investigation of such reports. Retaliation against an individual for reporting sexual harassment or for participating in an investigation is a serious violation of this policy and, like harassment itself, will be subject to disciplinary action up to and including termination of employment status.

### **Individuals and Conduct Covered**

This policy applies to all members of the RISD community, including employees, faculty members, students, and visitors. RISD will take action against harassment, discrimination, and retaliation whether engaged in by a faculty member, fellow employee, supervisor or manager, or third party such as an outside vendor, consultant, or other visitor.

Conduct prohibited by these policies is unacceptable both on campus and in the context of off-campus, College—related trips, meeting, social events, and other functions.

## **Complaint and Report Process**

RISD strongly urges the reporting of all incidents, no matter how minor, of perceived harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced or observed conduct that is contrary to RISD's policy or who otherwise have concerns about such matters should make a report promptly. Reports or complaints may be made through any of the channels listed below:

### **Complaint and Report Process Overview**

RISD strongly urges the reporting of all incidents, no matter how minor, of perceived harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced or observed conduct that is contrary to RISD's policy or who otherwise have concerns about such matters should make a report promptly. Reports or complaints may be made through any of the channels listed below:

Any member of the RISD community may report behavior or conduct to the Human Resources Department, 20 Washington Place, Providence, RI 401-454-6606. You may bring concerns to Human Resources even if you are in doubt about the nature of a behavior: Human Resources will assist in determining the best steps to address the concerns. Employees may report their concerns to their immediate supervisor, if the supervisor is not the person involved. Employees should not feel obligated to talk to their immediate supervisor first, but may go directly to the next level supervisor or Human Resources.

Supervisors, managers, faculty members, and student support staff who receive a complaint of harassment from an employee or student or who personally become aware of such behavior must report the behavior to the Human Resources Department immediately.

Gender-based harassment complaint may also be reported to one of the College's Title IX Coordinators.

### **Investigation and enforcement**

The College will thoroughly and promptly conduct an investigation on any complaint. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All Investigations will be treated with sensitivity and discretion and, to the extent practicable under the circumstance, in a confidential manner. The College will address confidentiality any concerns in the initial meeting. All parties should also maintain appropriate confidentiality regarding the complaint and the investigation.

Conduct constituting harassment, discrimination, or retaliation will be dealt with promptly and appropriately. If it is determined that inappropriate conduct has occurred, action appropriate to the circumstances will be taken. Such action may range from requiring training or counseling to separation from the College and may include other forms of disciplinary action as RISD believes appropriate to the circumstances.

### **Harassment Awareness Training**

It's not always easy to distinguish inappropriate behavior from something more serious. Few challenges are more complex and divisive than claims of workplace and classroom harassment, but such claims often are the result of simple, unintentional, and preventable misunderstandings about the ways in which we interact with one another. All RISD employees are urged to complete RISD's harassment awareness program. The online program is simple to use and takes about 45 minutes to complete, with step-by-step instructions for accessing the online program. If you have questions about how to access the online program, please contact Human Resources at 401-454-6606.

### **Support**

Individuals who have questions or concerns about gender-based discrimination should review the College's Discriminatory Harassment Policy or talk with the Vice President of Human Resources or a member of the Human Resources department at 401-454-6606 or 401-454-6760. Title IX Coordinators are also available to assist employees and faculty as well as students.

RISD also provides its employees, any individual who shares residence with the employee, and immediate family access to an employee assistance program to help with personal issues and situations. The service provided is 100% confidential through LIFEScope, an off-campus resource. Services include but are not limited to traditional assessment, counseling and referral services: [www.lifescopEAP.com](http://www.lifescopEAP.com); 1-800-828-6025 Customer Service 24/7



## Non-Discrimination Notice

### Notice of Non-Discrimination/Equal Opportunity Statement

Rhode Island School of Design does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin in, veteran status, or any other characteristic protected by law in admission to, participation in, or employment; or in its other programs and activities.

## Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, any person required to register under a state sex offender registration program must notify the state concerning each institution of higher education in the state in which the person is a student or works, and of each change in enrollment or employment status of the person at such an institution. State procedure must also ensure that information concerning a registrant enrolled or working at an institution of higher education is promptly made available to a law enforcement agency having jurisdiction where the institution is located and entered into the appropriate state records or data system. In accordance with requirements of the CSCPA, information concerning registered sex offenders employed, enrolled as a student or carrying on a vocation at this institution can be obtained, to the extent permitted by law, by contacting the Sex Offenders Community Notification Unit within the Rhode Island Parole Board at 401-462-0905, or online at [www.paroleboard.ri.gov](http://www.paroleboard.ri.gov).

## RISD Rides

Starting in September 2017, RISD Rides vans will no longer use the set routes that were previously in place, but will instead operate as a more flexible, on-demand, door-to-door service. Community members will no longer contact the Department of Public Safety to request a ride from RISD Rides. Students, faculty and staff will now be able to use a smart phone to request a ride from any location, within the designated service area, to any college building. Students may also request a return trip from any college building to their residence, within the service area. RISD Rides will operate 7 days per week during the academic year, from 5 pm– 3:15 am. Please check the [RISD Rides Service Area Map](#) before planning your trip.

### How to Access RISD Rides Online

1. Go to [my.risd.edu](http://my.risd.edu) on a desktop or download the My RISD app on a mobile device
2. Select your appropriate persona (i.e., students select Students)
3. Select Going tile
4. Select RISD Rides tile
5. Click Request RISD Rides

Please note: If you are a first-time user of RISD Rides you will be prompted to create an account in the TransLoc Rider app when you request a ride. It is recommended that you use your RISD username as your username for this

system (for example John Smith would use jsmith). Once you build your profile, you will need to select Rhode Island School of Design.

If you do not have a smart phone and need to request a ride from RISD Rides, you can still contact the Department of Public Safety at [401-427-6915](tel:401-427-6915) to request a ride.

### **How to Request a Ride**

On-demand rides are scheduled from within the TransLoc Rider app. When service is available a blue icon will be visible, and clicking on the icon will allow you to schedule a ride. When the icon is grey, service is unavailable.

1. Click the Request a Ride button.
2. Enter the address where you would like to be picked up. (This can be done by typing in the address bar, making a selection from the My Addresses drop-down menu or by moving the green pin on the map to the location where you would like to be picked up.)
3. Enter the address where you would like to be dropped off.
4. Select the number of passengers for the ride. If you are only making a reservation for yourself, please click Just Me.

Please note: You can save personal addresses in the My Addresses drop-down menu by going to My Addresses and clicking the Create Address button. Then, enter the address on a single line. Finally, enter a name for the address.

### **Verifying When Your RISD Ride Will Arrive**

Once you have scheduled a ride, click View Ride and you will be taken to a live map showing your pickup and drop-off locations, the vehicle itself and your estimated pickup time.

You will also receive a text message, sent to the phone number associated with your account. This message will be sent 3–5 minutes prior to the vehicle arriving to your pickup location. A text message will also be sent to you when the driver arrives at your location.

### **How to Cancel a RISD Ride Request**

1. Sign into the TransLoc Rider App.
2. On the left-hand menu, click My Rides.
3. Click on the ride you would like to cancel.
4. Click the Cancel Ride button.

Please note: If you wish to change your ride or schedule a new one, you must first cancel the one you currently have scheduled.

RISD students, faculty and staff who live within the to-your-door coverage area are eligible to use this service. RISD community members who reside beyond the designated service boundaries are not eligible to use the service and will not be dropped off at the boundary.

### **Guests**

You may bring one non-RISD guest with you under certain conditions:

- You must be a RISD student or faculty or staff member with a valid RISD ID.
- The guest must present a valid photo ID (driver's license, college ID), which will be checked and logged by the RISD driver.

- Transportation for you and your guest will be provided only to your residence. Additional stops will not be made to drop off a guest at a different location.

