



The 2020\* Jeanne Clery  
Disclosure of Campus  
Security Policy and  
Campus Crime  
Statistics/Fire Safety  
Report and Campus  
Emergency Handbook

\*JANUARY 1, 2020 - DECEMBER 31, 2020



**Framingham**  
State University

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# Framingham State University

A SAFE CAMPUS IS A COMMUNITY-WIDE RESPONSIBILITY!

## MESSAGE FROM THE CHIEF OF POLICE

Dear Framingham State University Community;

Each year all colleges and universities are required by law to comply with the Jeanne Clery Campus Security and Campus Crime Statistics Act. This document provides statistics on crimes that have occurred over the past three years on campus and on the streets adjacent to the university.

The University Police Department patrols the campus 24 hours a day throughout the calendar year. Our priority is to prevent and deter any criminal activity; however, it is a community-wide responsibility to always keep safety in mind.

Our commitment to community policing has become an important component in improving the quality of life at Framingham State University. This philosophy requires a partnership between the citizens and the police. High levels of involvement, trust, and respect must be put forth by both groups to make the partnership work.

As the Chief of Police, I cannot stress enough the importance of your involvement with keeping our community safe. With your help and your prompt reporting of any suspicious activity, along with University Police's continued efforts to remain visible via cruisers, foot and bike patrols we can minimize the danger of crimes occurring within our community

John J. Santoro  
Interim Chief of University Police

## INTRODUCTION TO THIS REPORT

This report is provided to students, faculty, and staff in compliance with the requirements of the Federal Campus Security Act 11 (Public Law 101-542, 104 Stat. 2381). In addition, it is available to applicants for admission or employment upon request. On campus, the report is distributed in the following ways: students, faculty, and staff receive it by campus mail, it is posted on the University web site, and the University newspaper, The Gatepost, publishes the crime statistics. The report is also available in all the common areas on campus.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain noncampus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities";
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees";
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;

- Disclose in a public crime log “any crime that occurred on campus, on a campus building or property, on public property, or within the patrol jurisdiction of the campus police or campus security department and is reported to the campus police or the campus security department” This log is available for viewing 24 hours a day, 7 days a week, 52 weeks a year. The log for the past 60 days is kept in the lobby of the police station. Logs prior to these dates are available upon request.
- Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility. This log is available for viewing 24 hours a day, 7 days a week, 52 weeks a year. The log for the past 60 days is kept in the lobby of the police station. Logs prior to these dates are available upon request. This log is combined with the police daily crime log.

## **CAMPUS SAFETY AND SECURITY POLICIES AND PROCEDURES**

The safety and security policies developed at Framingham State University are designed to enhance the safety and security of each member of our community.

- Please familiarize yourself with the information in this document so that you will be able to make informed decisions about your personal safety.
- Please take all possible steps to ensure your safety and the safety of others on campus.
- Please refrain from preventing doors from locking by placing items in doorways.
- Always lock your door and never walk alone after dark. Safety on campus will be assured if all individuals and groups support practices that promote a safe campus environment.

Students, faculty, and staff members along with visitors should feel free to conduct their daily business without fear of physical, emotional, or psychological harm.

## **OVERVIEW OF THE FRAMINGHAM STATE UNIVERSITY POLICE DEPARTMENT**

The Framingham State University Police Department has primary responsibility for safety, security and the upholding of all laws of the Commonwealth on the campus. The Department works closely with the University community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment.

Armed department officers patrol the campus and answer calls on a 24-hour basis throughout the calendar year. A minimum of two officers and a dispatcher are usually assigned to each shift. The Department’s staff also includes Institutional Security Officers who patrol the buildings and grounds.

In addition, the Department’s staff, using cameras, monitors the entrances to all the residence halls which are also equipped with card access systems and staffed by desk attendants throughout the academic year.

As of the date of this publication, the Framingham State University Police Department includes fifteen professionally trained, sworn, armed, uniformed Police Officers; one Institutional Security Officer; and three civilian Dispatchers and four part-time Dispatchers. Officers’ training includes, but is not limited to, the following areas: rape investigation, CPR, crime scene analysis, photography, fingerprinting, firearms, court prosecution, domestic violence, records management, drug recognition, statistics, safety, crisis intervention, and crime prevention.

## **FRAMINGHAM STATE UNIVERSITY POLICE AUTHORITY**

The Department handles all law enforcement duties in conjunction with the campus and also patrols the streets and areas contiguous to the University traveled by students and faculty to and from the campus to area parking lots and public transportation locations. Sworn members of the department are employed by Framingham State University and serve the institutions as police officers.

It is not the policy of the agency to infringe upon the primary responsibility of other agencies including the Framingham Police Department and Massachusetts State Police in areas not owned, used, or occupied by the University. However, officers maintain a close working relationship with those agencies and cooperate routinely on police responses in the area.

Sworn police officers of the Department are sworn in by the Massachusetts State Police as Special State Police Officers (Massachusetts General Laws Chapter 22C Section 63) granting the "same power to make arrests as regular police officers for any criminal offense committed in or upon lands or structures owned, used, or occupied by such College..." Subsequent to their appointment, officers are also sworn in as Deputy Sheriffs of Middlesex County, allowing the officers to perform police functions on the public ways of the county. Officers are also charged with the responsibility of performing parking enforcement on the campus property, as well as the Town of Framingham public ways.

The department enjoys a close working relationship with the Framingham Police Department, Massachusetts State Police, the Middlesex County District Attorney's Office and several other city and town agencies on court proceedings, investigations and matters pertaining to more than one agency of the commonwealth or a surrounding municipal authority. There are several formal written agreements or memoranda of understanding to help in this relationship.

This cooperation includes participation in a police radio and computer network, training programs, special events coordination, and investigation of serious crimes. Moreover, the FSUPD representatives meet with the Framingham Police Department liaison officer to discuss campus crimes and other police intelligence matters.

## **THE IMPORTANCE OF REPORTING CRIME OR EMERGENCIES IN A TIMELY FASHION**

### **Statement of Policy Addressing General Procedures for Reporting A Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Framingham State University Police Department (FSUPD) in a timely manner including when the victim elects to, or is unable to, make such a report.

To report a crime or an emergency from an on-campus phone, call FSUPD at extension 4911 or, from outside the University phone system at 508- 626-4911. When using a cell phone, please remember that 911 will reach the State Police who then must transfer the call to FSUPD. FSUPD recommends pre-programming of cell phones with the FSUPD dispatch number (508-626-4911). Dispatchers are available 24 hours a day, 7 days a week, to answer your call. FSUPD officers respond to all requests for service and are the investigating authority for all crimes on campus. In addition to investigating crime reports, FSUPD will, when deemed necessary, refer reports to the appropriate office (ex. Dean of Students Office, Office of Student Conduct, Office of Diversity, Inclusion and Community Engagement) or jurisdiction for review or disciplinary action.

As an added security measure, 30 Code Blue® emergency phones are located at strategic points on campus. These phones are easily identified by their bright blue boxes topped with blue lights. When the red emergency button is pushed, the caller is in immediate contact with the FSUPD. In addition to providing voice contact with a police dispatcher, Code Blue® emergency phones use also enables a dispatcher to pinpoint the caller's location.

When calling for either emergency or non-emergency service, be prepared to:

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

If possible, stay on the line unless otherwise advised by the dispatcher. If assistance is required from off campus, the dispatcher will summon the appropriate police, fire and/or medical service.

Crimes may also be reported anonymously through the FSU Tip reporting system. More information on this can be found on page 11.

Crimes should be reported to FSUPD for the purpose of assessing the incident for issuance of a Timely Warning Notice and for including the incident in the annual statistical disclosure.

To report a crime that occurs at an off-campus location, contact the appropriate local police department. In the case of an emergency it is always best to dial 911 and follow the procedures outlined above. For the purpose of reporting a crime to the Town of Framingham and Town of Ashland police we include the business numbers for those departments, as well as other FSUPD contacts below. FSUPD staff will assist students with notification to local police agencies if requested.

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

EMERGENCY	911
Chief of Police	508-626-4911
Non-Emergency Dispatch	508-626-4911
Framingham Police Department	508-872-1212
Ashland Police Department	508-881-1212

Dean of Students	508-626-4596
Health Center	508-626-4900
Counseling Center	508-626-4640
Residence Life	508-626-4636
Title IX Coordinator	508-215-5859

This publication contains information about on- and off-campus resources and is made available to all Framingham State University community members. The information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Framingham State University. Crimes should be reported to the Framingham State University Police Department to ensure a police response, providing a timely warning notice and inclusion in the Annual Security Report.

