



**FINE Mortuary College**

A Private Two Year College

# **2026**

# **ANNUAL SECURITY REPORT**

**FINE Mortuary  
College, LLC**

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FINE Mortuary College distributes this Annual Security Report (ASR) each year to all current students and employees. Prospective students and prospective employees receive notice of this report and receive the report upon request. Paper copies of the Annual Security Report are available upon request at the front desk of FINE Mortuary College.

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# INTRODUCTION

## THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act—known as the Clery Act—is named for Jeanne Clery, a nineteen-year-old Lehigh University student who was raped and killed in her dorm room in 1986. The law was originally enacted in 1990 as the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA). The Clery Act requires all postsecondary educational institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. Specifically, higher education institutions subject to the law must do the following:

- Collect, report, and disseminate crime data.
- Develop policy statements regarding campus safety.
- Prepare and distribute an annual security report.
- Issue timely warnings and emergency notifications to the campus community.
- Submit crime statistics to the Department of Education.

The Clery Act has been amended many times to include additional requirements. Amendments in 2013 require institutions to report incidents of domestic violence, dating violence, and stalking. The Act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions about where to attend school.

## POLICY STATEMENT

FINE Mortuary College, LLC: A Private Two-Year College (FMC) is committed to providing a learning environment that ensures the safety and encourages the personal health and productivity of its students and employees. FMC recognizes crimes against any student or employee (i.e., murder, sex offenses, dating violence, domestic violence, hate crimes, sexual assault, stalking, robbery, aggravated assault, burglary, and motor vehicle theft), substance abuse and weapons possession at College to be a threat to the safety, health, and job performance of all students and employees.

# CRIME STATISTICS

## PREPARING CRIME STATISTICS

To complete the Annual Security Report, the Incident Report File is reviewed by the Campus Security Authority (CSA) to gather data on any crimes to be reported. The Annual Security Report only includes statistics on reportable crimes committed during the recent calendar year on the Campus and on the surrounding property controlled by the Campus.

FMC's Campus Security Authority makes a reasonable and good faith effort, at least once per year, to obtain statistics for crimes that occurred on or within the school's Clery geography from the local police. For this 2021 ASR, FMC's Campus Security Authority has reached out to local law enforcement to request these statistics. When provided, local police department statistics are combined with FMC's statistics.

Crime statistic data is then reported to the Department of Education on a Campus Safety and Security Survey through a data collection website.

## STATISTICS TABLE

### CRIMINAL OFFENSES

| OFFENSE                           | YEAR | ON-CAMPUS<br>PROPERTY | PUBLIC<br>PROPERTY |
|-----------------------------------|------|-----------------------|--------------------|
| Murder/non-negligent manslaughter | 2023 | 0                     | 0                  |
|                                   | 2024 | 0                     | 0                  |
|                                   | 2025 | 0                     | 0                  |
| Negligent manslaughter            | 2023 | 0                     | 0                  |
|                                   | 2024 | 0                     | 0                  |
|                                   | 2025 | 0                     | 0                  |
| Rape                              | 2023 | 0                     | 0                  |
|                                   | 2024 | 0                     | 0                  |
|                                   | 2025 | 0                     | 0                  |
| Fondling                          | 2023 | 0                     | 0                  |
|                                   | 2024 | 0                     | 0                  |
|                                   | 2025 | 0                     | 0                  |
| Incest                            | 2023 | 0                     | 0                  |
|                                   | 2024 | 0                     | 0                  |
|                                   | 2025 | 0                     | 0                  |
| Statutory rape                    | 2023 | 0                     | 0                  |
|                                   | 2024 | 0                     | 0                  |
|                                   | 2025 | 0                     | 0                  |
| Robbery                           | 2023 | 0                     | 0                  |
|                                   | 2024 | 0                     | 0                  |
|                                   | 2025 | 0                     | 0                  |

|                            |      |   |   |
|----------------------------|------|---|---|
| <b>Aggravated assault</b>  | 2023 | 0 | 0 |
|                            | 2024 | 0 | 0 |
|                            | 2025 | 0 | 0 |
| <b>Burglary</b>            | 2023 | 0 | 0 |
|                            | 2024 | 0 | 0 |
|                            | 2025 | 0 | 0 |
| <b>Motor vehicle theft</b> | 2023 | 0 | 0 |
|                            | 2024 | 0 | 0 |
|                            | 2025 | 0 | 0 |
| <b>Arson</b>               | 2023 | 0 | 0 |
|                            | 2024 | 0 | 0 |
|                            | 2025 | 0 | 0 |

### VAWA OFFENSES

| OFFENSE                  | YEAR | ON-CAMPUS PROPERTY | PUBLIC PROPERTY |
|--------------------------|------|--------------------|-----------------|
| <b>Domestic violence</b> | 2023 | 0                  | 0               |
|                          | 2024 | 0                  | 0               |
|                          | 2025 | 0                  | 0               |
| <b>Dating violence</b>   | 2023 | 0                  | 0               |
|                          | 2024 | 0                  | 0               |
|                          | 2025 | 0                  | 0               |
| <b>Stalking*</b>         | 2023 | 0                  | 0               |
|                          | 2024 | 0                  | 0               |
|                          | 2025 | 0                  | 0               |

### ARRESTS AND DISCIPLINARY REFERRALS

| OFFENSE                                                   | YEAR | ON-CAMPUS PROPERTY | PUBLIC PROPERTY |
|-----------------------------------------------------------|------|--------------------|-----------------|
| <b>Arrests: Liquor law violations</b>                     | 2023 | 0                  | 0               |
|                                                           | 2024 | 0                  | 0               |
|                                                           | 2025 | 0                  | 0               |
| <b>Disciplinary referrals: Liquor law violations</b>      | 2023 | 0                  | 0               |
|                                                           | 2024 | 0                  | 0               |
|                                                           | 2025 | 0                  | 0               |
| <b>Arrests: Drug law violations</b>                       | 2023 | 0                  | 0               |
|                                                           | 2024 | 0                  | 0               |
|                                                           | 2025 | 0                  | 0               |
| <b>Disciplinary referrals: Drug law violations</b>        | 2023 | 0                  | 0               |
|                                                           | 2024 | 0                  | 0               |
|                                                           | 2025 | 0                  | 0               |
| <b>Arrests: Illegal weapons possession</b>                | 2023 | 0                  | 0               |
|                                                           | 2024 | 0                  | 0               |
|                                                           | 2025 | 0                  | 0               |
| <b>Disciplinary referrals: Illegal weapons possession</b> | 2023 | 0                  | 0               |
|                                                           | 2024 | 0                  | 0               |
|                                                           | 2025 | 0                  | 0               |