### Rules and Regulations

- Have your ID card ready before entering the vehicle. You must show a valid RISD ID to the driver when boarding. This is to ensure the safety of both our drivers and our riders.
- If you bring a guest, you are responsible for the conduct of that guest.
- If you damage a RISD Rides vehicle, you will be billed for the repairs.
- No pets.
- No smoking.
- Absolutely no alcohol (in open or closed containers).
- You are required by Rhode Island state law to wear a seatbelt.
- You have the right to be driven home in a safe manner and the right to be treated with courtesy and respect. You also have the obligation to treat RISD Rides employees with the same courtesy and respect.
- RISD Rides reserves the right to deny transport to any passenger if, in the judgment of the driver, the passenger's behavior is a danger to the vehicle, the driver or other passengers.

By using RISD Rides, you are agreeing to abide by these rules and regulations. If you or your guest violates these rules and regulations, you will be denied service.

## RIPTA

RIPTA (Rhode Island Public Transportation Authority) is a statewide system of fixed-route public buses serving 38 of Rhode Island's 39 cities and towns. All RISD full-time students, staff and faculty may now ride RIPTA with their RISD ID. Select schedules are available at the Public Safety Administrative Office at 30 Waterman Street; schedules are also available at the Intermodal Transit Center in Kennedy Plaza, online at [ripta.com](http://ripta.com) or by calling 401-781-9400.

For more information on transit services at RISD, please visit <http://intranet.risd.edu/transportation> or email [pubsafe@risd.edu](mailto:pubsafe@risd.edu).

## Fire Safety

### Fire Reporting

All fires should be reported immediately to the Department of Public Safety at 401-454-6666 or by dialing 911. Fires occurring in a residence hall also should be reported to the hall director or Residence Life at 401-454-6650.

## Fire Safety Log/Statistics

The fire safety log and statistics are maintained by the Department of Public Safety. Information is incorporated into the Annual Security and Fire Safety Report.

## Residence Hall Rules: NO SMOKING

Smoking is expressly prohibited in RISD-owned and operated buildings and vehicles, including but not limited to residence facilities, suites and apartments, working spaces and offices, auditoriums, classrooms, conference and meeting rooms, elevators, hallways and stairwells, cafeterias, lounges and restrooms. This non-smoking policy applies to students, faculty, staff, contractors and visitors. Evidence of indoor smoking, including ashes, cigarettes, cigars, pipes, or other smoking equipment or products, will result in disciplinary action.

The Rhode Island Public Health and Workplace Safety Act prohibits smoking in all enclosed public places within the state, including post-secondary education facilities (R.I.G.L. 23-20.10).

## Student Residence Halls Safety System

On-campus student housing is equipped with fire detection systems, smoke detectors and pull boxes. Each facility is equipped with fire sprinklers.

### Mandatory supervised fire drills

RISD conducts mandatory fire drills in the fall, spring and summer. The drills and evacuations are supervised by the environmental health and safety manager. Evacuation routes are posted in each living area.

### Fire safety policies and rules

RISD's fire safety regulations are intended to prevent injuries to members of the RISD community and physical damage to property. Rooms are inspected periodically, at random times, to assure compliance. RISD reserves the right to take disciplinary action against students who violate safety rules in student housing. RISD prohibits candles and smoking in student housing. A complete list of banned items can be found at [info.risd.edu](http://info.risd.edu) under "Environmental Health and Safety."

### Health and safety

RISD strives to ensure that the residential environment is safe, but the primary responsibility for safe behavior rests with the students. This becomes increasingly important in areas such as apartments, where staff supervision is minimal. The following guidelines have been developed to safeguard you and your friends. Please read them carefully and follow them closely.

### Chemical handling

Corrosive or flammable materials should be used only in designated work areas or studios. Gamsol is the only solvent approved for use in the residence halls. Disposal of corrosive, flammable or other chemicals (in containers or on cloth, brushes, etc.) must follow the guidelines posted in each work area and incorporated herein by reference. Leftover or used combustible or flammable liquid waste should be poured into the liquid waste containers in each work area or studio. Under no circumstance should any of these substances be poured down drains or mixed in with regular trash. Should you have any questions about proper disposal methods, contact the Office of Environmental Health & Safety at 401-454-6780.

### Fire drills and evacuation procedures

In accordance with state law, RISD conducts fire drills on a periodic basis. When the alarm sounds, everyone must evacuate the building as quickly as possible. During an alarm students should cooperate with any requests from RISD or Fire Department officials. Failure to evacuate a building during an active alarm could result in disciplinary action that could include fines and/or dismissal.