## **POLICY ADDRESSING LIMITED VOLUNTARY CONFIDENTIAL REPORTING**

It is the policy of the Framingham State University that all crimes should be reported to the Framingham State University Police Department. Anyone who is the victim or witness to a crime on campus is encouraged to promptly report the incident to the FSUPD. Unless otherwise prescribed by law, police reports are public records under state law, and therefore, the Framingham State University Police Department cannot hold all reports of crime in confidence. All reports of crime will be investigated by FSUPD. When appropriate, reports will be referred to the Dean of Students Office for review, as well as to the campus Title IX Coordinator.

Due to the sensitive nature of certain types of crime, victims of sexual assault, domestic/ dating violence and stalking may choose to confidentially report crimes to the Health Center or the Counseling Center. Both of which are located in Foster Hall. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Reporting procedures applicable to allegations of sexual assault, dating/domestic violence and stalking are further discussed later in this report and can be found at the University Title

IX Webpage: [www.framingham.edu/shape](http://www.framingham.edu/shape).  
More information about Title IX and the SHAPE program can be found on pages 17 and 20.

When a potentially dangerous threat to the University community arises, alerts will be issued to notify individuals of the threat in a timely manner. These alerts will also inform the community of any recommended action to be taken. (See Timely Warning Policy on pages 6 through 10)

We invite your involvement in creating an orderly campus. If you have a suggestion for enhancing safety, please bring it to the attention of the Framingham State University Police Department.

The accurate and prompt reporting of campus crime is essential to the safety and security of the entire University community. You may report criminal activity or other emergencies by calling the Framingham State University Police Department at 508-626-4911. Uniformed officers patrol the campus on foot, on bicycles, and in marked and unmarked cruisers.

## **A STATEMENT ADDRESSING PASTORAL AND PROFESSIONAL COUNSELORS**

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities (CSA).

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at the Framingham State University are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes to the Dean of Students Office or to Residence Life staff, on a confidential basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

### **Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. The Framingham State University does not employ pastoral counselors; however, the Office of Campus Ministry (McCarthy Center Fifth Floor) serves as the liaison between the University and the private religious organizations and advisers who provide pastoral counseling and other religious services for our students.

### **Professional Counselor**

An employee of Framingham State University whose official responsibilities include providing psychological counseling to students, and who is functioning within the scope of his or her license or certification, or under the supervision of a licensed clinician.

Check out our Website:

[www.framingham.edu/student-life/university-police](http://www.framingham.edu/student-life/university-police)

## **NOTIFICATION OF CRIMINAL ACTIVITY WILL BE MADE PUBLIC IN A TIMELY MANNER**

### **Timely Warnings, Emergency Response and Evacuation**

The purpose of this policy is to comply with the Department of Education requirements regarding timely notice of certain events as described in 20 U.S.C. s. 1092(f), known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. These acts, along with the Higher Education Reauthorization Act (2008), involving any incidents that have occurred on or near campus, require campus police officers to keep the institution informed in a timely manner of crimes that may pose a serious or continuing threat to students and employees.

Safety Bulletins will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.



The Framingham State University Police Department is responsible for issuing Safety Bulletins (timely warnings) in compliance with the Clery Act. In the event of a reported crime which may pose a serious or on-going threat to members of the FSU community, these Safety Bulletins are written by Command staff members, and issued to keep the campus community informed about safety and security matters. The decision to issue a Safety Bulletin is made on a case-by-case basis in light of all the factors surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, whether Framingham State University Police Department received a report of the crime in a timely manner, and the possible risk of compromising law enforcement efforts. Safety Bulletins are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Framingham State University Police Department.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Framingham State University community members and a Safety Bulletin would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, and thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by Framingham State University Police Department. Safety Bulletins may also be posted for other crime classifications as deemed necessary. To issue a Safety Bulletin the University informs the campus community via a campus-wide email which is addressed to students, faculty and staff. This email indicates that a Safety Bulletin has been issued and may provide a link to the Framingham State University Police Department Safety Bulletin web page at [framingham.edu/student-life/university-police/safety-bulletin](http://framingham.edu/student-life/university-police/safety-bulletin).

Additionally, a copy of this notice is posted in all residence halls and building bulletin boards around campus.

In addition to these Safety Bulletins, Framingham State University Police Department is able to issue campus-wide alerts via FSU Alert, a multi-medium delivery platform emergency notification system, to the campus community in the event of an imminent or ongoing threat to the community. FSU Alerts are disseminated, campus-wide, with the goal of notifying as many people as possible, as rapidly as possible (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.) FSU Alerts are sent to individuals who subscribe to the FSU Alert system.

All students, faculty and staff are encouraged to sign up to receive these notices by going to the myFramingham portal; [my.framingham.edu](http://my.framingham.edu)

## **NOTIFICATION TO THE UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT**

All members of the University community are strongly encouraged to notify the Framingham State University Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Framingham State University Police Department has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Framingham State University Police Department has the responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

In the event of an emergency situation that poses an immediate threat to the health and safety of the members of the University community, the University has various systems in place for communicating information quickly.

Some or all of these methods of communication may be activated in the event of an immediate threat to the University campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or other device through the FSU Alert system (individuals can sign up for this service through the myFramingham portal) and outdoor sirens and PA system. In the event a situation requires the activation of the University's emergency notification system (FSU Alert), updates may be sent using some or all of the communication systems described above and will be available on the Framingham state University Police Department's web site; [www.framingham.edu/student-life/university-police/](http://www.framingham.edu/student-life/university-police/).

The Framingham State University Police Department receives information from various offices/departments on campus. If the Framingham State University Police Department confirms, usually in conjunction with key administrators on campus, local first responders and/or the national weather service (this group typically includes the Framingham State University Police Department Chief/Deputy Chief, the Framingham Fire and Police Departments, Framingham State University Environmental Health and Safety, and the Framingham State University Emergency Operations Center Team) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University community, the Framingham State University Police Department will collaborate with these partners when appropriate to determine the content of the message. The Framingham State University Police Department will use some or all of the notification systems to communicate the threat to the University community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Framingham State University Police Department will, without unnecessary delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing notification will compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

All students, faculty and staff are encouraged to sign up to receive these notices by going to the myFramingham portal; [my.framingham.edu](http://my.framingham.edu)

## **EVACUATION PROCEDURES**

(for more detailed information see pages 79-89)

University Departments are responsible for developing contingency plans and continuity of operation plans for their own staff and areas of responsibility. The University Police and EH&S (Environmental Health & Safety) conduct announced or unannounced emergency response exercises each year, such as field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. All Framingham State University Police Department officers have received training in Incident Command Systems (ICS) and National Incident Management Systems (NIMS). When a serious incident occurs that causes an immediate threat to campus, the first responders to the scene are usually the Framingham State University Police Department, EH&S and the Framingham Police and Fire Departments who typically respond and work together to manage the incident. Depending on the nature of the incident, other Framingham State University departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for the University is publicized each year as part of the University's Clery Act compliance effort and that information is available on the Framingham State University Police Department website; [www.framingham.edu/student-life/university-police/](http://www.framingham.edu/student-life/university-police/).

**FSU Emergency Notification Systems are Administered by the Following Responsible Authorities:**

Network E-mails	Police Command Staff	Dispatcher/ Deputy Chief	Police Command Staff	Dispatcher	Deputy Chief
FSU Alert	Dispatcher/ Police Command Staff	Dispatcher/ Deputy Chief	Police Command Staff	Dispatcher	Deputy Chief
Outdoor Sirens	Dispatcher/ Police Command Staff	Dispatcher/ Deputy Chief	Police Command Staff	Dispatcher	Deputy Chief
PA Systems	Dispatcher/ Police Command Staff	Dispatcher/ Deputy Chief	Police Command Staff	Dispatcher	Deputy Chief
Fire Alarm Systems	EH&S	EH&S	Police Command Staff	Police Command Staff	EH&S
Face-to-Face Communication*	Police Command Staff	Police Command Staff	Police Command Staff	Police	Deputy Chief

\*If any of the systems using technology fails, the campus would initiate face to face communication using various methods including the use of other appropriate staff and students on campus.

**PROCEDURE FOR TESTING EMERGENCY RESPONSE AND NOTIFICATION**

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

An evacuation drill is coordinated by Department of Residence Life each semester for all residence halls on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each residence for a building evacuation. EH&S does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases EH&S and Residence Life staff on the scene will communicate information to students regarding

the developing situation or any evacuation status changes. For more information of fire safety and drills please see the annual Fire Safety Report on page 63

The Residence Life Staff members are trained in evacuation and act as an on-going resource for the students living in residential facilities. EH&S conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. EH&S coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities.

The Framingham State University Police Department performs Active Threat drills and exercises for all police officers. Officers also provide Active Threat presentations to faculty, staff and students. An active threat refers to any incident which creates an immediate threat or presents an imminent danger to the campus community such as a shooter or hostage situation.

The University conducts table top and real time exercises as to test emergency preparedness, Business Continuity and Disaster Recovery Plans, often in conjunction with agencies in the local community.