## HATE CRIMES

| OFFENSE                                   | YEAR | ON-CAMPUS<br>PROPERTY | PUBLIC<br>PROPERTY |
|-------------------------------------------|------|-----------------------|--------------------|
| Murder/non-negligent manslaughter         | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Negligent manslaughter                    | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Rape                                      | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Fondling                                  | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Incest                                    | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Statutory rape                            | 2022 | 0                     | 0                  |
|                                           | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
| Robbery                                   | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Aggravated assault                        | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Burglary                                  | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Motor vehicle theft                       | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Arson                                     | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Larceny-theft                             | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Simple Assault                            | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Intimidation                              | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |
| Destruction/damage/ vandalism of property | 2023 | 0                     | 0                  |
|                                           | 2024 | 0                     | 0                  |
|                                           | 2025 | 0                     | 0                  |

|                          |      |   |   |
|--------------------------|------|---|---|
| <b>Dating Violence</b>   | 2023 | 0 | 0 |
|                          | 2024 | 0 | 0 |
|                          | 2025 | 0 | 0 |
| <b>Domestic Violence</b> | 2023 | 0 | 0 |
|                          | 2024 | 0 | 0 |
|                          | 2025 | 0 | 0 |
| <b>Stalking*</b>         | 2023 | 0 | 0 |
|                          | 2024 | 0 | 0 |
|                          | 2025 | 0 | 0 |

**Hate Crime Categories of Prejudice:** Disability (D), Ethnicity (E), Gender (G), Gender Identity (GI), National Origin (N), Race (Ra), Religion (Re), Sexual Orientation (S)

### UNFOUNDED CRIMES

| OFFENSE                                  | YEAR | ON-CAMPUS<br>PROPERTY | PUBLIC<br>PROPERTY |
|------------------------------------------|------|-----------------------|--------------------|
| <b>Murder/non-negligent manslaughter</b> | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Negligent manslaughter</b>            | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Rape</b>                              | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Fondling</b>                          | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Incest</b>                            | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Statutory rape</b>                    | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Robbery</b>                           | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Aggravated assault</b>                | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Burglary</b>                          | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Motor vehicle theft</b>               | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |
| <b>Arson</b>                             | 2023 | 0                     | 0                  |
|                                          | 2024 | 0                     | 0                  |
|                                          | 2025 | 0                     | 0                  |

|                                           |      |   |   |
|-------------------------------------------|------|---|---|
| Larceny-theft                             | 2023 | 0 | 0 |
|                                           | 2024 | 0 | 0 |
|                                           | 2025 | 0 | 0 |
| Simple Assault                            | 2023 | 0 | 0 |
|                                           | 2024 | 0 | 0 |
|                                           | 2025 | 0 | 0 |
| Intimidation                              | 2023 | 0 | 0 |
|                                           | 2024 | 0 | 0 |
|                                           | 2025 | 0 | 0 |
| Destruction/damage/ vandalism of property | 2023 | 0 | 0 |
|                                           | 2024 | 0 | 0 |
|                                           | 2025 | 0 | 0 |
| Domestic Violence                         | 2023 | 0 | 0 |
|                                           | 2024 | 0 | 0 |
|                                           | 2025 | 0 | 0 |
| Dating Violence                           | 2023 | 0 | 0 |
|                                           | 2024 | 0 | 0 |
|                                           | 2025 | 0 | 0 |
| Stalking*                                 | 2023 | 0 | 0 |
|                                           | 2024 | 0 | 0 |
|                                           | 2025 | 0 | 0 |

#### NOTES:

**The campus does not have any non-campus facilities and does not have any officially recognized student organizations with non-campus locations. As such, there is no requirement to maintain a daily fire log or missing students report.**

\*In instances of stalking that include activities in more than one calendar year, FMC records a crime statistic for each and every year in which the incident has been reported to a local police agency or to FMC's Campus Security Authority.

\*When recording incidents of stalking, the College record search report of stalking as occurring at only the first location within the institution's Clery geography in which a perpetrator engaged in the stalking or a victim first became aware of the stalking.

## REPORTING INCIDENTS AND CRIMES

1. Any student or employee who is informed, witnesses, or is a participant in an incident on campus, will complete the attached Incident Report Form (Appendix B).
2. The completed form is given to the Campus Security Authority for any required follow-up.
3. The form is filed in the Incident Report File maintained by the Campus Security Authority.
4. Information reported by victims of, or witnesses to an incident/crime will be held in strict confidence.
5. The Campus Security Authority or other College administrator will assist the reporting party in contacting the local police or a medical professional if necessary.

**NOTE: If the incident qualifies as dating violence, domestic violence, sexual assault or stalking, please see the related section in this report for detailed information on reporting procedures.**

All questions regarding campus security and security incident reports (any personal, property or hate crime) should be directed to [info@fmc.edu](mailto:info@fmc.edu)

## PEOPLE TO RECEIVE REPORTS

FMC encourages prompt reporting of all crimes and emergency situations to the following individual who is prepared to receive reports and ensure all incidents are recorded in the Incident Reporting Folder for inclusion in the annual security report.

- Kevin Koch, CEO and President, Campus Security Authority
  - (781) 762-1211 ext. 107

Employees are required to notify the Campus Security Authority of any incidents reported.

## TIMELY WARNING

If a situation arises on campus, that, in the judgment of the Campus Security Authority constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The timely warning must be related to a crime that is reportable under the Clery Act, or that represents a threat to the campus community, i.e. arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, and sex offenses. Timely warnings may also be issued for other crimes as deemed appropriate.

