

BSU | RESOURCES AT A GLANCE

CALL 911 for any emergency or life-threatening situation.

BSU ATTLEBORO CAMPUS	508.531.1212
BSU CAPE COD CAMPUS	508.531.1212
BSU MAIN CAMPUS	508.531.1212 or 911

24 HOUR EXTERNAL RESOURCES:

- BSU Police Department: 508.531.1212 or 911 from a main campus phone
- A New Day (Sexual Assault & Domestic Violence Hotline): 888.293.7273/508.588.8255
- Brockton Area Multi Service (Crisis Service): 508.580.0801
- National Domestic Violence Hotline: 800.799.7233
- National Sexual Assault Hotline: 800.656.4673
- MA Coalition Against Sexual Assault & Domestic Violence: SafeLink: 877.785.2020
- MA Statewide Drug & Alcohol Information & Referral Helpline: 800.327.5050
- National Suicide Prevention Life Line: 800.273.8255
- For BSU employees only, Employee Assistance Program provided by Mass4You: 844.263.1982



DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SAFETY FIRST. TRUST YOUR INSTINCTS

UNIVERSITY RESOURCES – ALL CAMPUSES

Academic Achievement Center	508.531.1214
Academic Affairs	508.531.1295
BSU Food Pantry	508.531.1273
CARE Team	508.531.1276
Community Standards	508.531.6177
Counseling Services * 24/7 Support	508.531.1331
Dean of Students	508.531.1276
Equal Opportunity/Title IX	508.531.2744
Facilities Management	508.531.1296
Financial Aid	508.531.1341
GLBTA Pride Center	508.531.1408
Health Services	508.531.1252
Human Resources & Talent Management	508.531.1324
Institutional Diversity	508.531.2729
Military & Veteran Student Services	508.531.2181
Multicultural Affairs	508.531.6166
Student Accessibility Services	508.531.2194
Student Affairs & Enrollment Management	508.531.1276
Student Success & Diversity	508.531.1429
University Police	508.531.1212

BSU | EMERGENCY PROCEDURES

CALL 911 FOR ANY EMERGENCY AS NEEDED....



EVACUATE



SEEK SHELTER



STAY IN PLACE

ALWAYS WAIT FOR THE "ALL CLEAR" ANNOUNCEMENT



ACTIVE SHOOTER OR VIOLENCE

- **RUN** – evacuate the area, leave your belongings behind, keep your hands visible. Alert others on the way out and do not attempt to move any wounded. Follow the instructions of any police officers.
- **HIDE** – in an area out of the active shooter's view, block entry to your hiding place and lock the doors, if possible. Silence your cell phone and any other source of noise. Remain calm and quiet.
- **FIGHT** – as a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the shooter.



FIRE: REMEMBER R.A.C.E.

- **RESCUE** – remove anyone from danger, close door behind you to confine smoke and fire.
- **ALARM** – activate the nearest pull alarm station or notify the BSUPD.
- **CONTAIN** – take immediate action to control the fire with available firefighting equipment – only if properly trained.
- **EVACUATION** – immediately proceed to a safe exit unless told otherwise by emergency personnel.



EMERGENCY COMMUNICATION

- Appropriate personnel will communicate via:
- Voice notification system
 - Text/Email
 - Website and electronic signage boards



SEVERE WEATHER

- Seek shelter immediately
- Move to the lowest level of the building
- Move to interior areas of the building
- Stay away from windows, skylights and glass
- Pay attention to BSUPD text alerts



BOMB THREAT/SUSPICIOUS PACKAGES/BEHAVIOR

- Immediately notify university police from a campus phone, call 911.
- **DO NOT use cellphones** or other electronic devices within 100 feet of the package.
- **DO NOT handle** suspicious or abandoned packages.
- Proceed as instructed by public safety personnel.
- For nonemergency requests, call 508.531.1212.



SEX & GENDER BASED VIOLENCE, HARRASSMENT OR DISCRIMINATION

Do not try to investigate, but ask three basic questions: **Are you safe? Are you hurt? How can I help you?**
Refer individuals to appropriate resources.

- If safety is a concern, offer to or encourage the individual to contact police, advocates or Title IX office to create a safety plan, including civil protection order and/or other interim measures.
- If sexual assault has occurred, encourage individual to seek care as soon as possible at a designated Sexual Assault Nurse Examiners (S.A.N.E.) site hospital where evidence can be collected. Concerns about sexually transmitted infections and pregnancy will be addressed, as well as discussion of resources and a plan for follow-up care.
- Proceed as instructed by public safety personnel.
- For nonemergency requests, call 508.531.1212.

Report the issue promptly to the Title IX office (required of all faculty/staff except Wellness Center staff)

BSU | HELPING STUDENTS OF CONCERN

Being aware of **distress signals**, ways to intervene, and resources will help you respond effectively to an individual who needs help. Take the signs of distress seriously, particularly if it is not normally characteristic of the person. You might be the one saving a life by being available at the right place and right time with the right resources.