Members of the Framingham State University campus community are advised on a timely basis about campus crime and crime-related problems.

These efforts include the following:

- **University Newspaper:** *The Gatepost* publishes special articles related to campus safety and security on a regular basis. The Gatepost publishes a weekly summary of criminal incidents which occurred the preceding week.
- **Public Log:** Dispatchers at the University Police Department document all calls for service in the daily police log, a chronological record of all crimes reported to the Framingham State University Police

Department, as well as the names of all persons arrested. Daily logs are available for public viewing during regular office hours.

- **Posting of Crime Alert Bulletins**
- **Social Media Sites (Facebook, Twitter) FSU Alert**
- **Whelen Emergency Warning Siren**
- **Annual Jeanne Clery Safety and Security Report**

## FSU ALERT

FSU Alert will be one of the primary methods for alerting the entire university community of important and/or emergency information via recorded phone and text messages.

FSU Alert will only be used during times of emergencies including but not limited to:

- School closings
- Inclement weather
- Public safety/community warnings
- Campus Safety bulletins
- Evacuation or Lock-down drills
- University law enforcement
- Security mobilizations and more...

Please log on to MyFramingham to register or update your information. The information you enter will be kept confidential and used only for emergency notifications.

The University has installed an emergency warning siren system that will alert the campus via loud speaker message of an emergency situation. The messages will give instructions on how to proceed safely away from the incident.

Emergency response and evacuation procedures are publicized through the Framingham State University Police Department website. Warning and notification systems as well as emergency response and evacuation procedures are tested and evaluated on an annual basis.

# EMERGENCY NOTIFICATION AND TIMELY WARNINGS: SORTING OUT THE DIFFERENCES <sup>1</sup>

Education, The Handbook for Campus Safety and Security Reporting, Washington, D.C., 2011

## Emergency Notification

**Scope:** Wide focus on any significant emergency or dangerous situation (may include Clery crimes).

**Why:** Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

**Where:** Applies to situations that occur on your campus.

**When:** Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.

## Timely Warning

**Scope:** Narrow focus on Clery crimes.

**Why:** Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Issue a timely warning for any Clery crime committed on your Clery geography that is reported to your campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees.

**Where:** Applies to crimes that occur anywhere on your Clery geography.

**When:** Issue a warning as soon as the pertinent information is available.

The law specifies that “an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.”

<sup>1</sup>U.S. Department of Education, Office of Postsecondary

## FSU TIP

To provide anonymous information to FSU Police, send a text message to **67283** containing the word “**FSUTIP,**” followed by a space, and then your **message**.

**How It Works:** Two-way communication. Users submit their tips via text message. Campus Police are immediately notified of the tip. University Police may respond to user with follow up questions or information anonymously. Users receive confirmation messages for all submitted tips.

**Anonymity:** FSU Tip offers tipsters anonymity, allowing anyone to discretely provide timely, critical information without letting those in his/her vicinity in on the communication.

**Confidentiality:** Most campus inbound emergency lines are not confidential. FSU Tip is enabled to offer tipsters anonymity ensuring students don’t withhold timely, critical information due to hesitancy of engaging with the authorities.

**Discretion:** Tipsters don’t risk retribution. With FSU Tip a tipster can communicate with the authorities without letting those in his/her vicinity in on the conversation.

**Immediacy:** These days, students often choose text messaging over traditional calls because of the ease and immediacy. This is as true with crime tips as it is with social messaging.

Information on FSU Tip can always be found in the Emergency Notification channel in *myFramingham*.

## SAFETY BULLETINS SHOULD BE TAKEN SERIOUSLY

In the event of a major incident of violent crime on the campus or in the neighboring community, safety bulletins will be posted by the Framingham State University Police Department in the Safety Bulletin Posting Cases, located near the main entrances to all campus buildings. These postings should be taken

seriously. Resident students are encouraged to notify the Framingham State University Police Department, Resident Assistants (RAs), or Residence Directors (RDs) of any safety or security problem or concern that a student may have. A student, RA, RD, police officer, and any other member of the University community may also refer any violation of the Student Conduct Code directly to the Dean of Students located in the McCarthy Center, Room 508.

## **CODE BLUE<sup>®</sup> EMERGENCY PHONES**

CODE BLUE<sup>®</sup> emergency phones have been placed on all academic buildings, foyer of each residence hall, and the walkway behind Hemenway Hall. In addition, they are located in the following parking lots: Maynard, Maple, Athletic Field, Union Avenue, Upper and Lower Normal Hill, Linsley Lot and the Bement Shuttle Stop. These phones ring directly into the Framingham State University Police Department. When using these phones, please remain calm and give clear details of the situation you are reporting.

## **POLICE ESCORT AND SHUTTLE BUS SERVICE**

The Framingham State University Police Department requests that students ask for escorts only when absolutely necessary and when no other options are available. Escorts are provided for safety reasons only. Escorts will be given from 2:00 a.m. until dawn. Students should plan their schedules accordingly as there are no escorts given during daylight hours.

**To operate an emergency phone, simply press the button. The Framingham State University Police Department will respond immediately. Even if you cannot speak, they will know your location and a cruiser will arrive on the scene very quickly. Audio contact with the Police Department will remain activated throughout the emergency.**

The Student Transportation Center provides shuttle bus service to the Maple and Union lots between 6am - 2am (3am on Thursdays). Please check posted signs and the Student Transportation Center website at: [www.framingham.edu/sild](http://www.framingham.edu/sild) for information

on when service runs continuous loops versus dispatch only. For more information, you may call the Student Transportation Center dispatch line at: 508-215-5920.

We encourage students to walk in groups from parking lots or between residence halls when not using the shuttle bus service, which operates both days and evenings during regular school sessions, to provide transportation to and from upper campus to the student parking lots. The shuttle bus stop is located at the Bement parking lot. The bus route usually takes about 20 minutes for the entire circuit. Students may contact the Student Transportation Center at 508-215-5920 for immediate shuttle information.

## **WEAPONS ON CAMPUS**

Massachusetts State Law (M.G.L. Ch.269 sec. 10) prohibits any individual other than the Police Officers from the Framingham State University Police Department from bringing to campus or possessing any weapon or firearm while on campus property without the consent of the Chief of the Framingham State University Police Department.

## **UNIVERSITY ALCOHOL POLICY**

The Framingham State University Police Department enforces all state laws and University regulations regarding the possession, use, and sale of alcoholic beverages. University policy restricts when, where, and how alcohol may be served, and the source of funds used to purchase alcoholic beverages. Please refer to the Framingham State University Ram Student Handbook, or call the Dean of Students office for current Alcoholic Beverage Policy guidelines. There are many alcohol education and abuse prevention programs provided throughout the year by the Wellness Education Center.

## **UNIVERSITY ILLEGAL DRUG POLICY**

The Framingham State University Police Department enforces all state and federal laws and University conduct code regulations concerning illegal drugs. When illegal drug use is suspected and the University and/or the Framingham State University Police Department are notified of illegal drug use or sale, or

when the Framingham State University Police Department apprehends illegal users or sellers, appropriate steps are taken to determine the facts of the situation. Persons apprehended by the Framingham State University Police Department for possession of, use of, or distribution of illegal drugs will be prosecuted. Those in straight possession of one ounce or less of marijuana will be issued a \$100.00 civil citation in accordance with Massachusetts' law.

## **STATEMENT OF POLICY FOR ADDRESSING SUBSTANCE ABUSE EDUCATION**

Substance abuse and its related consequences undermine the Framingham State University's goals of academic success and civility. All students/employees at the Framingham State University are expected to abide by all Federal, State and local laws, including those regulating the use, possession, sale, distribution, manufacture and cultivation of illicit drugs and alcohol. In addition, Congress amended Title XII of the Higher Education Act of 1965 by adding a section pertaining to Drug Free Schools and Campuses. Under this new amendment any institution receiving federal funds, including federal student loan programs, must adopt and implement policies to prevent the use of illegal drugs and alcohol by students and employees.

Financial aid penalties for drug offenses: Beginning on July 1, 2000 the 1998 amendments to the higher education act require the suspension of eligibility for financial aid for students convicted of drug related offenses. The length of suspension of eligibility is not less than one year and varies depending on the nature of the offense. Full details are available from the office of student financial assistance.

The Framingham State University is committed to promoting a climate which supports academic and personal growth and success and the well-being of all members of the academic community. To safeguard and promote a healthy academic and living environment, the University promulgates rules and regulations for the behavior of all members of the community. These are outlined in several major policy statements i.e., the code of student conduct, the hazing policy, the alcohol and other drug policies, etc. Copies of these campus

regulations are available in the Office of the Dean of Students and on the web at: [www.ramhandbook.com](http://www.ramhandbook.com)

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

It is the responsibility of each member of this community to understand and comply with all campus rules and regulations. These regulations include all federal, state and local laws including the Drug Free Schools and Community Act of 1989, the Drug Free Workplace Act of 1988 and the Higher Education Act (as amended in 1998). As a member of the university community, it is your responsibility to know and abide by all campus rules and regulations, to understand the risks associated with the use and abuse of alcohol and other drugs, and to assist in creating an environment that promotes health-enhancing attitudes and activities.