The decision to issue a timely warning shall be decided on a case by case basis and to prevent similar crimes from occurring. When a determination has been made that a timely warning should be issued, the Campus Security Authority will inform the campus community by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty and staff include email, voicemail, text messaging, the website, and written bulletins. Such warnings may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

Anyone with information warranting a timely warning should report the circumstances to the office of the Campus Security Authority, by phone or in person.

At appropriate time(s), the school’s Campus Security Authority will provide adequate follow-up information to the community as needed regarding the timely warning. This follow-up information may take the form of email, voicemail, text messaging, the website, and written bulletins. The information conveyed may report the status of the initial or continuing timely warning, a notice that the situation has been resolved, or other notifications that both inform the campus community and seek to protect its health and safety. The nature of the follow-up communication will be decided on a case-by-case basis, depending on the situation that caused the initial timely warning and events that follow the initial warning.

## VOLUNTARY, CONFIDENTIAL REPORTING OF CRIMES

To encourage an atmosphere of safety and confidentiality, FMC provides a means to report crimes confidentially. The College understands that victims or witnesses of crimes may prefer that their reports be kept confidential. Thus, FMC offers several ways to report possible criminal activity while preserving privacy. The Campus Security Authority can file a report on the details of alleged criminal activity without revealing the identity of the person(s) reporting the incident. This report enables the College to comply with the wishes of the person reporting to keep the matter confidential, and yet still take steps to ensure the safety of the person reporting and others. Using this method, the College can keep an accurate record of the number of criminal incidents, determine if a pattern of crime exists in a particular location, and alert the College community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

## SECURITY AND ACCESS TO CAMPUS FACILITIES

FMC's campus is located in a two-story brick building at 150 Kerry Place. Access to the building is controlled through a magnetic lock system, and entrances remain secured at all times. Doors are not routinely unlocked except during Capstone Week of each academic term. Employees are issued keys that provide authorized access to the facility as needed. These access control measures help maintain the safety and security of the campus community, personnel, and facilities.

FMC has established the following safety rules for all students and employees:

- All visitors to campus are asked to check in at the front office.
- Only students and employees are allowed in the lunchroom or break areas, classrooms and lab areas.
- When classrooms are unoccupied, the lights are to be turned off and the doors closed.
- Anyone waiting for students (for rides, emergencies, etc.,) will wait outside the building.

## CAMPUS LAW ENFORCEMENT

FMC does not have a campus police department or campus security personnel. The College has designated a campus official who has significant responsibility for student and campus activities to act as the Campus Security Authority. This individual is prepared to accept incident reports and participate in student discipline and campus judicial proceedings.

Kevin Koch, President and CEO, is the designated Campus Security Authority of FMC and can be reached at 781-762-1211 ext. 107.

**ALL URGENT OR EMERGENCY EVENTS SHOULD BE IMMEDIATELY REPORTED TO THE POLICE DEPARTMENT SERVICING THE LOCAL AREA. ALL URGENT OR EMERGENCY EVENTS IN NORWOOD, MA CAN BE REPORTED BY DAILING 911 FROM ANY TELEPHONE ON CAMPUS.** All such events should be also reported as soon as possible to available FMC staff and the designated FMC Campus Security Authority, Kevin Koch.

## AUTHORITY OF CAMPUS SECURITY PERSONNEL

The above-listed individual does not have the authority to make arrests, but rather will receive information concerning an incident, assist with the completion of the Incident Report Form, and notify the appropriate authorities, if needed. Local police have the authority to investigate crimes committed on the campus and to make arrests. The CSA(s) will collaborate with local police on investigations as needed.

The College will assist with accurate and prompt reporting to local police if requested by a victim. The College may take responsibility for the report if the victim is unable to make such a report.

## CAMPUS SECURITY PROCEDURES, PRACTICES AND PREVENTION

Students receive a copy of the FMC College Annual Security Report, including the Drug and Alcohol Abuse Prevention Program, at orientation. The same information is given to new employees. Annually, after the campus crime statistics have been updated, copies of the Annual Security Report are distributed to students and employees via email. Access is also available through the College's website.

To ensure ongoing awareness of campus security policies and procedures, the following activities have been implemented:

- **Campus Security Committee** - FMC has a Security Committee that consists of the Campus Security Authority and a minimum of two additional members of the campus representing the various departments including Administration and Faculty. The Campus Security Committee meets minimally twice a year to discuss campus security needs and implement changes where necessary.
- **Semi-Annual Training** – Each spring and fall, employees and students are provided training on College safety and security procedures. Topics include, but are not limited to, Sexual Assault Prevention, Armed Intruder/Active Shooter, Lockdown, Evacuation and Crime Prevention.
- **Semi-Annual Drills\*** – Twice per year, at non-specific times, the College conducts drills to practice skills and procedures covered in training.

**\*NOTE.** FMC conducts two emergency drills per year. The College prepares the campus community for these drills through emails to faculty, staff, and students. In addition to informing the FMC community of these imminent drills, the emails publicize the College's emergency response and evacuation procedures. These procedures are also outlined in this ASR, distributed annually to students and employees and, upon request, to members of the public.

**FMC's crime prevention programs and measures, though effective, are not substitutes for one's responsibility to practice good safety habits. The College encourages students and employees to be responsible for their own security and the security of others.**

The following procedures are included as an illustration of procedures covered in semi-annual training and drills.

## ARMED INTRUDER/ACTIVE SHOOTER PROCEDURES

The likelihood of an active shooter is extremely remote, however, if the unthinkable happens, it's essential to be prepared. Know your surroundings, stay calm, plan for evacuation. The first objective is to remove yourself from the situation as quickly and safely as possible. If escape is not possible, your next plan is to hide from the intruder. Lastly, if an armed intruder/active shooter discovers your hiding area, you must prepare to fight.

### A. Run:

If the unthinkable happens, every second counts. Not sure if it's gun fire? Check for crowd reactions, shouts, screams; trust your intuition, if it sounds like it could be a gun, react as if it is.