It is very important that you familiarize yourself with evacuation procedures and multiple escape routes prior to any emergency. In case of a fire, seconds saved may mean the difference between life and death. Never assume that an alarm is false! Exit charts are posted on the back of each room door.

### Health and safety inspections

Responsibility for enforcing safety regulations and health standards is shared by the Department of Public Safety, Facilities, Environmental Health & Safety and Residence Life. Regular, periodic inspections of student rooms take place during the course of the school year. Inspection may or may not be announced in advance.

Rooms and other areas dedicated for residential use must be maintained to a minimum level of cleanliness to protect everyone's health. Note that residents of the Benefit Street apartments, Charles Landing apartments and 15 West maintain each living unit's common space, including kitchen areas and bathrooms. Conditions that present a nuisance or jeopardize the general health or well being of residents will not be allowed to persist. Students who repeatedly fail to maintain their space will be required to contact cleaning services through the college, at the student's expense. If more than one student is responsible for an area, cleaning costs will be shared by all residents of the area.

### Safety equipment and false alarms

For your own safety and the safety of others, do not tolerate anyone who tampers with fire or fire safety equipment and report any damage to or malfunction of equipment to the Department of Public Safety. All of the residence halls at RISD

have fire detection systems that connect directly to the Providence Fire Department. When a system alarm is triggered, the Fire Department will respond. Any student who tampers with fire safety equipment or causes a false alarm or a fire, either willfully or by negligence, faces a fine of at least \$250 and further action that could result in dismissal from RISD. The Providence Fire Department is empowered to file criminal charges when warranted.

**Plans for Future Improvement in Fire Safety:** Rhode Island School of Design will continue our campus wide fire alarm system upgrades and testing.

### Using the residence halls safely

#### Decorating and Using Your Room

To minimize the risk of fire, please adhere to the following rules:

1. Fire ignition sources (halogen lamps, hot glue guns, hair dryers, etc.) should be kept away from any combustible material. Additionally, the room's heating unit or radiator must be kept clear of combustible material.
2. If you use posters, wall hangings or other items to decorate your room, wall coverings should not exceed about 30% of your wall's surface area. All such decorations must be affixed flat against the walls so that flames cannot reach both sides.
3. Nothing should be placed covering or impeding the efficacy of sprinkler heads, smoke detectors or light fixtures. Nothing should ever be hung from a sprinkler pipe.
4. Absolutely no cloth, paper or other flammable material (including lamp shades) can be hung from the ceiling. Small window treatments are permitted, but curtains may only be used if they are verifiably fire retardant.
5. Candles, oil lamps, incense, fireworks and explosives, melting paraffin or wax, blow torches or any other sources of open flame are not allowed in residence halls.
6. Students' rooms should be kept reasonably free of clutter. Do not allow flammable supplies such as twigs, branches, newspaper, cardboard, etc. to accumulate. Student-supplied furniture should be in good condition. Upholstered pieces are limited to one additional seat per resident.
7. Corrosive or flammable solvents and other such materials should not be used in student rooms (see Chemical handling for additional information).

#### Electrical Appliances

1. Cooking is permitted only in designated kitchen areas. When cooking, never leave food unattended. Avoid broiling and beware of smoke and vapors caused while frying as either may trigger the living unit's smoke detectors. Cooking appliances are not allowed in student sleeping rooms with the exception of one coffee maker or one small, enclosed water heater per room (if the appliance is U.L. listed). Microwaves are allowed in kitchen areas or, in the Hill Houses or the Quad, only as part of the combination refrigerator/microwave units available for rent through the college.
2. Any electrical appliance or extension cords used in a residence hall must be Underwriter Laboratories (U.L.) listed and in good working order. Neon lights, halogen torches and sun lamps are not allowed under any circumstance. If using high-wattage halogen lamps with exposed bulbs, be careful to make certain that no flammable materials are close to or can touch the bulbs.
3. Residents may not add heating or cooling units to their living area, except in the Quad and Hill Houses, where one compact refrigerator of 4 cubic feet or less is allowed per room. Additional refrigerators are not allowed in the apartments or suites.
4. Any appliance or combination of appliances that overloads circuits is not allowed. Octopus (multi-outlet) plugs and overloaded extension cords should not be used. No extension cords should ever be run under a rug or over a door or window. You may not plug one extension cord into another extension cord. We require the use of extension cords with built-in circuit breakers.
5. Tampering with or altering circuit breakers, smoke detectors or any part of the electrical system in a residence hall is strictly forbidden and will automatically incur the minimum life safety fine of \$250.

