

2011

**Annual Campus Security and Fire Safety
Report**



Bay State College

Office of Student Affairs

TABLE OF CONTENTS

Introduction	Page 3
Campus Security Program	Pages 3-4
Prevention and Education Programs	
Reporting Crimes and Other Emergencies	
Campus Safety Notifications, Timely Warnings, and Emergency Response	
Access to Campus Facilities	
Alcohol and Other Drug Policies	Pages 4-8
Alcohol Policy	
Drug Policy	
College Disciplinary Sanctions	
Resources and Services	
Firearms and other Weapons Policy	Page 8
Sexual Assault and Harassment Policies and Programs	Pages 9-11
Policies	
Reporting Procedures, Disciplinary Action, and Sanctions	
Programs and Resources	
Change to Academic and Living Situations	
Hazing Policies	Pages 11-13
Missing Student Notification Process	Page 13
Annual Disclosure of Campus Crime Statistics	Page 14
Fire Safety	Pages 15-17
Fire-Safety Related Policies	
Fire Safety Procedures	
Fire Safety Systems	
Fire Safety Education and Training	
Fire Statistics for 20010-2011 Academic Year	

INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Crime Awareness and Campus Security Act of 1990 requires the annual disclosure of certain crime statistics, as well as institutional policies regarding campus security. In addition, the Higher Education Opportunity Act requires the disclosure of fire safety information and annual fire statistics for on-campus residence halls. In compliance with these regulations, Bay State College provides this annual Campus Security and Fire Safety Report to the campus community.

CAMPUS SECURITY PROGRAM

Prevention and Education Programs

Bay State College places the highest priority on providing a safe and secure campus environment for all constituents. However, security is the responsibility of each member of our community and the Office of Student Affairs provides several opportunities for students, faculty, and staff to learn about campus procedures and crime prevention tips. These include:

- First Year Experience: Each year, incoming students attend this three-day orientation prior to the start of classes. The Dean of Students gives a presentation on Bay State College Emergency Procedures & Policies and the Boston Police present on "Safety in the City."
- New Resident Orientation: Upon move-in, new resident students attend a half-day orientation on residential living. Presentations include, among other things, information about crime prevention and safety on-campus.
- Residence Hall Programming: The Residence Life staff provides regular active and passive programs around issues of safety and security in the residence halls and city at-large. This includes bulletin boards, brochures, and newsletters with information about safe practices.
- Communication to Parents: Prior to move-in, parents of resident students receive a mailing with information regarding fire safety, theft prevention, and insurance.
- All Staff & Faculty Meetings: This monthly meeting provides a format for regular reminders and information about security on campus.

Reporting Crimes and Other Emergencies

Bay State College students, faculty, and staff are urged to report all crimes and other emergencies to the Office of Student Affairs as soon as possible. A staff member can be reached 24 hours a day, 7 days a week, by dialing 617-217-9211. If there is imminent danger, the first phone call should be to the Boston Police at 617-343-4911, and then to the Office of Student Affairs.

Resident students may also seek out a member of the Residence Life staff or a Public Safety official during duty hours each night.

Students may also report any incidents of crime or violations of the Code of Conduct to the Dean of Students. An incident report will be filed and the Dean will investigate and take any necessary follow-up steps. The Dean of Students' Office is located on the third floor of 35 Commonwealth Avenue.

Campus Safety Notifications, Timely Warnings and Emergency Response

Bay State College will notify the community of all crimes or incidents considered to pose a threat to its members, whether they take place on campus or in the immediate vicinity. As described in this report, warnings will be disseminated in a timely manner in order to prevent similar occurrences. All attempts will be made to protect the victims in these incidents. Bay State College has also adopted policies and procedures for the immediate notification of campus emergencies, as listed below.

Procedures for Timely Warnings of Campus Crimes or Emergencies

Bay State College has established an Emergency Notification System (ENS) for the purpose of communicating with faculty, staff, and/or students upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. All faculty, staff and students are automatically enrolled in the ENS via their Bay State College email addresses and will receive notifications through that channel. However, all members of the community are encouraged to update their contact information to include other channels, such as cell phone and text, via the website at www.mir3.com/baystate.

In the event of an incident, either on or off campus, that, in the judgment of the Dean of Students, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued through the ENS. When necessary, other forms of communication may also be used, including email and security bulletins.

The Dean of Students will oversee regular tests of the Emergency Notification System at least once per semester.

Emergency Response Procedures

Bay State College has established emergency response procedures to ensure that it is prepared for such situations.