Any violation of the University's Code of Student Conduct or violation of federal, state or local laws shall subject the offender to the University disciplinary process and/or criminal prosecution.

This policy pertains to alcohol and other drug use behaviors in residence halls, University apartments, and all other University premises. All members of the University community, including students not residing on campus, are responsible for obtaining and adhering to this policy while in University-approved housing or otherwise on University property.

Services and resources are available to all members of the University community, to provide accurate information relating to drugs and alcohol, to support individual needs and to assist at crisis points. Listings of resources on campus are available by calling: In addition, individuals who wish to enroll in a drug or alcohol rehabilitation program should check the University's insurance or their own insurance to verify if they are covered for these services. Individuals may also enlist the assistance of the Health Center and/or

the Counseling Center, in identifying drug and alcohol rehabilitation programs.

The full text of the University Alcohol and Drug Policy and the Code of Student Conduct can be found at: <https://www.framingham.edu/student-life/community-standards/index>

### **INVESTIGATION OF PREVIOUS CRIMINAL RECORDS OF PROSPECTIVE STUDENTS AND EMPLOYEE**

During the admissions/job application process, prospective matriculated students and employees are asked to disclose whether they have ever been convicted of a felony or similar offense. The University does not hire a candidate for a position if a prior offense indicates that the hiring would create a significant threat to the University community or to the public.

Health Center: <a href="https://www.framingham.edu/student-life/health-center/">https://www.framingham.edu/student-life/health-center/</a>	508-626-4900
Counseling Center: <a href="https://www.framingham.edu/student-life/counseling-center/">https://www.framingham.edu/student-life/counseling-center/</a>	508-626-4640
Dean of Students: <a href="http://www.framingham.edu/student-life/student-affairs/index">www.framingham.edu/student-life/student-affairs/index</a>	508-626-4596

### **UNIVERSITY HAZING POLICY**

Pursuant to the laws of Massachusetts, Chapter 536, the University expressly prohibits hazing which is defined as an act(s) which endanger the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

Consent of the participants is not a defense against a complaint of hazing. In addition Massachusetts General Laws defines hazing as conduct such as whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverages, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such student or other person to extreme mental stress including extended deprivation of sleep or rest or extended isolation.

Hazing will be treated as a violation of the Code of Conduct. Charges will be filed through the Judicial System as well as externally as a violation of Massachusetts General Law.

### **CAMPUS MAINTENANCE**

The University has installed and maintains exterior lighting around each building, along all walkways, and in parking lots. In addition, a concerted effort is made to keep the shrubbery and other plants trimmed to reduce potential hiding places. Maintenance personnel are on duty 24 hours per day, during the academic year. They are expected to be especially alert and responsive to health, safety, and maintenance problems.

Resident students are instructed to report maintenance related concerns to the Facilities Management department. Resident students are additionally urged to report potential public safety hazards or maintenance problems to the Framingham State University Police Department and the Resident Assistant on duty so that the problem may be responded to and corrected or repaired as soon as possible.

### **KEY CONTROL AND ACCESS CARD POLICY**

It is the policy of Framingham State University to promote the security of University personnel and appropriate access to University property. This policy is based on providing as much security possible with as little inconvenience to the campus as practical. To accomplish this, the following policies have been adopted to enhance personal and building security by



maintaining control of the issuance of keys and access cards:

Keys will be issued only to authorized persons who have a need for access to specified areas. Authorization for issuance of a key is the responsibility of the appropriate Vice President, Department Head, Director, Dean or Chairperson of a Department.

The issuance of exterior building keys will be limited only to employees who have a need for frequent access in order to perform job-related responsibilities. All key requests will be carefully reviewed and only valid and necessary requests will be approved.

All persons issued University keys and/or access cards shall, at all times, be held responsible and accountable for said keys. Individuals must personally sign for their keys and shall not transfer, duplicate or loan their keys to another individual. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria.

If a key or access card is lost or stolen, the University Police Department must be notified upon discovery of the loss by the key/card holder. In the case of loss or theft, the individual department will be responsible for charges associated with keys, locks, or other hardware changes that may occur because of a missing key. Keys/Access cards must be turned into the University Police when an employee transfers to another department or is no longer employed by the University. The employees' final paycheck may be held pending return or clearance of outstanding keys.

Access needed by outside contractors must be authorized by the Facilities Department, including individual name, firm name, and specific dates the contractor will be on campus.

Building security shall be everyone's concern. If you are issued a key or access card make sure you are securing the same area when you are through. Check windows to make sure they are closed and locked, turn electrical appliances off, turn lights off, and secure all doors you unlocked.

Any individual who is not eligible for a key, whose work responsibility requires him/her to enter a University building or office at a time when the area is locked, should make arrangements with their department heads for notification to University Police for access after-hours. This may be done by the Department Head notifying University Police at extension 4911.

## **ACCESS TO CAMPUS BUILDINGS**

Except for residence halls, most University facilities are open to the public during the day and evening hours when classes are in session. Visitors are required to check in with the Framingham State University Police Department for parking permits and parking instructions. During the times that the university is officially closed, university buildings are generally locked and only faculty and staff are admitted (with proper FSU Faculty/Staff identification). Use of some areas such as computer labs, art labs, and research labs are restricted during off-hours except under pre-arranged and approved circumstances. Some university-sponsored programs are open to the general public while others are restricted to students with a current Framingham State University Identification Card.

## **RESIDENCE HALL RULES AND REGULATIONS**

The residence halls are governed by rules and regulations for the benefit of the entire University community. It is very important that ALL students and guests abide by the rules set forth in the Guide to Residence Living and the RAM Student Handbook and terms of the Residence Hall License Agreement while living on or visiting campus or attending University related programs or events. These rules have been developed for the safety and security of all.

## **RESIDENCE HALL STAFF**

Each residence hall has a designated Area Director (AD) and a staff of student Resident Assistants (RAs). ADs and RAs receive comprehensive training before each academic year begins. This training includes how to handle various emergencies ranging in scope

from psychological and health concerns, to fire evacuations, sexual misconduct or violence, vandalism, alcohol and other drug abuse, disorderly conduct, etc. The Director and Associate Director of Residence Life supervise the AD staff, which in turn provides direct supervision to the RA staff. Members of the professional staff are available to assist students during normal business hours. There is an AD on Duty each evening in addition to RAs on duty in every hall to assist students. RAs on duty provide extra support by touring the residence hall floors on a regular basis during designated hours.

### **SECURITY IN STUDENTS' ROOMS**

Each residence hall student room has its own lock and key(s). All rooms have screens and lockable windows. Anyone found to be removing or tampering with screens on any building may face serious disciplinary proceedings and/or criminal charges. All student room doors are posted with a warning against leaving the doors unlocked at any time.

Resident students are warned against propping residence hall entrance doors in an open position or disabling or tampering with any fire or security system devices. Tampering with or disabling any security device or system is not only unsafe for the entire University community, but could also lead to serious criminal charges and campus disciplinary action.

### **RESIDENCE HALL SECURITY AND VISITORS**

Each residence hall has a security desk located in the lobby. The security desk is staffed by attendants who monitor people entering and leaving the building. Security cameras have been placed in each residence hall lobby for added security. Desks are staffed 24 hours per day, 7 days per week. In the rare event that a desk is not covered, the Framingham State University Police Department will secure the entrance and assume responsibility for monitoring the residents and guests entering the building when the Card Access System is not activated. All visitors and guests of resident students are required to be signed in at the security desk and leave valid photo identification while in the hall. Guests will be allowed in the building only when the host resident is present to accompany them to his or

her room. Once a guest has been signed in, it is the responsibility of the resident to escort that guest at all times while he/she is in the building. Students will be held directly responsible for the actions of their guests.

### **SECURED ENTRANCES**

Residents and guests enter all residence halls through designated main entrance doors. Cameras and desk workers monitor all main entrance doors. All other doors are alarmed and designated for emergency use only.

Any individual found responsible for using or tampering with any emergency sounding device or door will be charged with judicial misconduct and/or criminal complaints.

### **OFF-CAMPUS HOUSING**

Framingham State University does not own, nor does it sponsor or recommend the suitability of, any off-campus housing. Students seeking off-campus housing are cautioned to check thoroughly with local police and the landlord of any rental property about the incidence of crime in the area. It is also important to check for adequate safety devices in the building or apartment prior to signing any lease agreement. To access the Town of Framingham's data through their police department you can check their website:

**[www.crimemapping.com/map/ma/framingham](http://www.crimemapping.com/map/ma/framingham)**.

### **HOUSING DURING THE HOLIDAYS AND BETWEEN TERMS**

The residence halls are closed during the Thanksgiving, winter and spring breaks, and students are not allowed access without prior approval of the Office of Residence Life. Special circumstances may exist for international students or others which would necessitate special consideration through the Office of Residence Life. Residents may sign up with the Office of Residence Life for housing during break periods if available.