- Planning could save your life. Be familiar with your environment and remember the plan doesn't have to be complicated.
- Scan and assess your situation.
- Consider your options.
- If you can get out do so, always try to escape or evacuate even when others encourage you not to.
- Encourage others to leave with you, but don't let them slow you down with indecision.
- Remember what's important, you, not your stuff.
- Follow the directions of police.
- Choose a safe exit.
- Don't attract the shooter's attention.
- Protect yourself first before helping others.
- Get out safely, trying to get yourself out of harm's way needs to be your top priority.
- Once you are out of the line of fire try to prevent others from walking into the line of fire and call 911.

Active shooter situations are unpredictable and evolve quickly. You will need to act fast. If you believe you can escape safely, do so immediately. Then Call 911!

### B. Hide:

If you can't get out safely you need to find a place to hide. Act quickly and quietly. Silence your ringer and vibration mode on your cell phone.

- Find a secure room or space.
- Hide behind large objects, under desks and under tables.
- Lock the door and barricade your hiding place (i.e. flip up the tables to block the door and cover the windows.).
- Turn off the lights, cover windows, and hide out of sight away from doors and windows.
- Mute phone and be quiet.

### C. Fight:

AS A LAST RESORT, YOU MAY NEED TO FIGHT. Whether you are alone or working together as a group, mentally prepare yourself to fight:

- Be ready to fight for your life and commit to an aggressive course of action.
- Improvise weapons from nearby objects.
- Disarm and incapacitate the shooter anyway you can.
- Stop the threat.
- Try to be aware of your environment, always have an exit plan, know that victims are generally chosen at random, and that the event is unpredictable and may evolve quickly.

The first responders are not there to evacuate or to attend to the wounded. They are well trained and are there to stop the shooter; then and only then can they attend to any casualties. If you are safe in your hiding place, stay there and let police come to you. Remain calm and follow instructions. Keep your hands visible. Avoid pointing or yelling.

- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
- If you come into possession of a weapon, do NOT carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trashcan and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.

Know that help for the injured is on its way.

## LOCKDOWN GENERAL GUIDELINES/PROCEDURES

Utilize the following lockdown announcements to inform faculty and staff to go into the lockdown mode defined as follows:

**LOCKDOWN: “Students, faculty and staff, we are in a LOCKDOWN mode. Please lockdown immediately.”**

**This means there is an immediate threat to the campus. This is a complete campus lockdown.**

Faculty and Staff will immediately begin locking the entry and classroom doors, and assist, as the situation allows, in ushering persons in open spaces and corridors into the facilities before the doors are locked, but without jeopardizing the safety of those already inside those facilities.

All faculty, staff and students working in individual or shared offices, as well as faculty and students in classrooms, should immediately lock entry doors, turn off lights, close blinds or shades, obscure windows embedded in entry doors, and take cover and remain quiet in a remote corner of the room, away from windows and doors as much as possible.

Anyone in interior or exterior open spaces should seek shelter/cover immediately.

Everyone should crouch down and remain quiet. People who are physically unable to crouch down may use a low chair.

If necessary, moveable furniture can be used as a buffer between people and doors/windows.

No one should allow entry into locked spaces until an “all clear” is issued by Public Safety or the Incident Commander.

Doors that are not lockable should be barricaded with desks, chairs or other objects close by and/or tied or held closed with items such as a belt.

## DRUG AND ALCOHOL POLICIES

This policy applies to all employees and students of FINE Mortuary College.

FMC has a longstanding commitment to provide a safe and productive environment. Alcohol and drug abuse pose a threat to the health and safety of employees and students and to the security of our equipment and facilities. For these reasons, the College is committed to the elimination of drug and/or alcohol use and abuse in the workplace and in its educational activities.

FMC has a Drug Free Workplace Policy and Statement. All applicants and students are encouraged to understand these requirements. Federal law mandates adherence to drug free workplace provisions for both students and staff. Please refer to FMC bulletin boards or ask for a copy of this policy to assure compliance.

All students and staff are subject to random drug testing at the school. Employers of graduates may demand both technical proficiency and clean drug tests.

FMC standards prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by employees and students on campus, on public property around campus, at any campus activity regardless of location, or while representing FMC at any location.

In keeping with these standards, the following activities are strictly prohibited: any activity involving an illegal substance, including use, possession, manufacture, or distribution on College property, on a clinical/externship site, or on the job. Any conviction by a law enforcement agency for illegal drug activity may be cause for dismissal from the College.

- The abuse of a legal substance including alcohol, prescription, and over-the counter drugs includes the following: the use, possession, distribution, or being under the influence of alcohol or drugs that are legally obtainable but have not been obtained legally; and
- Use of a drug in a manner, or for a purpose other than that for which it was intended or prescribed.

Use of a prescription drug that has been prescribed by a student's or an employee's physician is permissible during work hours but may require certification by the physician as to the ability of the student or the employee to perform his/her job in a safe manner. The student should notify his/her instructor and the employee should notify his/her supervisor if use of a properly prescribed drug will affect school or work performance.

FMC supports the Massachusetts Alcoholic Beverages Control Commission rules and regulations that govern the possession, sale, or the provision of alcoholic beverages on the FMC campus, as well as the enforcement of the State underage drinking laws.

FMC is required to report for prosecution any infractions to the necessary authorities. Possession or distribution of illegal drugs is considered a crime under federal and state laws, which can result in criminal prosecution. Any conviction by a law enforcement agency for illegal drug activity may be cause for dismissal from the College as well as prosecution by federal and/or state authorities.

FMC's policies regarding alcohol and drug use and abuse are distributed annually to the College's employees and students through the school's Annual Security Report (ASR) and its Drug and Alcohol Abuse Prevention Program (DAAPP).

## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

FINE Mortuary College is committed to providing a drug-free environment for all College students and employees. Under the Drug-free Workplace Act and the Drug-Free Communities Act, FMC must maintain a drug-free campus and workplace or risk the loss of financial aid under the federal Title IV programs. The Drug-free Campus and Workplace Policy is required by law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling services that may be available.