In the event that the emergency requires police, fire, or medical attention, the appropriate member of the Student Affairs team will contact the Boston Police Department for immediate response.

The Dean of Students or a designee will serve as the point person for all confirmed emergency situations and, in conjunction with members of the Executive Committee, will determine the content and recipients of any notifications. In the interest of safety for the members of the community, the College will initiate the ENS system without delay unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Vice President of Marketing will be responsible for the dissemination of information to the community-at-large.

The Dean of Students is responsible for the maintenance, review, and revision of the College’s emergency response plan.

Access to Campus Facilities

Bay State College is a private property and reserves the right to grant or restrict access to any or all of its owned and leased properties. All residence halls are locked 24 hours a day, 7 days a week, with card access at one main front door for residents of a particular building. During the overnight hours, public safety officers are present at the larger residence halls on campus. The College also has a guest and visitation policy for all residence halls. Additional information about residence hall security and the guest policy is available in the Resident Student Handbook.

ALCOHOL AND OTHER DRUG POLICIES

Alcohol Policy (as listed in the Bay State College Student Handbook)

The drinking or possession of alcoholic beverages on the campus or in affiliated facilities is prohibited. Policies with regard to alcohol include, but are not limited to, the following: possession or consumption of alcohol, providing alcohol, public intoxication (intoxication which causes a disturbance or is dangerous to self, others, or property, or in any way requires the attention of College staff), false identification, and alcohol containers (including empties).

Students are subject to all applicable local, state, and federal laws regarding alcohol and are not exempt from enforcement of these laws by virtue of their student status or their presence on College property.

Use of Alcohol on Campus

With the exception of students who are eligible for the Personal Consumption Policy (listed below), Bay State College students, regardless of age, are not permitted to possess, consume, or transport alcohol onto the campus.

Additionally, Bay State College regards being in the presence of alcohol or alcoholic beverage containers (full or empty) as a violation of College policy and those students found to be in violation will be subject to judicial action.

Any guest on the Bay State College campus is subject to this policy, and guests are the responsibility of the Bay State College student host.

Personal Consumption

A student will be eligible to possess and consume a specified amount of alcohol within the residence hall at 260 Commonwealth Avenue under the following conditions: the student is at least 21 years old, resides in Commonwealth Hall, and all roommates are at least 21 years of age. To be eligible, students must also participate in the DrinkSmart program, sponsored by the Director of Student Wellness. For additional information regarding this policy, please refer to the Resident Student Handbook.

Use of Alcohol off Campus

Students 21 years of age or over may consume alcohol off campus. However, the College expects these students to drink responsibly, and not to provide or procure alcohol for persons under the age of 21.

If these students are involved in unlawful behavior or creating a disturbance off campus and the College is notified, they will be subject to judicial action through the College's judicial system. Additionally, College officials will fully cooperate with external law enforcement agencies when such situations arise.

If the student returns to the College campus in an intoxicated state, endangers his/her health through irresponsible drinking, or causes a disturbance due to inebriation, he or she will be subject to judicial action.

Social Host Liability Law

It is against College policy and state law to provide alcohol to minors or to allow minors to drink in your home or on property under your control, including college residences. This includes instances where the minor purchases and/or brings his/her own alcohol into your residence. There is no need to show that the person actually supplied the alcohol to the minor. Criminal penalties include a fine up to \$2000, imprisonment for up to a year, or both (MA General Law Chapter 138, section 34). In addition, you may also be sued civilly if the minor becomes ill or dies from ingesting alcohol, if the minor causes damage to property, or the minor causes harm to another person.

Public and/or Acute Intoxication

Public intoxication is prohibited on campus, regardless of a student's age or status as a commuter or resident student, and will be subject to judicial action. In the event that a faculty or staff member suspects a student to be in an intoxicated state, that student may be asked to leave the College facility or off-campus College event immediately. Any student given such instructions is required to immediately comply or face additional and more severe judicial sanctions. Students that demonstrate behavior consistent with acute intoxication, as deemed by a College official, may be transported by ambulance to a local hospital. If a student refuses transportation, College officials may contact a parent or guardian and apprise that individual of the situation.

Instances in which alcohol is a contributing factor to another incident or policy violation, such as violence, fighting, vandalism, and noncompliance, will result in a more serious disciplinary response.