### **STATEMENT OF POLICY FOR ADDRESSING THE MONITORING AND RECORDING OF STUDENT CONDUCT IN ON AND OFF - CAMPUS RESIDENCES**

The University must consider student conduct,

whether on or off campus, that is disruptive of good community relations or which interferes with, impairs or obstructs the University's mission, functions and processes, or that are found to be offensive to generally accepted standards of sound behavior, as harmful and adverse to the University's interests. Because of this, our local police departments make every effort to inform the University of off-campus criminal activity involving our students, including at noncampus locations of student organizations officially recognized by FSU (including noncampus housing facilities). If a violation of law occurs on or off campus, which is also a violation of University or local regulations (this includes Residence Life policies), the University may institute proceedings against the offenders.

## **ARTICLE I. POLICY INTRODUCTION**

Together, Bridgewater State University, Fitchburg State University, Framingham State University, Massachusetts College of Art and Design, Massachusetts College of Liberal Arts, Massachusetts Maritime Academy, Salem State University, Westfield State University, and Worcester State University (collectively, "the Universities") are committed to maintaining safe and healthy learning, living, and working environments that are free from all forms of discrimination and harassment.

Consistent with their commitment, the Universities do not discriminate on the basis of sex in the education program or activity that they operate, and are required by Title IX of the Education Amendments of 1972 ("Title IX") to not discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to the Universities may be referred to each respective institution's Title IX Coordinator, to the Assistant Secretary of the Office for Civil Rights, or both.

This Title IX Sexual Harassment Policy ("Policy") prohibits sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation as defined under Title IX and outlines the procedures for resolution of reports of these behaviors. The Universities provide educational and prevention programs,

services for individuals who have been affected by discrimination and harassment on the basis of sex, and accessible, timely and equitable methods of investigation and resolution of complaints.

Previously known as the "Sexual Violence Policy," the Title IX Sexual Harassment Policy has been amended, and renamed, to be consistent with the Title IX Regulations that became effective August 14, 2020. Additionally, this policy is intended to comply with the reauthorized Violence Against Women Reauthorized Act of 2018 ("VAWA"), including the Campus SaVE Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). The Title IX Sexual Harassment Policy replaces and supersedes the "Sexual Violence Policy" previously contained on pages 13-45 of the Equal Opportunity, Diversity and Affirmative Action Plan ("EO Plan").

The Universities prohibit all forms of discrimination, harassment, and sexual misconduct. These behaviors are antithetical to the mission of the Universities and, if not covered by this Policy, the Universities ensure that such conduct is prohibited and addressed through the Policy Against Discrimination, Discriminatory Harassment, and Retaliation contained in the EO Plan, Student Code of Conduct and/or employee handbooks and collective bargaining agreements.

## **ARTICLE II. POLICY DEFINITIONS**

### **Actual Knowledge**

Notice of sexual harassment or allegations of sexual harassment to the University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the University with actual knowledge is the Respondent.

**Administrative Investigator**

The Administrative Investigator is an impartial fact finder who investigates alleged violations of this Policy by interviewing parties and witnesses, collecting and reviewing statements and other relevant evidence, and providing a detailed, unbiased report regarding the findings of the investigation.

**Advisor**

A single person of the party's choice, who may be, but is not required to be, an attorney, who may be present in any meeting or grievance proceeding, and who may inspect and review evidence. It is the advisor's responsibility to conduct cross-examination during the live hearing. The advisor's role is otherwise strictly limited to providing direct and non-disruptive assistance to the party.

**Appellate Administrator/Body**

University administrator(s) who is/are annually trained and authorized by the Title IX Coordinator or designee to conduct a review of a decision made regarding an emergency removal, dismissal of a complaint, or decision reached by a Decision Maker(s).

**Coercion**

Unreasonable pressure or emotional manipulation to persuade another to engage in sexual activity. When someone makes it clear that they do not want to engage in sexual behavior, or they do not want to go beyond a certain point of sexual activity, continued pressure beyond that point can be considered coercive. Being coerced into sexual activity is not consent to that activity.

**Complainant**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the University with which the formal complaint is filed.

**Consent**

An understandable exchange of affirmative words or actions, which indicates a willingness by all parties to participate in mutually agreed upon sexual activity. Consent must be informed and freely and actively given. It is the responsibility of the initiator to obtain clear

and affirmative responses at each stage of sexual involvement. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

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

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

**Day**

Day may refer to a calendar day or business day and will be specified in each instance in the Policy. A calendar day is any 24-hour period including weekends and holidays. A business day is a weekday, Monday through Friday, on which the Universities are open. Business days explicitly exclude Saturdays, Sundays, and holidays on which the Universities are closed for regular business.

**Decision Maker**

An administrator who is trained to participate in the hearing process and private deliberations. Decision Makers determine the relevance of proposed questions during hearings, and issue written determinations of responsibility that include all findings, sanctions, and remedies.

**Education Program or Activity**

All operations of the University including locations, events, or circumstances at or in which the University exercises substantial control over both the Respondent and the context in which the sexual harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the University. Additionally, education programs and activities include:

- Operations on campus or on other property owned or controlled by the University, including networks, digital platforms, social media accounts, and computer hardware or software owned or operated by, or used by the University; or

- off-campus incidents in which the University exercised substantial control over both the Respondent and the context in which the behavior occurred.

### **Evidence**

Information that is presented to establish whether a fact is more or less true. The type and extent of evidence available will differ based on the facts of each incident, but explicitly includes the parties' own statements and statements of witnesses. Evidence may be inculpatory or exculpatory.

Exculpatory evidence is evidence that is favorable to the Respondent in that it exonerates or tends to exonerate the Respondent of responsibility.

Inculpatory evidence is evidence that shows, or tends to show, a person's involvement in an act, or evidence that can establish responsibility.

Evidence must be relevant, according to the ordinary meaning of the word.

Information or evidence protected by a legally recognized privilege (e.g., attorney/client, doctor/patient) is excluded from consideration unless the holder of the privilege has waived the privilege in writing to the Title IX Coordinator.

In addition, in accordance with Title IX regulations and the Massachusetts Rape Shield Law (Mass. G.L. c. 233, § 21B) the Respondent or their Advisor are prohibited from asking questions related to the Complainant's alleged prior sexual behavior or alleged sexual reputation unless offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Outside of the specific allowable exceptions, such information is not considered relevant.

### **Force**

The use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is

not required to physically, verbally or otherwise resist the aggressor, and lack of such resistance cannot be relied upon as the sole indicator of consent.

### **Formal Complaint**

A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University investigate the allegation of sexual harassment.

### **Incapacitation**

An individual who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Alcohol or drug related incapacitation is more severe than impairment, being under the influence, or intoxication. Evidence of incapacity may be detected from context clues, such as slurred speech, bloodshot eyes, the smell of alcohol on the breath, shaky equilibrium, vomiting, unusual behavior or unconsciousness. While context clues are important in determining incapacitation, they alone do not necessarily indicate incapacitation.

Persons unable to consent due to incapacitation also include, but are not limited to: persons under age sixteen (16); persons who are intellectually incapable of understanding the implications and consequences of the act or actions in question; and persons who are physically helpless. A physically helpless person is one who is asleep, blacked out, involuntarily physically restrained, unconscious, or, for any other reason, unable to communicate unwillingness to engage in any act. The use of alcohol or drugs to render another person mentally or physically incapacitated as a precursor to or part of a sexual assault is prohibited.

The use of alcohol, medications or other drugs by the Respondent or accused does not excuse a violation of this Policy.

### **Preponderance of Evidence**

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

## **Respondent**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

## **Supportive Measures**

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

The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

The Title IX Coordinator, or designee, is responsible for coordinating the effective implementation of supportive measures.

## **ARTICLE III. POLICY APPLICATION**

The Policy applies to all members of the campus communities, including, but not limited to, students, faculty, librarians, staff, visitors, contractors, and applicants for employment or admission, or any other person participating

in an education program or activity of the University. The Policy applies to on-campus and off-campus conduct, including online and virtual, that takes place in the United States within an education program or activity.

The Universities prohibit all forms of discrimination, harassment, and sexual misconduct. These behaviors are antithetical to the mission of the Universities and, if not covered by this Policy, the Universities ensure that such conduct is prohibited and addressed through the Policy Against Discrimination, Discriminatory Harassment, and Retaliation contained in the EO Plan, Student Code of Conduct and/or employee handbooks and collective bargaining agreements.