All faculty and staff are expected and required to report to work on time and in an appropriate physical and mental condition for work. FMC is committed to maintaining a safe, healthy, and secure work environment, free of unauthorized drugs and alcohol.

The sale, offer to sell, purchase, use, transfer, possession, and/or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on FMC's premises including parking lots, cafeterias, and other non-work areas. Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use), or alcohol are in violation of this policy.

Impairment means symptoms that include diminished capacity for: speech, walking, standing, physical dexterity, agility, coordination, actions, or movement. In addition, an employee's demeanor, appearance, clothing, body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others, or other symptoms causing a reasonable suspicion of the use of drugs or alcohol also constitutes impairment.

Employees who use over-the-counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participating in FMC events, or present on FMC premises (including parking lots, and other non-work areas) unless pre- authorized by administration.

Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five (5) calendar days of the conviction. FMC will take appropriate action within 30 days of notification. Failure to inform the College subjects the employee to disciplinary action, up to and including termination.

### **Health Risks**

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or subtler and long-term consequences such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic lifestyles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

### **Drug and Alcohol Counseling**

Pursuant to the Higher Education Opportunity Act, FMC offers a variety of drug-and alcohol abuse education programs for students and employees.

Outside counseling services and support groups are available. Services are available through FMC's benefits program to assist employees who are experiencing problems with chemical dependency. Individuals can speak with their own physician or contact the College's insurance carrier to access those resources. Other community resources may be found online at Find Help for Substance Abuse (<https://www.usa.gov/substance-abuse>) or Alcoholics Anonymous ([www.aa.org](http://www.aa.org)) or call(888)-784- 4592. For more information about alcohol use prevention at College, please see <http://www.collegedrinkingprevention.gov/>.

## Drug and Alcohol Testing

The use, possession, sale, transfer, manufacture, distribution or dispensation of alcohol and illegal drugs and, in certain circumstances, even the use of legal drugs in the workplace can pose unacceptable risks to employees, facilities, and property, and is strictly prohibited.

Employees are subject to Reasonable Suspicion Drug Testing while on duty or on the property of FMC.

“Illegal Drugs” means any drug that:

1. is not legally obtainable; or
2. is legally obtainable, but is not legally obtained.

The term includes all controlled substances as defined in Schedules I through V of Section 202 of the Controlled Substances Act 21 U.S.C § 812, and as further defined by regulation at 21C.F.R. §§ 1308.11 through 1308.15.

The term also includes prescription drugs that are not being used for prescribed purposes, or in prescribed amounts, or by the person to whom it is prescribed. While state law may allow the use of marijuana for medicinal purposes, marijuana use remains illegal under federal law and its use resulting in impairment while on duty is prohibited by FMC’s policy.

For the purposes of this policy, the following is a non-exhaustive list of illegal drugs that are prohibited:

|                   |                       |
|-------------------|-----------------------|
| • Amphetamines    | • Methadone           |
| • Barbiturates    | • Opiates             |
| • Benzodiazepines | • Phencyclidine (PCP) |
| • Cannabinoid     | • Propoxyphene        |
| Cocaine           |                       |

“Legal Drugs” means prescribed or over-the-counter drugs that are legally obtained by the employee and being used for the purpose(s) for which the manufacturer intended them, in prescribed amounts. When an employee intends to use a legal drug while working whose instructions for use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner, the employee must first consult his or her health care provider, describe the duties of his or her job, and report to work only if the health care provider certifies that it is safe to do so while using the drug. If the health care provider indicates the legal drug use may adversely affect the employee’s ability to work safely, the employee must notify Human Resources before working while using the legal drug so that FMC may take appropriate action, which may include modified duty or a leave of absence.

A legal drug is a “prohibited legal drug” when the instructions for its use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner and the employee has failed to take the steps described in this provision A written certification from the health care provider may be required.

FMC may enforce Reasonable Suspicion Drug Testing as outlined in this policy in order to conduct FMC activities and to provide safe and effective service to our constituents. Therefore, the College may require that employees provide urine, blood, breath, saliva and/or other samples for drug and alcohol testing for reasonable suspicion testing. Any employee who violates this

policy by refusing to be tested, falsifying or tampering with samples, or testing positive for drug or alcohol use, will be subject to disciplinary action, up to and including immediate termination.

The College may require any employee to undergo drug and alcohol testing if management has a reasonable suspicion that the employee:

- Has violated FMC's policy prohibiting the use of alcohol, illegal drugs or prohibited legal drugs while on duty, while working, while on FMC property, or while operating FMC equipment, or any type of machinery;
- Is under the influence of or impaired by alcohol and/or illegal drugs or prohibited legal drugs while on duty, while working, while on FMC's property, or while operating College equipment, machinery or vehicles;
- Has had or has contributed to an accident in the workplace or while on duty;
- May be affected by the use of alcohol and/or illegal drugs or prohibited legal drugs and the use of same may adversely affect job performance, safety, or the work environment.

Should a drug test be required for reasonable suspicion, such as following an accident or inappropriate conduct, the employee may be suspended until the results of a drug test are made available to FMC by the testing facility. This suspension may be with or without pay at management's discretion. An employee whose drug or alcohol test is reported positive may contact Human Resources and obtain the written test result.

All information regarding testing for alcohol or illegal drug use or controlled substances abuse and the results of such testing are to be held in strict confidence by all parties involved. Entering FMC property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy; he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, wallets, purses, briefcases and lunchboxes, desks and work stations, vehicles and equipment.

### Sanctions

Student and College employees need to understand that FINE Mortuary College, LLC: A Private Two Year College, is subject to various state and federal laws that deal with the abusive use of alcohol, drugs and chemical substances, including specifically the federal Higher Education Act of 1965. Title XII, which was an amendment to this Act created by the Drug-Free Schools and Communities Act of 1989, applies to every educational institution receiving federal funding.

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, or assigned community service. Additionally, sanctions will be imposed on students or employees who violate FMC's drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including immediate discharge.

## DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

FMC prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking and follows a zero-tolerance policy for sexual misconduct. When a person is found to have violated this policy, serious sanctions will be imposed. These policies apply to both student-to- student and

employee-to-employee relationships. The College enforces a no fraternization policy; student-to-employee relationships are not permitted. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

**Dating violence And Domestic Violence** – There are no crimes called “dating violence” or “domestic violence” in Massachusetts; however, there is a related crime of “abuse” that is defined in G.L. c. 209A § 1 as: “the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress.”

Family or household members” is defined as: “persons who: (a) are or were married to one another; (b) are or were residing together in the same household; (c) are or were related by blood or marriage; (d) having a child in common regardless of whether they have ever married or lived together; or (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors: 1) the length of time of the relationship; 2) the type of relationship; 3) the frequency of interaction between the parties; and 4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship

**Sexual assault** is any offense that meets the definition of rape, fondling, incest, or statutory rape as used by FBI’s Uniform Crime Reporting (UCR) program. The UCR is a nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention.

**Stalking** is willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress. It also includes making a threat with the intent to place the person in imminent fear of death or bodily injury.

**Consent**, as related to sexual activity, is not defined in Massachusetts statute, but lack of consent is an element of the crimes of rape and indecent assault and battery.

## SEXUAL ASSAULT PREVENTION AND RESPONSE

FMC offers sexual assault education and information to students during new student orientation and employees during onboarding. The College also assembles all students and staff on an annual basis for training on prevention of dating violence, domestic violence, sexual assault, and stalking. Finally, once per year the College hosts a “Crime Prevention Week” during which students and employees are provided with information, brochures, tips, and activities to increase awareness and knowledge of crime prevention. Additional information is available through the local government enforcement agencies.

Students and employees can reduce the risk of becoming a victim of sexual assault. The following information can help with or avoid certain criminal events:

- Be aware of surroundings;
- Walk in well-traveled, well-lit areas;
- Walk with confidence;

- Know where the nearest police or fire station is located;
- Carry a whistle, a small keychain-type flashlight, and a cell phone;
- Unless properly trained, pepper spray or mace is not recommended;
- Avoid isolated areas and do not wear headphones;
- If you are being followed, show that you are suspicious. Turn your head and look; and
- If someone is following you on foot, change directions

## BYSTANDER INTERVENTION

Bystander Intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander intervention is encouraged and discussed during all College crime prevention trainings and activities.

With respect to bystander intervention, FINE Mortuary College has adopted the *Bystander Intervention Tips and Strategies* of the National Sexual Violence Resource Center (NSVRC). These tips and strategies are presented during FMC's annual Campus Safety Week. The NSVRC document can also be found online ([click to access the document](#)). Copies of the document are available upon request at the front desk of FMC.

## PROCEDURES FOR REPORTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING CRIMES

The College has a formal policy and procedure for reporting any dating violence, domestic violence, sexual assault, or stalking crimes that occur on the FMC campus. A student or employee, who is a victim or witness to any of these crimes, will immediately report the crime to the Campus Security Officer or other College administrator as necessary. The crime is reported on the FMC Incident Report Form (see Appendix B) by the person(s) reporting the crime as well as any witness(es). The Campus Security Officer and/or College administrator will follow the procedures, as listed below. The Incident Report Form is filed in the Incident Report File, which is confidentially maintained by the Campus Security Authority.

For a victim of these crimes, the first step is to get to a place of safety. Next, obtain medical treatment. It is vital that a report is made in a timely manner. Time is a critical factor for evidence collection and preservation. It is vital that evidence be preserved that may assist in proving that the alleged criminal offense occurred, or it may be helpful in obtaining a protection order. Completion of the Incident Report to the Campus Security Authority will:

- Ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim.

- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of dating violence, domestic violence, or sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination).
- Assure the victim has access to free confidential counseling from counselors specifically trained in violence and sexual assault crisis intervention.

At the time of reporting, the Campus Security Officer or other College administrator will review with the victim the options about the involvement of local law enforcement including the option to:

1. Notify proper law enforcement authorities on the victim's own volition;
2. Be assisted by campus authorities in notifying local law enforcement authorities if the victim so chooses; or
3. Decline to notify such authorities.

The College will notify only the appropriate staff to help enforce any orders of protection such as: "no contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. All such orders will be kept in strict confidence to preserve the victim's dignity and anonymity.

## CONFIDENTIALITY

The College is required to disclose to the Department of Education all reports of criminal activity, including dating violence, domestic violence, sexual assault, and stalking, as this information is publicly available. Victim identity is strictly confidential as personally identifying information is not included in these reports. Additionally, any accommodations or protective measures provided to a victim will be kept confidential and shared only with those necessary to provide said accommodations.

## SERVICES AVAILABLE TO VICTIMS

FMC provides information to students and employees about the availability of external resources on counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid assistance.

Victims of dating violence, domestic violence, sexual assault, and stalking will be provided written notification about options for, available assistance with, and how to request changes in academic course schedules as well as assistance with any protective orders. Even though FMC is a commuter College, upon request, the College will assist victims with respect to changing their living and transportation circumstances. These requests will be honored regardless of whether the victim chooses to report the crime to local law enforcement.

FMC will provide support and guidance in cases of dating violence, domestic violence, sexual assault, or stalking. There are also counseling and support services outside of the FINE Mortuary College system. A list of some local providers is below.