Effects and Signs of Use

- Central Nervous System: depresses, does not stimulate, the action of all parts of the central nervous system. It depresses normal mental activity and normal muscle function. Short-term effects of an average amount: relaxation, breakdown of inhibitions, euphoria, decreased alertness. Short-term effects of large amounts: nausea, stupor, hangover, unconsciousness, death.
- Heart and Blood Vessels: decreased normal function, leading to heart diseases such as cardiomyopathy and disorders of the blood vessels and kidneys, such as high blood pressure. Bleeding from the esophagus and stomach frequently accompany liver disease caused by chronic alcoholism.
- Unborn Fetus (teratogenicity): alcoholism in the mother carrying a fetus causes fetal alcohol syndrome (FAS), which includes the production of mental deficiency, facial abnormalities, slow growth, and other major and minor malformations in the newborn.
- Addiction: compulsive use of alcohol. Persons addicted to alcohol have severe withdrawal symptoms when alcohol is unavailable. Even with successful treatment, addiction to alcohol (and other drugs that cause addiction) has a high tendency to relapse. (Memories of euphoric feelings plus family, social, emotional, psychological, and genetic history are all important factors in producing the addiction.)
- Liver Disease: usually cirrhosis; also deleterious effects on the unborn child of an alcoholic mother.
- Loss of Sexual Function: impotence, erectile dysfunction, loss of libido.
- Increased Incidence of Cancer: mouth, pharynx, larynx, esophagus, liver, and lung.
- Changes in Blood: makes clotting less efficient.
- Heart Disease: decreased normal function leading to possible damage and disease.
- Stomach and Intestinal Problems: increased production of stomach acid.
- Interference with Expected or Normal Actions of Many Medications: drugs such as sedatives, painkillers, narcotics, antihistamines, anticonvulsants, anticoagulants, and others.

Signs of use include: prominent smell of alcohol on breath and behavior changes (aggressiveness, passivity, poor judgment, outbursts of uncontrolled emotion such as rage or tearfulness).

Drug Policy (as listed in the Bay State College Student Handbook)

Drug-Free School Policy

Preamble to the Drug-Free School and Workplace Policy for Bay State College, hereafter referred to as the “school,” “institution,” or “we.”

This institution embraces the spirit of the public law that requires schools to provide a drug-free campus and workplace. The school will abide by the law as outlined in the policy. As part of our institutional philosophy, we are dedicated to the advancement and well-being of the population we serve. As such, all students and employees are encouraged to abstain from the use of illegal drugs and the irresponsible use of alcohol.

The school recognizes that drug and alcohol abuse and dependence can cause harmful effects to virtually every aspect of a person’s life: relationships, family, job, school, physical and emotional health.

Any student or employee who suspects either he, she or someone else may be at risk is invited to seek services that can be of help.

The school maintains drug and alcohol education information and a list of counseling and support services that can be obtained in the Student Wellness Office or the Counseling Office.

We have also designated a contact person who is available to hear concerns regarding drug and alcohol use and offer referrals, advice, and information on drug and alcohol education and services in the community. Issues discussed with the

contact person will be kept confidential. The contact is: Eric Rollo, Director of Student Wellness, 35 Commonwealth Avenue, (617) 217-9207, erollo@baystate.edu.

Drug-Free School and Workplace Statement

In accordance with the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226, this institution is hereby declared a drug- and alcohol-free school and workplace.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol anywhere on property belonging to the school, including grounds, parking areas, anywhere within the building(s), or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including dismissal or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or we will take one or more of the following actions within 30 days with respect to any student or employee who violates this policy:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student or employee, up to and including dismissal or termination of employment.
- Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good-faith effort to maintain a drug- and alcohol-free school and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

We are providing the facts, health risks, and sanctions associated with unlawful use, possession, or distribution of illicit drugs and alcohol and consider their inclusion an integral part of our drug-free school and workplace policy.

Drugs of Abuse

Drugs of potential abuse include those that are addictive and harmful. They usually produce a temporary, false sense of well-being, but their long-term effects can be devastating. The most common drugs of abuse include:

Marijuana (Cannabis, Hashish)

- *What it does:* heightens perception, causes mood swings, relaxes mind and body.
- *Signs of use:* red eyes, lethargy, uncoordinated body movements.
- *Long-term effects:* decreased motivation. Possible brain, heart, lung, and reproductive system damage.

Amphetamines

- *What they do:* speed up physical and mental processes to cause a false sense of energy and excitement. The moods are temporary and unreal.
- *Signs of use:* dilated pupils, insomnia, trembling.
- *Long-term effects:* violent behavior, paranoia, possible death from overdose.