## **ARTICLE IV. POLICY DISSEMINATION**

Each University will prominently display the contact information for the institution's Title IX Coordinator, including the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Each University will further prominently display the Title IX policy statement on its website and in each handbook or catalog that it makes available to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the University.

## **ARTICLE V. POLICE OFFENSES**

### **Section V.1 Title IX Prohibited Sexual Harassment**

#### **(a) Sexual Harassment**

The Universities prohibit, under this Policy, conduct on the basis of sex that satisfies one or more of the following conditions:

1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; or,

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Additionally, the behaviors as outlined in subsections (b) through (e) of this section constitute sexual harassment under this Policy.

### **(b) Sexual Assault**

An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Attempts to commit any of these acts are also prohibited.

(i) *Sexual Assault – Rape*

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim (or attempts to commit the same). This includes any gender of victim or Respondent.

(ii) *Sexual Assault – Fondling*

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of age and/or because of temporary or permanent mental incapacity

(iii) *Statutory Rape*

Sexual intercourse with a person who is under the statutory age of consent, which is 16 years old in Massachusetts.

(iv) *Incest*

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(iv) *Dating Violence*

Any act of violence or threatened violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; the existence of such a relationship shall be determined based on a consideration of the following

factors: (i) the length of the relationship, (ii) The type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship. This includes, but is not limited to, sexual, emotional or physical abuse, or the threat of such abuse.

### **(c) Dating Violence**

Any act of violence or threatened violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) The type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship. This includes, but is not limited to, sexual, emotional or physical abuse, or the threat of such abuse.

### **(d) Domestic Violence**

Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### **(e) Stalking**

Engaging in a course of conduct directed (directly, indirectly, through a third party or other means) at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. For the purposes of this Policy, the behaviors must be directly related to that person's sex.

## **Section V.2 Retaliation**

Neither the Universities nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege

secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX or this policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy, constitutes retaliation.

The Universities will keep confidential the identity of any individual who has made a report or complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g; or FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of Title IX and this policy, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **Section V.3 Conduct That Is Not Prohibited**

The Universities are committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service and research. Nothing in this Policy shall be construed to penalize a member of the University community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Any form of speech or conduct, no matter how

offensive, unpleasant or even hateful, which is protected by the principles of academic freedom or the U.S. Constitution, is not subject to this policy.

## **ARTICLE VI. CONSENSUAL RELATIONSHIPS**

Consensual romantic and/or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical and create a risk for real or perceived coercion. The Universities do not intrude upon private choices regarding personal relationships when these relationships do not violate the Universities' policies, or cause harm or increase the risk of harm to the safety and wellbeing of members of the campus community.

### **Section VI.1 Faculty/Administrator/ Staff Member Relationships with Students**

No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a University program or activity. A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged.

### **Section VI.2 Relationships Between Supervisors and Subordinates or Between Co-Workers**

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of discrimination, sexual violence, sexual harassment, gender-based harassment, domestic violence, dating



violence, stalking and retaliation. Therefore, such workplace relationships are strongly discouraged.

## **ARTICLE VII. MAKING A REPORT**

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

### **Section VII.1 Title IX Coordinator**

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

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, electronic form (if available), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the reporting options available at the time of the report. Reports do not constitute a formal complaint under this Policy unless they meet the criteria specified in the Title IX Complaint and Resolution Procedures.

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

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

The Title IX Coordinator for

\_\_\_\_\_ is:

Name or Title:

Office Address:

Email:

Phone:

[www.framingham.edu/student-life/shape/titleix/index](http://www.framingham.edu/student-life/shape/titleix/index)

### **Section VII.2 Law Enforcement**

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

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

If a Complainant chooses to make a report to Campus Police/Public Safety, an investigation will be conducted and, if the Complainant so requests, they will receive assistance in filing criminal charges against the Respondent. Campus Police/Public Safety can also assist a Complainant in the process of obtaining

protective restraining orders and abuse prevention orders for sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

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

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

### **Section VII.3 Confidential Reports**

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

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

“Confidential Employees” include:

- licensed mental health counselors,
- licensed health care personnel,
- pastoral counselors, or
- clergy who work for the Universities.

Employees may also report such misconduct in strict confidence through the EAP.

Please bear in mind, however, that if one requests certain supportive measures from the University (e.g., extension for academic work or changing classes, residence halls or work locations), the Dean of Students and/

or other University officials as necessary may be contacted only for the purpose of providing the requested measures. In such cases, one’s privacy will be maintained to the extent that respecting confidentiality will not impair the University’s ability to provide the requested measures. One may also confidentially report sexual harassment, sexual assault, domestic violence, dating violence, stalking, and/or retaliation as well as other forms of sexual violence and gender-based harassment to community support resources, which are not required to share information with the Universities.

## **ARTICLE VIII. RESOURCES**

The safety, health and well-being of the campus communities are of paramount importance to the Universities. Any person who experiences any form of sexual assault, sexual harassment, domestic violence, dating violence, stalking, or retaliation, or similar harmful behaviors regardless of whether they are expressly prohibited by this Policy, is strongly urged to speak with someone to get the support they need, no matter when or where the incident occurred. For information on the location, phone numbers, hours and services provided for the campus and community resources listed below, please contact the Title IX Coordinator or Deputy Title IX Coordinator, the EO Officer, Human Resources, Student Life or Student Conduct, Residence Life, Health Services, the Counseling Center and/or Campus Police/Public Safety. The information is also listed on each University’s website.

### **Section VIII.1 Immediate Needs**

#### **(a) Assuring One’s Safety**

If an incident occurs, the Universities encourage one to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate one to make a complaint or take any further action, but the decision to seek medical help and gather evidence allows one to preserve the full range of available options. The Universities will assist any community member to get to a safe place, provide transportation for medical help and, if requested, contact law enforcement. For help at any time, contact Campus Police/Public Safety or, during regular University business hours, contact the Title IX Coordinator.

### **(b) Preserving Evidence**

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

## **Section VIII.2 Confidential Medical Attention**

Medical attention is strongly encouraged to treat any possible injuries, including internal injuries, or infections. Please note that there are some medical actions that are more effective if taken within a few days after an offense, such as preventative treatment for pregnancy and sexually transmitted infections, evidence collection, and toxicology testing, if there are signs that drugs or alcohol facilitated the offense. One may generally discuss the incident with licensed medical personnel confidentially.

### **(a) Confidential Medical Resources on Campus**

Students may access the services of the Student Health Center on a confidential basis. Employees may seek confidential counseling and referral services from the Employee Assistance Program ("EAP").

### **(b) Confidential Community Medical Resources**

Sexual Assault Nurse Examiners (SANEs) are specially trained, certified professionals skilled in performing quality forensic medical-legal exams. One may find more information about SANE services and where to obtain them here: <https://www.mass.gov/ma-sexual-assault-nurse-examiner-sane-program>.

### **(c) Confidential Counseling and Support**

Generally, one may discuss the incident with a licensed mental health counselor or a counselor

recognized by a religious order or denomination on a confidential basis. These counselors are good options if one wishes to discuss one's situation with someone who can keep information about an incident as confidential as possible while assisting in determining next steps, such as obtaining further counseling, seeking medical attention, preserving evidence, and/or reporting to University or law enforcement authorities then or at a later time.

### **(d) Confidential Counseling and Support Resources on Campus**

Students may access Counseling Services on a confidential basis. Employees may seek the confidential services of the EAP. All community members may access the confidential services of religious/pastoral counselors on campus, if any.

## **Section VIII.3 Community Counseling and Support Resources**

Many off-campus counseling resources are available. These service providers are not required to report any information to the University and will generally maintain one's confidentiality.

### **(a) National Organizations:**

- The National Stalking Resource Center: [www.victimsofcrime.org/stalking-resource-center](http://www.victimsofcrime.org/stalking-resource-center)
- National Sexual Assault Hotline: 800-656-4673 (24 hour) [www.rainn.org/about-national-sexual-assault-telephone-hotline](http://www.rainn.org/about-national-sexual-assault-telephone-hotline)
- RAINN [Rape Abuse & Incest National Network]: 800-656-4673 (Hotline) [www.rainn.org](http://www.rainn.org) (On-Line Live Chat)
- National Domestic Violence Hotline: 800-799-7233 (24 hour)
- MA Spanish Language Rape Crisis Center Hotline (Llamanos): 800-223-5001(Hotline)
- National Suicide Prevention Lifeline: 800-273-8255 (Hotline)
- Victim Rights Law Center: 115 Broad Street, 3rd Floor Boston, MA 02110 Phone: 617-399-6720 (legal services for victims of sexual assault) [www.victimrights.org/](http://www.victimrights.org/)
- Crisis Text Line for People of Color: Text STEVE to 741741
- The Trevor Project (LGBTQ Suicide Hotline): 866-488-7386

- Trans Lifeline: 877-565-8860
- Our Deaf Survivors Center: VP 978-451-7225, Text 978-473-2678
- Male Survivor: malesurvivor.org

**(b) Massachusetts Office for Victim Assistance (MOVA)**

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.