#### Additional Safety Guidelines

1. Nothing may be stored in the hallways, stairwells or entrances of any of the buildings. At no time should posters, papers or other flammable materials be hung from the ceiling of the hallways or workrooms. Projects or other student work left in a hallway or stairway will be removed and discarded. If you wish to create an installation in a hallway or stairway, you must obtain prior permission by completing a Crit Application Form available from Public Safety.
2. Bicycles should be stored in designated areas or your room, not in public areas of the residence halls. Never lock your bike to stair railings or anywhere that blocks a means of egress during emergencies. All bicycles should be registered with the Department of Public Safety.
3. No one should be on any roof or fire escape of any building, at any time, except in an emergency.
4. Nothing should be dumped, poured, thrown or otherwise disposed of from the windows of any residence hall.
5. Water pistols or any similar device that sprays water should not be used in a



residence hall.

6. The hallways and interior public areas of the residence halls, as well as the courtyards in the Quad, are not to be used for skateboarding, scooters, other wheeled devices or playing sports.
7. Please contact the Residence Life Officer before hosting an organized activity in the upper or lower Quad, the Amphitheater, the Charles Landing pool area or Nickerson Green.
8. Residence hall lounges and hallways may not be used as work areas. Designated workrooms should be used for such purposes.
9. In buildings where central, shared kitchens are provided, use is restricted to food preparation. Please clean up after yourself.

## Annual Fire Safety Report on Student Housing

### Campus residential student housing fire report for 2017

Building	Date	Cause	Injuries	Death	Damage
Congdon house	4/6/2017	Food fire	No	No	Less than \$250
Charles Landing	6/1/2017	Trash Fire	No	No	Less than \$250
Homer Hall	11/19/2017	Trash Fire	No	No	Less \$250

### Campus residential student housing fire report for 2018

Building	Date	Cause	Injuries	Death	Damage
15 Westminster street	2/1/2018	Machine fire	No	No	Less than \$500
South Hall	7/12/2018	Food Fire	No	No	Less than \$500
South Hall	10/25/2018	Food Fire	No	No	Less than \$500

### Campus residential student housing fire report for 2019

Building	Date	Cause	Injuries	Death	Damage
15 Westminster street	4/2/2019	Food Fire	No	No	Less than \$500
Dexter House	5/9/2019	Food fire	No	No	Less than \$500

## Fire Safety Systems 2018

Location	Occupancy	Stories	Sprinkler system	Fire Alarm System	Fire Drills
15 Westminster street	Residence Facility	12	100%	Edwards	4
Colonial Apartments 175-185 Benefit street	Residence Facility	3	100%	FCI	4
Homer Hall 55 Angel street	Residence Facility	6	100%	FCI	4
Nickerson Hall 55 Angel street	Residence Facility	5	100%	FCI	4
South Hall 30 Waterman street	Residence Facility	4	100%	FCI	4

East Hall 48 Waterman street	Residence Facility	3	100%	FCI	4
Dwight House 191-197 Benefit street	Residence Facility	3	100%	FCI	4
Congdon House 2 Congdon street	Residence Facility	3	100%	FCI	4
Barstow House 62 Waterman street	Residence Facility	3	100%	Edwards EST	4
Dexter House 187 Benefit street	Residence Facility	2	100%	FCI	4
Nightingale House 59 Prospect street	Residence Facility	3	100%	FCI	4
Lamed House 71 Angel street	Residence Facility	3	100%	FCI	4
Carpenter House 1 Congdon street	Residence Facility	3	100%	FCI	4
Pardon Miller House 48 Angel street	Residence Facility	3	100%	FCI	4
Dunnell House 16 Angel street	Residence Facility	3	100%	Mircon	4
Charles landing 105-115 Charles street	Residence Facility	3	100%	Mircon	4
Charles Landing 85 -101 Charles street	Residence Facility	4	100%	Honeywell fire life	4
North Hall 60 Waterman street	Residence Facility	4	100%	FCI	4
Charles Landing 400 -456 N. Main street	Residence Facility	4	100%	Honeywell fire life	4