ACADEMIC INDICATORS

- Decline in grades
- Repeated absences
- Not doing homework
- Multiple requests for extensions
- Considering leaving school
- Disruption to learning environment
- Inappropriate or concerning content in assignments/presentations

PSYCHOSOCIAL INDICATORS

- Depression: crying spells, feeling sad more often than not
- Anxiety: feeling tense, nervous, worried, panic attacks (could include PTSD)
- Antagonistic to others, unprovoked anger
- Impulsiveness, loss of self control
- Confused speech or behavior
- Hallucinations, delusions, paranoia
- Overwhelming concern about finances, relationships, balancing multiple demands, etc.

PHYSICAL INDICATORS

- Changes in physical appearance, poor hygiene
- Excessive fatigue, low energy
- Agitated expression or movements
- Excessive weight loss/gain
- Bruises, cuts or other injury
- Physical or verbal outbursts
- Withdrawing socially, avoiding eye contact

SAFETY RISK INDICATORS

- Statements about death, dying, suicide, homicide, etc.
- Physical violence
- Sexual assault
- Stalking and harassment of any kind
- Intoxicated or under the influence
- Threatening communication



COMMUNICATE

HOW TO BRING IT UP....

It's often a relief to students to know that people at the university notice and care.

- Broach the subject in a caring, supportive way
- Clearly express your concerns in nondisparaging nonconfrontational terms.
- Remind the student of their personal responsibility as a member of the community
- Respect the student's privacy but do not promise confidentiality.



LISTEN

HOW TO TALK ABOUT IT...

Whether you or a student broaches the topic, it is important to have privacy and some time without interruption.

- Don't minimize the problem or solve too quickly with advice.
- Let the student express emotion (often it has been building/bottled up)
- Ask if the student has found anything to help with the problem.
- Inquire about their support network



GUIDE

HOW TO REFER....

The student situation may be beyond what you can address, but your support is still critical.

- Reassure student the decisions to seek/accept help is a wise choice and they are not alone.
- Offer to meet to ensure follow through.
- Refer to the CARE Team
- If an emergency - DO NOT WAIT - call BSU Police at 508.531.1212 or 911

BSU | MORE RESOURCES

WHEN IN DOUBT, REACH OUT.

BSU STUDENT CODE OF CONDUCT

The Student Code of Conduct is intended to provide broad guidance in identifying and discouraging inappropriate behavior and misconduct. It explains student rights and responsibilities and the processes that will be followed by Community Standards when misconduct is alleged. Examples of behavior prohibited by the Code include:

- Conduct that threatens the safety or health of any person (including self)
- Obstruction/disruption of teaching, research, administration etc.,
- Illegal or inappropriate use of alcohol or other drugs

To report an incident, please call Community Standards: 508.531.6177

WHAT ABOUT PRIVACY LAWS AND CONFIDENTIALITY?

The Family Education Rights and Privacy Act (FERPA) permits communication about a student of concern under the following circumstances:

- BSU may disclose personal identifiable information from an "educational record" to appropriate individuals in connection with a health and safety emergency. Information may be released to parents, police or others, if knowledge of the information is necessary to protect the health and safety of the individual and the BSU community. BSU may not disclose FERPA or HIPAA protected medical records.
- Information can be shared with university personnel when there is specific need to know and should be limited to the essentials of university business.
- Observations of conduct or statements made by an individuals are not "educational records" and are therefore not protected by FERPA. Such information may be shared with appropriate consideration for privacy.

EQUAL OPPORTUNITY AND THE TITLE IX COORDINATOR

This office responds promptly to reports of sex and gender-based discrimination, harassment, and violence, including sexual violence, dating and domestic violence, stalking, and retaliation. The office's first priority is the safety and success of the person impacted. The office implements interim measures to assist and can conduct investigations.

To report an incident involving a student: 508.531.2744

CARE TEAM

The CARE Team provides guidance and assistance to community members and others who are concerned about the welfare, health, or safety of a currently enrolled student.

If a student displays odd or unusual behaviors, is engaging in behaviors perceived as harmful or shares information that is cause for concern, please submit an online CARE Team referral or call 508.531.1276.

*Referrals are monitored Monday through Friday 8 a.m. – 5 p.m.

To report emergencies, contact the Bridgewater State University Police Department at 508.531.1212 or call 911

REPORTS OF BIAS OR DISCRIMINATION

Reports of bias or discrimination (against race, ethnicity, gender, gender identity/expression, religion, sexual orientation, national origin, age, physical ability/disability, etc.) are reviewed by the Office of Equal Opportunity, which based on legal definitions, facilitates the transfer of the report to the police (in instances of hate crimes), the vice president of student success and diversity or designee (in instances of bias), or maintains the report within the Office of Equal Opportunity (in instances of discrimination). Targeted individuals are referred to available campus resources for support as desired.

To report an incident involving an individual: 508.531.2744

PARTICIPATE IN A TIMELY, COORDINATED RESPONSE.