*(i) Sexual Assault and Rape Services*

MOVA supports free services throughout Massachusetts to help victims and survivors of sexual assault and rape. These services provide a range of options to support an individual's specific needs, including:

- 24/7 hotline counseling, information, and referral;
- will go with victims to hospitals and/or police stations 24/7;
- will go with a victim to court;
- provide one-to-one counseling and support group counseling; and
- provide primary prevention education, professional training and outreach.

[www.mass.gov/sexual-assault-and-rape-services](http://www.mass.gov/sexual-assault-and-rape-services)

**Greater Boston Area Boston Area**

- Rape Crisis Center, Cambridge (BARCC): 800-841-8371 (24-hour hotline), 617-492-6434 TTY <https://barcc.org/>,

**Northeastern Massachusetts**

- North Shore Rape Crisis Center, Lynn: 800-922-8772
- Center for Hope and Healing, Lowell: 800-542-5212 Hotline, 978-452-8723 TTY
- YWCA of Greater Lawrence: 877-509-9922 SA Hotline, 978-686-8840 TTY

**Central Massachusetts**

- Pathways for Change, Inc., Worcester: 800-870-5905 Hotline, 888-877-7130
- Pathways for Change, Inc., Fitchburg: 800-870-5905
- Wayside Trauma Intervention Services, Milford: 800-511-5070 Hotline, 508-478-4205 TTY

- Voices Against Violence, Framingham: 800-593-1125 Support line, 508-626-8686 TTY

**Southeastern Massachusetts**

- A Safe Place, Nantucket: 508-228-2111 Hotline, 508-228-7095 TTY
- Cape Cod Shelter & Domestic Violence Services (508) 564-7233
- Independence House, Hyannis: (508) 771-6702 or Hotline 800-439-6507
- Independence House, Falmouth: (508) 548-0533 or Hotline 800-439-6507
- Martha's Vineyard Community Services, Oak Bluffs: (508) 693-0032 Hotline or (774) 549-9659 TTY
- The Women's Center, Greater New Bedford: Hotline (508)999-6636 or (508) 996-1177 TTY
- The Women's Center, Fall River: Hotline (508) 996-3343 or (508) 996-1177 TTY
- New Hope, Attleboro: 800-323-4673 Hotline/TTY
- The Women's Center, Fall River: 508-672-1222 Hotline, 508-999-6636; TTY 508-996-1177
- A New Day, Brockton: 508-588-8255 Hotline, 508-588-8255 or toll free at 888-293-7273

**Western Massachusetts**

- Elizabeth Freeman Center, Pittsfield: 866-401-2425 Hotline, 413-499-2425 TTY Center for Women and Community, Amherst: 413-545-0800 Hotline, 413-577-0940 TTY
- NELCWIT, Greenfield: 413-772-0806 Hotline; 413-772-0815 TTY
- YWCA of Western Mass, Springfield: 800-796-8711 (24/7) Hotline and TTY; 800-223-5001 Spanish
- YWCA of Western Mass, Westfield: 800-796-8711 (24/7) Hotline and TTY

*(ii) Domestic Violence Services*

MOVA supports free services throughout Massachusetts to help victims and survivors of domestic violence. These services provide a range of options to support an individual's specific needs.

[www.mass.gov/domestic-violence-services](http://www.mass.gov/domestic-violence-services)

## **SECTION VIII.4 PRIVATE NON-CONFIDENTIAL CAMPUS RESOURCES**

The Universities offer a variety of resources to those community members who have experienced or been affected by sexual harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation. While the following resources are not bound by confidentiality, they will seek to keep information as confidential as possible and will only share information within the limited group of University personnel necessary to address the issues of prohibited conduct presented.

- Title IX Coordinator (and any Deputies)
- EO Officer
- Campus Police/Public Safety
- Human Resources
- Housing/Residence Life
- Student Life/Student Affairs
- Student Conduct
- Disability Services

## **ARTICLE IX. EMPLOYEES' DUTY TO REPORT**

Employees of the Universities have reporting obligations, as outlined below.

Reports are not required if knowledge of the potential violations is obtained at public awareness events, in approved research projects, and as part of coursework assignments. Reports are also not required if made to "Confidential Employees" except where one or more of the following conditions are met:

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

### **Section IX.1 Campus Security Authorities (CSA)**

Campus Security Authorities (CSAs) are individuals who by virtue of their University responsibilities, and under the Clery Act, are

designated to receive and report criminal incidents to Campus Police/Public Safety so that they may be included and published in the University's Annual Security and Fire Safety Report (Clery Report). All Employees who are designated as CSAs for the purposes of the Clery Act must immediately provide Campus Police/Public Safety with non-identifying statistical information regarding all reported incidents of sexual assault, dating violence, domestic violence, and stalking. For a list of CSAs, please visit: [www.framingham.edu/student-life/university-police/campus-safety/policies-and-procedures/campus-security-authorities/index](http://www.framingham.edu/student-life/university-police/campus-safety/policies-and-procedures/campus-security-authorities/index)

### **Section IX.2 Employees' Duty to Report Discrimination, Discriminatory Harassment, and Retaliation**

Behavior prohibited under this Policy may also be prohibited under the Policy Against Discrimination, Discriminatory Harassment, and Retaliation. In terms of reports of discrimination, discriminatory harassment, or retaliation, any trustee, administrator, department chair, program coordinator, manager or supervisor who has knowledge of or receives such a report from a student or other member of the University community is obligated to report the information to the EO Officer or Title IX Coordinator as soon as the employee becomes aware of it. Likewise, any member of the campus community is encouraged to report to the EO Officer or the Title IX Coordinator any conduct of which they have direct knowledge and which they in good faith believe constitutes discrimination, discriminatory harassment, or retaliation. Any member of the University community who has a question about their reporting responsibilities should contact the Title IX Coordinator or EO Officer.

### **Section IX.3 Mandatory Reports Involving Minors and Vulnerable Adult Populations**

Persons under 18 ("minors") may be students or may be engaged in activities sponsored by the Universities or by third parties utilizing University facilities. Where an employee has reasonable cause to believe that a minor is

suffering from abuse, sexual abuse or neglect, including the sexual misconduct prohibited by this Policy, the employee and/or the University may be obligated to comply with the mandatory child abuse reporting requirements established at Mass. G.L. c. 119, §§ 51A-E. In such cases, the employee must immediately report the matter to Campus Police/Public Safety, who, in consultation with other officials, shall contact the Department of Children and Families (“DCF”) and/or outside law enforcement. An employee may also directly contact law enforcement or DCF in cases of suspected abuse or neglect.

Massachusetts law also imposes mandatory reporting requirements for certain occupations where abuse or neglect of individuals with disabilities or who are over age 60 is suspected. For more information, please contact the Title IX Coordinator or Campus Police/Public Safety.

## **Article X. Employees' Duty to Cooperate**

Every faculty member, librarian, administrator, staff member and University employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to the Title IX Complaint and Resolution Procedures of this Policy and of the EO Plan, subject to the provisions of any applicable collective bargaining agreements. This duty includes, among other things, speaking with the EO Officer, Title IX Coordinator, Administrative Investigator, Decision Maker, or Appellate Body, and voluntarily providing all documentation that relates to the claim being investigated. The failure and/or refusal of any employee, other than an employee subject to criminal charges or who invokes a Fifth Amendment privilege, to cooperate in an investigation may result in a separate disciplinary action up to and including termination. Such disciplinary action does not constitute retaliation under this Policy.

## **ARTICLE XI. AMNESTY**

Students may be hesitant to report sexual harassment, domestic or dating violence, stalking, or retaliation out of concern that they, or witnesses, might be charged with violations of the Universities' drug/alcohol policies. While the Universities do not condone such

behavior, they place a priority on the need to address sexual harassment and other conduct prohibited by this Policy. Accordingly, the University may elect not to pursue discipline against a student who, in good faith, reports, witnesses, or participates in an investigation of sexual harassment, domestic or dating violence, stalking, or retaliation.

## **ARTICLE XII. FALSE REPORTING**

The initiation of a knowingly false report of sexual harassment, domestic violence, dating violence, stalking, or retaliation is a serious offense prohibited by this Policy. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support the allegation of prohibited conduct. If an investigation reveals that a Complainant knowingly filed false charges, the University shall take appropriate actions and issue sanctions pursuant to other applicable University policies, including any applicable collective bargaining agreement. The imposition of such sanctions does not constitute retaliation under this Policy.

## **ARTICLE XIII. UNIVERSITY RESPONSE TO SEXUAL HARASSMENT**

When the University has actual knowledge of sexual harassment in an education program or activity of that University against a person in the United States, it will respond promptly in a manner that is not deliberately indifferent.