# Emergency Evacuation Procedures

If an evacuation from a RISD building is required due to an emergency such as a fire alarm, gas leak or natural disaster, occupants should remember to stay calm and avoid rushing or panicking. It is very important to leave the building immediately when the alarm sounds or you receive a RISDAAlert message or other notification. Notify others as you are exiting the building.

The following procedures should be followed in the event of an evacuation.

- Safely stop all work in your area.
- If it is safe to do so, gather your personal belongings, such as keys, wallet/purse, cellphone and medications.
- Proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated emergency assembly area and account for the employees who were working in your area.
- If you have information to offer in regards to the emergency, call Public Safety at 401-454-6666 once you are in a safe location.
- Wait for instructions from emergency personnel.
- Never re-enter the building or work area until you have been instructed to do so by emergency personnel.
- It is recommended that each department/business unit in a building identify a few department members who will act as evacuation coordinators.

In addition, it is important that all students and employees be aware of the locations of alternative exits and keep exit routes free and clear of obstructions. Building maps are located on the inside of all bedroom doors. The emergency evacuation maps show the main assembly area for the building and the locations of emergency exits. The Department of Facilities & EHS maintains and updates the emergency evacuation maps annually. The emergency evacuation maps for the campus building can be viewed at [Info.risd.edu](http://Info.risd.edu).

# RISD Campus Emergency Plan

It is the goal of RISD to ensure that careful planning, with an emphasis on safety, will help members of the RISD community handle crises and emergencies with an appropriate response. Every member of the RISD community shares responsibility for emergency preparedness. It is the responsibility of RISD's leaders to ensure that individual departments have emergency plans and to assign emergency planning and response duties to appropriate staff members.

The Emergency Operations Command Team (EOCT) will provide leadership and make decisions as appropriate to respond to emergency situations. They will also decide on what and when to communicate to the RISD community and will provide direction to the functional incident managers and advice to the President and the Cabinet.

The primary goals of the RISD Emergency Plan are:

- I. To protect lives, intellectual property and facilities
- II. To prevent or minimize the impact of emergencies and to maximize the effectiveness of the campus in responding to inevitable occurrences
- III. To provide for the continuity of campus operations in pursuit of RISD's mission

## Introduction

Since every scenario cannot be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. The following plan designates areas of responsibility and defines for RISD the administrative framework necessary to respond to emergency situations. This plan is tailored to respond to campus emergencies by providing an administrative framework and a response framework. It is imperative that individual departments develop response plans for situations that may develop under their purview. The EOCT will ensure that departmental procedures exist and are reviewed and updated on a regular basis. The college's response needs to be quick, professional and supportive to meet the emerging demands of any emergency or crisis situation.

### A. Emergency Numbers

Need help immediately? Dial 911

Anyone with knowledge of an emergency should contact:

**RISD Public Safety Office**

ext. 6666 (from any college phone)

401-454-6666 (from off campus)

**Contact RISD**

800-364-7473 – A toll-free option to contact RISD – this number will have a recording of up-to-date information during any emergency.

401-454-6100 – This number will also have a recording of up-to-date information during any emergency.

**Facilities Management Services Response**

ext. 6484 (from any college phone)

401-454-6484 (from off campus)

**Office of Environmental Health and Safety**

ext. 6780 (from any college phone)

401-454-6780 (from off campus)

**B. Definition and Levels of an Emergency**

The following guidelines will help members of the RISD community respond appropriately to a variety of incidents and emergencies. Not all emergencies require the same response. Incidents are evaluated on a case-by-case basis.