Barbiturates

- *What they do:* produce drowsiness and lethargy.
- *Signs of use:* confused speech, lack of coordination and balance.
- *Long-term effects:* disrupt normal sleep pattern. Possible death from overdose, especially in combination with alcohol.

Cocaine

- *What it does:* stimulates the nervous system, heightens sensations, and may produce hallucinations.
- *Signs of use:* trembling, intoxication, dilated pupils, constant sniffing.
- *Long-term effects:* ulceration of nasal passages where sniffed. Itching all over body, sometimes with open sores. Possible brain damage or heart rhythm disturbance. Possible death from overdose.

Opiates (Codeine, Heroin, Methadone, Morphine, Opium)

- *What they do:* relieve pain, create temporary and false sense of well-being.
- *Signs of use:* constricted pupils, mood swings, slurred speech, sore eyes, lethargy, weight loss, sweating.
- *Long-term effects:* malnutrition, extreme susceptibility to infection, the need to increase drug amount to produce the same effects. Possible death from overdose.

College Disciplinary Sanctions

Bay State College will impose disciplinary sanctions on students and employees who violate the standards of conduct. In addition, students or employees who violate public law are subject to criminal prosecution. Conviction may result in fines, imprisonment, and revocation or loss of eligibility to receive federal funding (such as grants and financial assistance) and other privileges.

College-imposed sanctions vary in severity, up to and including expulsion of a student or termination of employment. Sanctions may also require participation in a treatment, counseling, or other approved rehabilitation program.

Sanctions also exist for violations of the Alcohol and Drug policies in the residence halls. More detailed information regarding potential sanctions may be found in the Resident Student Handbook.

Resources and Services

Resources are available to assist Bay State College students and employees in understanding and dealing with drug and alcohol abuse. Students can receive information by contacting Eric Rollo, Director of Student Wellness, 35 Commonwealth Avenue, (617) 217-9207, erollo@baystate.edu. Employees can receive information by contacting Donna Gaffey, Human Resources Manager, 122 Commonwealth Avenue, (617) 217-9114, dgaffey@baystate.edu.

The following hotlines are also available to assist members of the College community:

- ALCOHOLICS ANONYMOUS (support group for alcoholics): 1-617-426-9444
- 1-800-ALCOHOL (active alcohol referral line): 1-800-252-6465
- DRUG & ALCOHOL HOTLINE (Massachusetts hotline): 1-800-327-5050
- NATIONAL DRUG & ALCOHOL TREATMENT REFERRAL SERVICE (the national service of the US Health & Human Services Center for Substance Abuse): 1-800-662-HELP(4357)

FIREARMS AND OTHER WEAPONS POLICY (as listed in the Bay State College Student Handbook)

Bay State College strictly prohibits the possession on College premises or at off-campus College events of any handgun, rifle, shotgun, bow and arrow, BB gun, paintball gun, air rifle, ammunition, or other device of physically-harmful nature or which resembles actual items. Bomb threats are also a serious violation of policy, as well as state and federal statutes.

Additionally, Massachusetts General Statutes, Chapter 269, Section 10, prohibits knives, swords, nun chucks, and the like. Knives of any type, guns (firearms – real, counterfeit, or toy), ammunition, or any weapon or object that could be used as a weapon is also prohibited and subject to confiscation by College officials.

Mace and pepper spray are not allowed on the College campus or at College-sponsored events, even if a student possesses a permit.

SEXUAL HARASSMENT, MISCONDUCT, AND ASSAULT POLICIES AND PROGRAMS

Policy (as listed in the Bay State College Student Handbook)

To report an incident of sexual assault, the victim/survivor or a friend of the victim/survivor may contact the Director of Student Wellness, the Counselor, the Dean of Students, or the Emergency On-Call Number (617-217-9211).

Bay State College attempts at all times to maintain a safe environment that supports its educational mission and is free from exploitation and intimidation. The College will not tolerate any form of sexual assault or interpersonal violence. Bay State College recognizes the importance of offering victims of sexual assault immediate treatment, counseling support, and police assistance if desired. Care and consideration of the survivor's wishes will be taken into account throughout the intervention process.

The Code of Conduct prohibits all forms of sexual violence, coercion, or harassment against individuals, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the Bay State College community or someone outside the College community. Prohibited conduct ranges from acts clearly identifiable as rape, attempted rape, and sexual assault, to sexual misconduct that while not in all instances criminal, includes such acts as stalking, voyeurism, exposure, sexually harassing communication, and sexual activity in a context of emotional coercion. Where there is reasonable cause to believe that a student member of the community has violated the Code of Conduct, the College will take action in accordance with the policies and procedures outlined in the Student Handbook. Judicial action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus.