| Agency                                                                                                                                                                                                                                                                                   | Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Child &amp; Family Psychological Services Norwood</b><br><a href="https://www.cfpsych.org/location/norwood/">https://www.cfpsych.org/location/norwood/</a><br>89 Access Road, Suite 24<br>Norwood, MA 02062<br>(781) 551-0999<br><a href="mailto:info@cfpsch.org">info@cfpsch.org</a> | Child & Family Psychological Services, PLLC (CFPS) is a private behavioral health care practice that strives to provide access to the highest quality, comprehensive, evidence-based evaluation, treatment, and consulting services. Our team of Board Certified Psychiatrists, Psychologists, Psychiatric Nurse Practitioners and other psychotherapists provide integrated services for children, adolescents, adults, families, and organizations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Boston Area Rape Crisis Center</b><br><a href="https://barcc.org/">https://barcc.org/</a><br>(800) 841-8371                                                                                                                                                                           | We empower survivors of sexual violence to heal and provide education and advocacy for social change to prevent sexual violence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Brockton Family &amp; Community Resource</b><br>508-583-5200<br><a href="http://www.fcr-ma.org">www.fcr-ma.org</a>                                                                                                                                                                    | <p>Family and Community Resources, Inc. is dedicated to serving individuals and families whose lives are impacted by trauma including violence at home, school or in their community. FCR is committed to providing the highest quality of services including advocacy, support, individual and group treatment, case management and community education and training. Survivors have the right to receive these services free of any bias with regard to race, color, national origin, ancestry, sex, disability, age, pregnancy, religion, veteran status, uniformed military service, sexual orientation, genetic information, marital status, gender identity, physical or mental challenges or any other classification protected by law.</p> <p>For over fifty years, Family and Community Resources has provided the best possible services for children, adolescents and adults. Serving Southeastern Massachusetts, Cape Cod and the Islands, we offer a variety of community-based services with a special focus on domestic violence.</p> <p>All FCR services are provided within a setting that preserves their safety, confidentiality and dignity and that empower them to move toward personal growth, health and happiness.</p> |
| <b>Emerge: Counseling &amp; Education to Stop DV</b><br>617-547-9879<br><a href="http://www.emergedv.com">www.emergedv.com</a>                                                                                                                                                           | Emerge seeks to educate individual abusers, prevent young people from learning to accept violence in their relationships, improve institutional responses to domestic violence, and increase public awareness about the causes and solutions to partner violence. With the development of parenting education groups for fathers, Emerge has expanded its mission to include a goal of helping men to become more responsible parents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Mass. Office for Victim Assistance</b><br>617-272-5200<br><a href="https://www.mass.gov/orgs/askmova">https://www.mass.gov/orgs/askmova</a>                                                                                                                                           | MOVA upholds and advances the rights of crime victims and witnesses by providing outreach and education, policy advocacy, policy and program development, legislative advocacy, grants management, and service referrals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>New Hope Violence and Rape Crisis Hotline</b><br/> 800-323-HOPE<br/> <a href="http://www.new-hope.org/domestic-violence.html">www.new-hope.org/domestic-violence.html</a></p> | <p>New Hope works throughout <a href="#">South-Central and Southeastern Massachusetts</a> with those affected by domestic and sexual violence. By building an anti-violence movement, we seek to create communities free from violence, where individuals and families are able to achieve their full human potential. As an organization dedicated to social justice, New Hope encompasses a way of seeing, naming, understanding, and acting aimed at addressing inequality and oppression across society.</p> |
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## WRITTEN NOTIFICATION OF STUDENT AND EMPLOYEE RIGHTS AND OPTIONS

When a student or employee reports to FMC that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College provides the student or employee a written explanation of his or her rights and options. This written explanation covers, at a minimum, the following rights and options afforded to students and employees:

- Procedures students and employees should follow, including information about preserving evidence, reporting the offense, and obtaining protective orders
- Information about how confidentiality will be protected
- Existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims, both within the university and in the community
- Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures
- Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

## INSTITUTIONAL DISCIPLINARY PROCEDURES

**NOTE.** The following terms used in the Institutional Disciplinary Procedures (Advisor, Proceeding, and Result) are defined in Appendix A (Definitions) of this Annual Security Report. In defining and acting in accordance with these terms, FMC makes every effort to ensure that the proper meanings of Advisor, Proceeding, and Result are used according to the definitions outlined in Title 34 of the U.S. Code of Federal Regulations.

When a student or employee as a victim brings an allegation of dating violence, domestic violence, sexual assault, or stalking against another student or employee of the College, the following procedures shall be adhered to.

1. The victim is asked to complete an Incident Report Form.
2. If not already reported, the victim is encouraged to contact local law officials to commence an investigation of the alleged crime.
3. The Campus Security Authority will form a Disciplinary Committee composed of five unbiased employees who can render an impartial decision.
4. The victim will be notified in writing of the Disciplinary Committee meeting to be held as soon as practical, but not later than three business days. That notification will include information regarding the victim's rights to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees. During the Committee meeting, the victim will present details of the alleged crime together with any evidence to support the allegations.
5. After meeting with the victim, the Campus Security Authority will notify the accused in writing of the allegations brought forward as well as a request to attend a Disciplinary Committee meeting. Again, this meeting will be scheduled as soon as practical, but not later than three business days. That notification will include information regarding the rights of the accused to have any witnesses and or an advisor attend the proceedings together with any restrictions on participation from these additional attendees. The Disciplinary Committee will utilize a standard of preponderance of the evidence in its proceedings.
6. Time frames provided in sections four and five are based on College policy and may be extended for good cause upon written request from either party. If an extension is warranted, parties will be simultaneously notified of the delay and the reason for the delay.
7. Following the meeting with both the victim and the accused, the Committee will deliberate the statements and evidence to determine institutional actions, including possible sanctions. Sanctions may include one or more of the following: short or long-term suspension, course failures, reassignment of duties and/or position, and/or termination or expulsion. Sanctions can and may be imposed even if it is a first offense.
8. Depending upon the duration of the deliberations and the proximity of the victim and the accused, both may be asked to remain off campus, with no contact, until a decision is rendered. The victim and the accused will be simultaneously notified in writing regarding the decision of the Committee as soon as practical, but not later than three business days following the decision. The notification will include details of any sanctions to be imposed up to and including expulsion or termination from the College. The notification will also include information regarding the College appeal process.
9. In the event the victim has obtained a protective order against the accused, the College would likely terminate or expel the accused. Due to the small size and structure of the College, it would not be practical to uphold the protective order without interfering with the studies or job duties of the accused.
10. If a legal investigation results in a conviction against the accused, the College would terminate or expel the accused immediately.
11. If the victim has not obtained a protective order and if the Committee determined that the

accused could remain as a student or an employee, the College would make any reasonable accommodations such as changing class or work schedules and possibly physical office location for the victim to eliminate or at least severely limit any contact between the victim and the accused.