- **Level 1 (Minor Emergency)** – A campus emergency with limited impact that does not affect the overall operation and function of the college. Examples include a minor hazardous material incident, small fire or temporary limited power outage. Normally a minor emergency does not require notification of the Emergency Operations Command Team (EOCT) except through routine communications. The situation would normally be handled by the Department of Public Safety with other departments brought in as needed.
- **Level 2 (Major Emergency)** – A local emergency that has significantly disrupted or may disrupt operation of the college or adversely impact a major population of the community. Public Safety will notify EOCT members, who will report to the Emergency Operations Command Center (EOCC). The College Emergency Communication Plan will be implemented. Examples include serious crimes on campus, major fires, death(s) or partial infrastructure failure.
- **Level 3 (Campus-wide)** – A community-wide emergency that potentially disrupts the operations of the college and involves major damage or systems failure. Disasters impact not only the college, but possibly the surrounding community and beyond. EOCT will be mobilized and convene in the EOCC. The College Emergency Communication Plan will be implemented. Examples include tornadoes, widespread extended power outages, severe natural disasters or acts of terrorism.

**C RISD Emergency Response: RISD Emergency Operation Command Team (EOCT)****Functions:**

- Approve overall objectives, priorities and strategies
- Issue public information reports and instructions

Liaison with governments and external organizations  
Gather, confirm and evaluate incident information  
Define and implement tactics/actions to resolve specific priority situations  
Identify resources needs and shortfalls  
Reassign/deploy individuals in support of critical needs  
When necessary coordinate national, state and local resources

**Members include (but are not limited to):**

Vice-President for Campus Services  
Chief Financial Officer  
Assistant Director, Risk and Emergency Management  
Environmental Health & Safety Manager  
Director of Media Relations  
Vice President, Communication  
Director of Employment  
Director of Auxiliary Services  
Dean of Student Affairs  
Director of Public Safety  
Director Academic Budget and Facilities Planning  
Manager, Museum Safety Security and Facilities Operations  
Executive Director, Continuing Education  
Associate Vice President, Office of Information Technology

**D. Emergency Operation Command Center**

As warranted, Chair of the EOCT will convene the RISD EOCT in either the 4<sup>th</sup> Floor Board room of 20 Washington Place, or Met Room B. If those locations become unavailable or are unsafe, the backup will be the What Cheer Garage. Circumstances may require setup at other locations where necessary support facilities exist. In the absence of Chair, the VP for Campus Services or the Director of Public Safety will assume this role.

**RESPONSE FRAMEWORK**

Some emergency situations, such as a fire, occur entirely without warning and require immediate reaction. Others, like a hurricane, offer varying degrees of prior warning. Still others, like a disease epidemic, constitute potential emergencies that may or may not occur, but still require an initial degree of reaction and close, regular monitoring. Consequently, our response plan needs to reflect the degree of warning we may receive.

**A. Unpredicted Emergency—Direction and Coordination**

When an unpredicted emergency occurs or condition exists, it will be reported immediately to the Public Safety Department at 401-454-6666.

The Public Safety Dispatcher will follow a defined sequence of responses. The sequence, defined below, will be followed for nearly all emergency situations. Some situations might require a deviation from this sequence, but in all situations full and complete communication with the RISD Emergency Operations Command Team is required.

The usual sequence to be followed is:

1. The Public Safety Dispatcher will assign Public Safety Officers and make appropriate fire, police and/or medical rescue calls
2. The Public Safety Dispatcher will notify the Director of Public Safety, Lieutenant or designee if unavailable, who will determine whether or not to initiate the emergency response process.
3. If the emergency response process list is initiated, the Vice President for Campus Services, acting as the Leader of the RISD EOCT, will determine the appropriate level of emergency response and to what extent the RISD EOCT will become involved.
4. Assembly: We have identified the Auditorium and/or the Metcalf Dining Hall as a place for faculty, staff and students to assemble during an emergency. Should the Auditorium be unusable, Public Safety will direct all personnel to an alternate location. The Public Safety Offices in the Quad and Central Control in the Museum are staffed at all times.

Prior to assembling the RISD EOCT, on-scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis under the direction of the incident commander. The Director of Public Safety may also request help from other departments on an emergency basis, including requiring staff to be taken off less critical assignments to assist their officers.