Any member of the College community found responsible for violating the sexual harassment, misconduct, and assault policy is subject to judicial action up to and including dismissal from Bay State College. The standard used to determine accountability is whether it is "more likely than not" that the accused has violated the policy.

Sexual Harassment

Sexual harassment, whether between people of different sexes or the same sex, is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

For example:

- Physical assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation
- A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes.
- A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: unnecessary touching, patting, hugging, or brushing against a person's body; or remarks about a person's sexual activity or speculation about a person's sexual experience
- A pattern of conduct that implies discrimination or hostility toward a person's personal, professional, or academic interests because of gender identity

Sexual Misconduct and Assault

Defining Sexual Misconduct and Assault

Rape: Forced and non-consensual sexual penetration of any body part by another body part and/or object. A person is forced into sexual intercourse through threats, physical restraint, and/or physical violence. Consent cannot legally be given if a person is under the age of 16, mentally disabled, or incapacitated (intoxicated, drugged, unconscious, or asleep).

Indecent Assault and Battery: Non-consensual, sexually offensive touching that does not include penetration.

Stalking: Willful and malicious engagement in a pattern of conduct or series of acts over a period of time directed at a specific person that seriously alarms or annoys that person and causes them to fear for his or her safety or well-being. A person can stalk another by following, calling, instant messaging, texting, writing, emailing or using social media to contact him or her.

Criminal Harassment: Willful and malicious engagement in a pattern of conduct or series of acts over a period of time directed at a specific person that seriously alarms or annoys that person and causes considerable emotional distress.

Annoying Telephone Calls: Telephoning another person or causing a person to be telephoned repeatedly for the sole purpose of harassing, annoying, or molesting that person, regardless of whether conversation ensues or whether indecent or obscene language is used.

Massachusetts Law

"Sexual assault" is an inclusive term that refers to any criminal violation involving serious sexual misconduct. Included are offenses such as rape, attempted rape, and indecent assault and battery. According to Massachusetts law, the crime of rape occurs when the assailant "has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his or her will, or compels such person to submit by threat of bodily injury." "Sexual intercourse or unnatural sexual intercourse" includes vaginal, oral, and/or anal intercourse as well as digital penetration. Under Massachusetts law, both men and women may be victims or perpetrators of rape.

The statutory language, "against his or her will," requires the complainant to show that the victim did not consent to the sexual act. If an alleged perpetrator has sexual intercourse with a victim who is incapable of consent by reason of sleep, drunkenness, stupefaction, or unconsciousness, the alleged perpetrator may be convicted of rape and the only "force" necessary for conviction is the minimal force required for penetration. In the case of drunkenness, this does not mean that the victim was merely under the influence of alcohol but that **he or she was intoxicated to the extent that he or she was unable to give informed consent to the act.** Rape may occur between people who know each other or who have had prior consensual relations with each other.

Rape and attempted rape are punishable by up to 20 years imprisonment. Aggravated rape, which allows for even stronger penalties, occurs if the rape causes serious bodily injury, is the result of group attack, or occurs during the commission of certain specific crimes such as robbery or burglary.

If an alleged perpetrator intentionally has physical contact of a sexual nature with the victim without the victim's consent, the perpetrator can be charged with the crime of indecent assault and battery. Such contact may include an offender touching a woman's breasts or buttocks or the pubic area of a man or woman. Indecent assault and battery may be punished by up to five years imprisonment.

In Massachusetts, domestic violence involves abuse, assault, or threats against a spouse or dating partner. Victims of domestic violence should contact the police to ensure immediate safety and to obtain medical treatment if necessary. Persons who commit domestic violence are subject to arrest. If the victim/survivor wants to obtain a "domestic abuse protection order" (Chapter 209A), the College will assist the individual in the process. The court order requires the assailant to stay away from and have no contact with the victim either in person or by telephone and may restrict the assailant's presence at certain locations.

Reporting Procedures, Disciplinary Action, and Sanctions

The College urges any individual who has experience assault or sexual assault to report to both the College (Dean of Students, Residence Life staff, Student Success and Wellness staff) and the Boston Police. A report of sexual assault to the College will be addressed promptly. An investigation will be handled with discretion and confidentiality will be maintained to the greatest extent possible. Bay State is also committed to providing the victim with information regarding on- and off-campus services and resources.

Student disciplinary procedures are outlined in the Student Handbook. In sexual assault cases, the following additional provisions apply:

- The accuser and the accused are entitled to the same opportunities to have others present during a College disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any College disciplinary proceeding alleging a sexual assault.