## APPEAL OF DISCIPLINARY ACTIONS

Once a Disciplinary Committee decision has been rendered, either the victim or the accused may appeal that decision. The following procedures govern the appeal process.

1. A written appeal must be received as soon as practical, but not later than three business days. The appeal must include the reason(s) for the appeal, including documentation or evidence applicable to the request.
2. The Campus Security Authority will convene a Disciplinary Committee meeting with five new unbiased members. The Campus Security Authority serves as chair of the Committee but acts as a non-voting member.
3. Written notification of the appeal meeting will be sent to both the victim and the accused as soon as practical, but not later than three business days.
4. The Committee meets with the petitioner to discuss the details of the appeal.
5. Following the meeting with the petitioner, if deemed necessary, the Committee will meet with the other party in the action.
6. The Committee will deliberate the statements and evidence to determine the result of the appeal.
7. Both parties will be simultaneously notified, in writing, of the outcome of the appeal, as soon as practical but not later than three business days.
8. If the original Disciplinary Committee decision is upheld, no further action is needed.
9. In the event that the original Disciplinary Committee decision is overturned, the new decision could lead to either reversal of or an addition to the original sanctions, up to and including termination or expulsion.

## NOTICE REGARDING RETALIATION

An institution, or an officer, employee, or agent of an institution, or a student of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities related to allegations of and/or proceedings on dating violence, domestic violence, sexual assault, or stalking.

## TRAINING OF OFFICIALS INVOLVED IN DISCIPLINARY PROCEEDINGS

FMC's Campus Security Authority (CSA) receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## REGISTERED SEX OFFENDERS

Students, employees, or anyone in the campus community wishing to obtain a report of registered sex offenders in the area may do so through the Massachusetts Sex Offender Registry website: [Sex Offender Registry Board | Mass.gov](#)

## EMERGENCY RESPONSE AND EVACUATION

In the event a situation arises on campus that, in the judgment of the Campus Security Authority constitutes a significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees, the campus community will be notified immediately. The College will, without delay, and considering the safety of the community, determine the content of the notification and will initiate the institution's notification system, unless the notification will, in the professional judgment of the Campus Security Authority and other members of the campus management team, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The decision to notify the campus community and/or family members of an emergency shall be decided on a case by case basis. After an assessment of the situation, the Campus Security Authority will confirm that there is a significant emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. In the event the emergency poses a health risk to the campus community, the Campus Security Authority will confer with the Executive Vice President and Campus Manager to determine if there is a significant health emergency and will determine who to notify, determine the content of the notification, and initiate the notification system. If the community at large may be affected by the College emergency, the Campus Security Authority will disseminate the pertinent information following the media guidelines (see Media Relations below).

When a determination has been made that an emergency notification should be issued, the Campus Security Authority will inform the campus community and/or family members by taking all appropriate steps to ensure timely notification of all members. Options for the notification of students, faculty, staff and family members include email, voicemail, text messaging, the College website, and written bulletins. Such notifications may include, but are not limited to, the following information: type of emergency, date, time and location of the emergency, and extent of damage and/or risk associated with the emergency.

Once emergency notification has been given, all students and employees must exit the building immediately and in an orderly manner, following the emergency exit routes posted in various locations throughout the building. Once outside the building, assemble at least fifty (50) feet away from the exit.

Remain at that site and report to a designated staff member so that all persons may be accounted for. Only when an emergency or law enforcement official gives the “all clear” message may individuals return to the building.

The institution shall conduct a test of its emergency response and evacuation procedures on an annual basis. Tests may be announced or unannounced. Students, faculty, and staff will be trained on procedures to follow when responding to an emergency evacuation, by email and announcements given in classes and in staff and faculty meetings.

The College shall maintain documentation of annual emergency response and evacuation tests, which includes a description of the exercise, date and time of the exercise and whether it was announced or unannounced.

In the event of a student specific emergency, the administration will attempt to contact the student’s emergency contact as listed in their student file. Upon the resolution of a campus incident, the College will notify the appropriate individuals affected by the same manner that it issues the alert.

## APPENDIX A – DEFINITIONS

**Advisor** means any individual who provides the accuser or accused support, guidance, or advice.

**Clery Geography** includes buildings and properties that are part of the institution's campus and public property within and immediately adjacent to or accessible from the campus, which includes parking lots surrounding the campus.

**Consent** is permission for something to happen or agreement to do something.

**Employee** is an individual who is currently employed by FMC.

**On-campus** includes any building or property owned or controlled by FINE Mortuary College within the same contiguous area and used by the college in direct support of or related to its educational purposes.

**Proceeding** means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, factfinding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Public Property** includes thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

**Reasonable Person** means a person under similar circumstances and with similar identities to the victim.

**Referred for Campus Disciplinary Action** is the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Result** means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

**Student** is an individual who is currently enrolled in a program at FINE Mortuary College.

## APPENDIX B – INCIDENT REPORT FORM

### FINE Mortuary College Incident Report Form

*(Please print legibly or type)*

Date of Incident: \_\_\_\_\_

Report Date: \_\_\_\_\_

Name(s) of Person(s) Reporting Incident:

|          |
|----------|
| Name:    |
| Address: |
| Phone:   |

Witness(es):

|          |
|----------|
| Name:    |
| Address: |
| Phone:   |

Location of Incident: (room#/building): \_\_\_\_\_ Campus: \_\_\_\_\_

Time: \_\_\_\_\_ a.m. /p.m.

Police contacted? Yes No  
If yes, please provide case #: \_\_\_\_\_

Name of Police Officer(s): \_\_\_\_\_

Medical treatment required? If yes, please provide the following information:

Name of treatment facility: \_\_\_\_\_

Briefly describe type of treatment: \_\_\_\_\_

Was medical treatment refused? \_\_\_\_\_

**Details of Incident:** *(Please print legibly in black ink or type and be as specific as possible stating the facts. There is more space available on the back of this form or you may submit additional pages)*

|  |
|--|
|  |
|  |
|  |

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date Report Received: \_\_\_\_\_