**B. Predicted Emergency—Direction and Coordination**

When conditions permit and the impending emergency situation is not extremely time sensitive, the Vice President for Campus Services will assemble the EOCT to formulate a plan of action.

**C. Declaration of an Emergency Condition**

The President, the Provost, the Vice President of Campus Services, Chief Operating Office, or the Chief of Public Safety can declare a RISD Level 3 emergency when, he/she deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the college. The Chief Operating Officer or designee will also activate the RISD EOCT.

**D. Key Roles**

The following college offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, then those personnel will automatically become part of the “pool” of reserve personnel to assist as assigned by those coordinating the specific emergency (i.e. Admissions, Financial Aid, and Registrar).

<u>OFFICE</u>	<u>Role</u>
Administrative Support Services	Provide courier services to policy and operations groups. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.). Obtain emergency goods and services including pickup/delivery to site of emergency.
Dean of Students	Liaison with parents and students. Coordinate student notification and response.



Dining and Catering	Coordinate dining services for students, dislocated personnel and emergency workers.
Health Center	Provide medical and psychological support and backup. Assist in providing services to those with minor injuries and provide trauma counseling and support. Coordinate with first aid services. May be asked to assist/provide on-site medical triage.
Human Resources	Assist employees as necessary.
Facilities	Arrange temporary quarters for displaced people. Provide structure evaluations and repair estimates. Access facility and grounds damages and restore to functional level.
Provost/Academic Deans & Chairs	Identify and resolve instructional issues. Coordinate necessary faculty resources.
Media (Public Information Officer)	Media coordination and spokesperson
Media	Take down RISD EDU site and activate RISD Emergency Site. Update as appropriate. Draft communications to the campus.
Residence Life	Coordinate housing operation (including any temporary shelters). Ensure headcounts of students are taken.
Risk Management	Identify cause and scope of loss, coordinate insurance adjustment. Establish and support Emergency Operation Command Center (EOCC).
Public Safety Department/Photo ID	Enforce campus policies, crowd control, evacuation, campus security, and mobile communication. Liaison with on-site fire, police and medical command personnel and other response personnel. Provide temporary radios and other communication devices. Assist local police services as necessary. Create temporary identification/access credentials as required.
Student Development and Counseling	Provide psychological support and backup. Assist in providing trauma counseling and support services.
Telecommunication	Coordinate temporary telephone, fax and computer hookups. Communications: provide “broadcast” capability for phone, mail. Arrange phone bank for necessary student call-outs to family. Activate “800” number if necessary.

## Emergency Notification System Testing

The college's emergency notifications system is tested on an annual basis. The director of public safety, or his/her designee, notifies the campus community of the test, including information on the system and procedures for adding or changing personal information for notification purposes.

## Emergency Management Drill

The Emergency Operation Command Team (E.O.C.T) meets regularly to evaluate risks, prepare for emergencies, and test our systems and response with simulated exercises.

The Department of Public Safety and Emergency Management conduct table top and crisis response exercises with campus, local, state Public Safety organizations annually.

## Notice of Non-Discrimination/Equal Opportunity Statement

Rhode Island School of Design does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, veteran status, or any other characteristic protected by law in admission to, participation in, or administration of its educational programs and activities; in employment; or in its other programs and activities.

## Important Contact Information

Department of Public Safety

24-Hour Dispatch: 401-454-6376

Emergency: 401-454-6666

RISD Health Services: 401-454-6625

RISD Student Development and Counseling Services: 401-454-6637

RISD Residence Life: 401-454-6650

RISD Student Affairs: 401-454-6600

RIPTA (Rhode Island Public Transportation Authority): 401-781-9400

Providence Police Department

Emergency: 911

Non-Emergency: 401-272-3121

Barrington Police Department (Tillinghast Farm)  
Non-Emergency: 401-437-3935

Day One Sexual Assault Trauma Center of RI  
401-421-4100

Sarah Doyle Women's Center of RI  
401-863-2189

Rhode Island VINE (Victim Information & Notification  
Everyday) 877-744-8463

Alcoholics Anonymous (AA)  
401-438-8860 or 800-439-8860 (only in RI)

Adult Children of Alcoholics (ACOA)  
401-781-0044

Al-Anon  
401-781-0044