A violation of the Sexual Assault Policy could lead to sanctions up to and including dismissal from the residence halls and/or the College.

Programs and Resources

According to the National Crime Victimization Survey, sexual assault is drastically underreported. Bay State College is committed to educating the campus community about the nature and consequences of sexual assault. In the United States, 1 in 6 women and 1 in 33 men reported experiencing an attempted or completed rape at some time in their lives.¹ Nearly 60% of rape/sexual assault victims did not report their victimization to the police in 2006, according to National Crime Victimization Survey data.²

Bay State College has dedicated resources toward prevention as well as response, including educational programs to promote the awareness of sexual assault, acquaintance rape, and other sex offenses. Educational programs include workshops, discussions, counseling, outreach, and other support services for survivors.

Student victims are encouraged to seek support on campus from any of the following individuals/departments:

- School Counselor: Cheryl Raiche, 35 Commonwealth Ave, (617) 217-9212, craiche@baystate.edu
- Director of Student Wellness: Eric Rollo, 35 Commonwealth Ave, (617) 217-9207, erollo@baystate.edu
- Dean of Students: Kate Ackerman, 35 Commonwealth Ave, (617) 217-9225, kackerman@baystate.edu

Additionally, a professional staff member is on-call 24 hours a day, 7 days a week and can be reached at (617) 217-9211.

Students may also seek support from off-campus resources, including:

- Boston Area Rape Crisis Center (BARCC): 800-841-8371

Changes to Academic and Living Situations

Following an alleged sex offense, if so requested by the victim and if such changes are reasonably available, assistance in changing academic situations is provided by the Dean of Students in conjunction with the appropriate Program/Department Chair, and assistance in changing living situations is provided by the Department of Residence Life.

HAZING POLICIES

In 1985, the Massachusetts House of Representatives passed legislation that prohibits any form of hazing on campuses throughout the Commonwealth. The College, as well as the Commonwealth of Massachusetts, forbids the hazing or harassment of any student on or off the campus. Any student who organizes or participates in hazing will be subject to dismissal from the College.

Chapter 269: Section 17. Hazing; organizing or participating; hazing defended.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

Chapter 269: Section 18. Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of secs. 17-19; issuance to students and student groups, teams, and organizations; report.

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

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

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

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

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

MISSING STUDENT NOTIFICATION PROCESS

For purposes of this policy, Bay State College defines a “missing student” as an individual who resides in an on-campus residence hall, has not had any contact with any member of the College community (including roommates and friends on campus) and has also not had any contact with a parent/guardian for a period of 24 hours. The student also must not have disclosed his or her location to either entity prior to leaving campus. As soon as a member of the College community or a parent/guardian believes the student is missing, he or she should notify the Office of Student Affairs by calling 617-217-9222. The situation will then be reported to the Director of Residence Life or designee, who will take the following steps:

- The Director will call the student’s cell phone number that is held on file in the Department of Residence Life.
- If the student does not answer the call, the Director will contact the student’s roommate(s) and other individuals in the residence halls to see if they have seen or heard from the student. (The roommate will not be contacted if he or she was the reporting individual.)
- If the roommate(s) have not seen the student within the last 24 hours, the Director will consult class attendance and access control records to determine if the student has been on campus. The Director will also contact the student’s professors and academic advisor to determine if the student has been seen in class or on campus.
- If the student has not been to classes or accessed his or her residence hall, the Director will contact the parent/guardian or designated contact person to determine if they have been in contact with the student or know the student’s location. The parent/guardian or contact person will not be contacted if he or she is the reporting individual.
- If, after contacting all parties, the Director is still unable to determine the whereabouts of the student, the Boston Police Department will be contacted and the student will be formally reported as missing. The Boston Police Department will take control of the situation from this point forward.
- If, at any time, the Director is able to determine the whereabouts of the student, he or she will notify the reporting individual and the Boston Police (if applicable) that the student is no longer missing.

The parent/guardian/individual listed on the provided Emergency Information Form will be the default contact person in the event that a student is reported missing. Each student also has the option to identify an alternative contact person whom the institution can notify if a student is reported missing. This person would then be contacted, rather than the parent/guardian. In order to change the contact person, the student must go to the Department of Residence Life on the first floor of 35 Commonwealth Avenue. This contact information will be confidential and only accessible to authorized campus officials; it will only be disclosed to law enforcement in furtherance of the missing person investigation.

It is important to note that if a student is under 18 years of age and not emancipated, the parent/guardian will be notified by the institution, in addition to the identified contact person (if it differs).

ANNUAL DISCLOSURE OF CAMPUS CRIME STATISTICS

The following crime statistics are provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This report includes statistics for the previous three years concerning reported crimes.

Crimes	On-Campus Residence								
	On-Campus			Hall*			Public Property**		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	2	0	0	0	0	0
MV Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Totals	2	0	0	2	0	0	0	0	0
Liquor Law Violations									
Arrest	0	0	0	0	0	0	0	0	0
Referred***	7	21	33	0	21	33	0	0	3
Drug Law Violations									
Arrest	0	0	0	0	0	0	0	0	0
Referred***	0	7	9	0	7	9	0	0	0
Weapons Law Violations									
Arrest	0	0	0	0	0	0	0	0	0
Referred***	0	0	0	0	0	0	0	0	0

*Residence Hall numbers are also included in On-Campus numbers.

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

***Referral of incidents involving violations of law for College administrative/judicial action.

Any member of the Bay State College community desiring information about registered sex offenders may contact the Commonwealth of Massachusetts Sex Offender Registry Board:

Hotline: 1-800-93-MEGAN

Telephone: 978-740-6400

Web: www.state.ma.us/sorb

Address: PO Box 4547, Salem, MA 01970

FIRE SAFETY

Fire safety is the responsibility of all those within the Bay State College community. In the event of a fire, students should call 911, followed by the Office of Student Affairs at 617-217-9211.

In accordance with the Higher Education Opportunity Act of 2008, Bay State College is providing fire safety information for on-campus student residences within this report. A Fire Log is maintained by the Department of Residence Life that includes the nature, date, time, and general location of each fire. Additional information on fires, fire safety programs, or other areas is available in the Department of Residence Life.

The Dean of Students reviews safety initiatives and implements improvements to safety programs on a regular basis.

Fire Safety-Related Policies (as listed in the Resident Student Handbook)

Fire Safety

- a. State and local laws do not allow cooking in rooms for health, safety, and sanitation reasons. Bay State College and its employees reserve the right to confiscate all illegal appliances and potentially dangerous items. Confiscated items will be thrown away; items will not be stored on the premises for future return.
 - i. Electric blankets, sun lamps, microwaves, halogen lamps, George Foreman-like or sandwich grills, fog lamps/machines, black lights, toasters, coffee makers, hot pots, hot plates, waffle irons, electric frying pans, space heaters, and other heat-producing appliances are prohibited.
 - ii. A student is permitted to have a refrigerator in his/her residence hall room if it meets the following criteria:
 - Size: maximum of four- (4) cubic feet capacity
 - Electrical: pulls not more than 1.5 amps
 - Ratio: one refrigerator for every two students in the roomAll refrigerators are subject to safety inspection by Facilities or Residence Life staff. Refrigerators are to be emptied and unplugged during the holiday recess between the fall and spring semesters.
- b. Candles and incense are considered fire hazards and are prohibited in and around the residence halls. If found, whether in use or not, they will be confiscated and thrown out.
- c. Extension cords must be heavy-duty and UL-approved. Only power strips with surge protection/circuit breakers are permitted. They must be used according to manufacturer directions and may not be connected in series. Electrical outlets cannot be overloaded. "Octopus" outlets and similar splitters are prohibited.
- d. In the event of a fire alarm, all individuals must vacate the building immediately. Additionally, students should read and be familiar with the "Fire Safety Procedures" section of the Resident Student Handbook. Failure to follow these procedures will result in judicial action.
- e. The activation of a fire alarm, without just cause, endangers the security of the community and needlessly inconveniences the local fire department. A false alarm is a criminal offense that endangers the safety of others. Any student who, without reasonable cause, activates a fire alarm system, tampers with fire safety equipment, or interferes with firefighters is subject to immediate dismissal and a fine of not less than \$50.00 plus the cost of resetting the alarm, recharging fire extinguishers, etc. In addition, prosecution under the laws of the Commonwealth of Massachusetts will be considered, including all costs incurred as a result of tampering with any fire safety equipment and including the payments and fines and/or penalties.
- f. The act of causing or starting a fire is prohibited.
- g. Storing or using any combustible materials (gas, propane, lighter fluid, fireworks, etc.) is prohibited.

Misuse of Physical Space or Property

- d. Students are prohibited from entering or placing objects in, certain restricted areas, including, but not limited to, rooftops, fire escapes, balconies, windowsills, boiler rooms, and maintenance or staff closets. Students are also prohibited from exiting through or propping fire doors unless it is a true emergency.

Smoking

Smoking is prohibited in all areas of all residence halls. Smoking in student rooms, hallways, stairwells, lounges, lobbies, fire escapes, balconies, and bathrooms is strictly prohibited. Additionally, smoking near the residence halls is prohibited. This includes the front and back entryways to the buildings, as well as the front steps of each residence hall. In addition to the cigarettes, beady and clove cigarettes, cigars, and pipes are also prohibited in and around the residence halls.

Fire Safety Procedures

Preventing Fires

- Keep fire ignition sources (high-intensity lamps, etc.) away from combustible material (i.e. pillows, comforters, etc.).
- Posters, flags, or other wall hangings must be used sparingly and are not to be hung from the ceiling or to cover light fixtures or electrical outlets.
- Construction of partitions, lofts, and other additions to your room is not allowed.
- Holiday decorations are not to be placed on the outside of room doors or in the hallways, and are to conform to special guidelines as outlined by staff members.
- Keep room entryways, corridors, landings, stairwells, fire escapes, and exits free and clear at all times. This includes bicycles, furniture, and bed frames.
- Do not tamper with or alter the electrical system in your room. Do not overload electrical outlets. Use only approved extension cords as listed in the Code of Conduct.

Fire Alarms

- Learn where fire alarm stations and pull boxes are located on your floor and in your residence hall.
- Should you detect a fire, sound the building's fire alarm, evacuate the building, and then call 911 from a phone at another location.
- Whenever a fire alarm sounds, evacuate the building immediately, using the nearest available exit. As soon as the alarm sounds, AFA Protective Systems notifies the Fire Department and the Professional-on-Call. The Fire Department is dispatched immediately.
- Each semester, a fire drill will take place to help ensure that proper procedures are followed.

Evacuation Procedures

- Learn where the two nearest exits to your room are, including fire escapes and balconies.
- When an alarm sounds, dress quickly (for the weather) and secure your room key.
- Before opening your room door, feel it for warmth. If it is hot to the touch, do not open it. If not, open the door very slowly.
- When you leave your room, CLOSE THE DOOR BEHIND YOU.
- If smoke is present, crawl out low to the floor.
- Use only stairways to evacuate a building; never use an elevator.
- Without hindering your own evacuation and on your way out of the building, warn as many of your fellow residents as possible by knocking on doors and shouting.
- Once outside, stand clear of the building, well away from all entrances.
- Do not re-enter the building until specifically instructed to do so by Residence Life staff or a Fire Department official.
- **If conditions prevent you from leaving your room:**
 - Prevent fumes and smoke from entering your room by blocking all openings (with wet towels, if possible).
 - Alert the telephone operator of your location.
 - If smoke is in your room, stay close to the window, holding a towel (wet, if possible) to your face.
 - Do not break or open windows unless necessary – the source of oxygen may fuel a fire or create a draft that will allow more smoke or fumes to enter your room.
 - To alert rescue personnel, hang a white towel or other brightly-colored cloth out of your window.

Fire Safety Systems

Each on-campus residence hall is equipped with hard-wired heat detectors, local smoke detectors, local carbon monoxide detectors, fire extinguishers, emergency lighting and exit signs, and fire doors. In addition, each building is equipped with a hard-wired fire alarm system, monitored and inspected by AFA Protective Services.

Fire Safety Education and Training

Bay State College hosts several fire safety training opportunities for students, staff, and faculty each year, including the following:

- Residence hall meetings at the beginning of each semester to review fire safety and evacuation procedures in the residence halls.
- Annual New Resident Orientation in September.
- Annual First Year Experience for all new students in September, including an Emergency Procedures presentation.
- Annual faculty/staff review of the Emergency Response/Preparedness Plan.
- Semi-annual fire drills with follow-up reports to all resident students.
- Semi-annual health and safety inspections in each residence hall.

Fire Statistics for 2010-2011 Academic Year

<u>Residence Hall</u>	<u>Reported Fires</u>	<u>Cause of Fire</u>	<u>Injuries</u>	<u>Fatalities</u>	<u>Cost of Fire Damage</u>
125-127 Commonwealth Ave	0	N/A	N/A	N/A	N/A
181 Commonwealth Ave	0	N/A	N/A	N/A	N/A
260-262 Commonwealth Ave	1	Electrical	0	0	\$400.00
164 Marlborough Street	0	N/A	N/A	N/A	N/A

*Data for previous years not available at this time.