The University is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The University's response will treat Complainants and Respondents equitably by offering supportive measures to a Complainant, and by following a grievance process that complies with those outlined in the Title IX Complaint and Resolution Procedures section of this document before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a Respondent. Upon actual notice, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to

supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint.

### **SECTION XIII.1 EMERGENCY REMOVAL OF RESPONDENT**

The University may remove a Respondent from the University's education program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

### **SECTION XIII.2 ADMINISTRATIVE LEAVE OF EMPLOYEE**

The University may place an employee on paid administrative leave during the pendency of a grievance process under this Policy when it reasonably concludes that the employee: (a) poses a threat to health or safety; (b) poses a threat to University property or equipment; (c) is disruptive or interferes with an investigation under this Policy or the normal operations of the University; or (d) is charged with a serious violation of state or federal law. The University shall provide the employee the specific reason(s) for the paid administrative leave. During the paid administrative leave, the University reserves the right to prohibit the employee from entering upon the University's property or participating in any University activities absent written authorization from an appropriate University official. The status of the paid administrative leave may change over time as determined to be appropriate and effective. The failure of an employee to comply with the paid administrative leave terms may result in further action or discipline consistent with applicable collective bargaining agreements or employee handbooks.

### **SECTION XIII.3 RESPONSE TO A FORMAL COMPLAINT**

In response to a formal complaint, the University must follow a grievance process that complies with the Title IX Complaint and

Resolution Procedures section of this document.

## **ARTICLE XIV. WRITTEN NOTIFICATION OF RIGHTS**

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

- an explanation of the options available;
- referrals to confidential assistance and support services from both on- and off-campus resources, including 24-hour services;
- a change in on-campus residence and/or an adjustment to their academic schedule if such changes are reasonably available;
- request that the University impose no contact/communication orders or other supportive measures;
- choose whether or not to make a formal complaint, which would initiate a formal investigation, unless the University deems it necessary to investigate to protect the safety of the community or in compliance with applicable law;
- file no complaint with the University, but receive supportive measures from the University;
- a prompt, thorough, and equitable investigation and resolution of a complaint;
- the confidentiality of the investigation process to the extent possible (reference to confidentiality section);
- know, in advance, the names of all persons known to be involved;
- an advisor of their choice who can be present at any time during the complaint resolution proceedings, including the Administrative Investigation. In addition, this Advisor will participate in the live hearing as the representative of the Complainant who shall cross-examine the Respondent and any witnesses, but whose participation in the process is otherwise limited as outlined in this Policy;
- an advisor provided by the University during the live hearing if you do not have one;
- reasonable accommodations for a documented disability during the process;
- not to have irrelevant sexual history discussed;

- be present at certain meetings and inspect, review and respond to evidence before completion of the investigative report;
- speak and present information on their own behalf, including inculpatory and exculpatory evidence;
- provide witnesses, including fact and expert witnesses;
- submit questions for the Administrative Investigator to ask witnesses;
- know the status of the case at any point during the process;
- be provided with a copy of the Investigative Report and an opportunity to respond to the report in advance of the live hearing;
- be informed of the outcome of the process in a timely manner;
- an appeal from the outcome of the process (if proper grounds for appeal exist);
- file a police report and/or take legal action separate from and/or in addition to the University discipline process;
- seek and enforce a harassment prevention order, restraining or similar court order;
- be assisted by the University in seeking assistance from or filing a complaint with local law enforcement;
- not file a complaint or seek assistance from local law enforcement, but receive supportive measures from the University;
- be free from any behavior that may be construed by the University to be intimidating, harassing or, retaliatory; and
- have the matter handled in accordance with University policy.

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

- an explanation of the allegation(s) against them, including sufficient details known at the time;
- sufficient time to prepare a response to the allegation(s) before any initial interview;
- referrals to confidential assistance and support measures from both on- and off-campus resources, including 24-hour services;
- request that the University impose no contact/no communication orders or other supportive measures;
- receive a copy of the complaint filed against them;



- be free from any behavior that may be construed by the University to be intimidating, harassing, or retaliatory; and
- have the matter handled in accordance with University policy.

## **ARTICLE XV. TRAINING**

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

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

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

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

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

## **ARTICLE XVI. RECORDKEEPING**

The University will create, and maintain for a period of not less than seven years, unless a longer period of retention is required by law, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In

each instance, the University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University’s education program or activity.

If the University does not provide a Complainant with supportive measures, then the University will document the reasons why the University did not provide such measures. The documentation of certain bases of measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

Furthermore, the University will maintain for a period of not less than seven years, unless a longer period of retention is required by law, records of:

- each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript of the hearing, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the University’s education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom.

## **ARTICLE XVII. STATISTICAL REPORTING AND TIMELY WARNINGS UNDER THE CLERY ACT**

The Clery Act requires the Universities to maintain a daily log of reports of crimes that occurred on campus, University-controlled property or public property immediately adjacent to campus, including reports of sexual assault, domestic or dating violence and stalking. The Universities must also publish an Annual Campus Crime Report concerning reported incidents. The Universities do not include names or other personally identifying information in the daily logs or the Annual Security Reports. Additionally, when the University becomes aware that an incident of sexual misconduct or violence occurred, and there is a potential for bodily harm or danger to members of the campus community, the University will issue a timely warning to the

campus. While the University will provide enough information to safeguard the campus community, a victim's name or other personally identifying information will not be disclosed in the timely warning.

## **ARTICLE XVIII. COMPLIANCE CONCERNS**

Persons concerned about the University's handling of a Title IX report or investigation, may bring their concerns to the attention of the University's Title IX Coordinator. Concerns may also be reported to:

U.S. Department of Education, Office for Civil Rights  
33 Arch Street, 9th Floor Boston, MA 02119-1424  
Telephone: (617) 289-0111; FAX: (617) 289-0150;  
TDD (877) 521-2172  
Email: OCR.Boston@ed.gov

## **ARTICLE XIX. TITLE IX COMPLAINT AND RESOLUTION PROCEDURES**

The Universities have adopted the following grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by this policy.

Unless otherwise specified, the provisions, rules, or practices in this grievance process for handling formal complaints of sexual harassment under Title IX apply equally to both parties.

Proceedings under the Title IX Complaint and Resolution Procedures shall be prompt, fair, and impartial, and be conducted by officials who receive annual training, as addressed in Article XV.

The Title IX Complaint and Resolution Procedures treat Complainants and Respondents equitably by:

- providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent; and
- following an investigation and hearing process that complies with this section before imposing any disciplinary sanctions or other actions that are not supportive measures against a Respondent.

Remedies are designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services described as "supportive measures"; however, remedies may be disciplinary or punitive and place burden on the Respondent.

The Title IX Complaint and Resolution Procedures include an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provides for credibility determinations that are not based on a person's status as a Complainant, Respondent, or witness.

### **SECTION XIX.1 FREEDOM FROM BIAS AND CONFLICT OF INTEREST**

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

### **SECTION XIX.2 PARTIES TO A COMPLAINT**

The parties to a complaint are the Complainant, who is the alleged victim of conduct that could constitute sexual harassment; and the Respondent, who is the alleged perpetrator of conduct that could constitute sexual harassment.

A Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Title IX Complaint and Resolution Procedures.

### **SECTION XIX.3 MAKING A FORMAL COMPLAINT**

A formal complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the University formally investigate.

At the time of filing a formal complaint, a Complainant must be participating in, or attempting to participate in, the education

program or activity of the University with which the formal complaint is filed. Formal complaints may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, electronic form (if available), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

The "document filed by a Complainant" may be a document or electronic submission (such as by electronic mail) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint.

Reports made to University employees, including the Title IX Coordinator and campus law enforcement, do not constitute a formal complaint under this Policy unless they meet the aforementioned criteria in this section.

Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or otherwise a party in the Title IX Complaint and Resolution Procedures.

While the Universities encourage prompt reporting of incidents of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, as well as retaliation, they do not limit the timeframe for filing a complaint under this Policy. Complaints may be filed at any time, but the University's ability to take action may be limited by the matriculation or employment status of Complainants, Respondents, or witnesses. A prompt report will enable the University to most effectively respond to a complaint.

#### **(a) Dismissal of a Formal Complaint**

The University must investigate the allegations in a formal complaint. However, if the conduct alleged in the formal complaint would not constitute sexual harassment as defined by this Policy even if proved, did not occur in the University's education program or activity, or did not occur against a person in the United States, then the University must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX and this Policy. A dismissal of a formal complaint under this Policy for one of the aforementioned reasons does not preclude

action under another University policy or its Code of Conduct.

The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; the Respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal required or permitted pursuant to this section, the University will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. Any party may appeal the dismissal of a formal complaint, in accordance with the appeal process described in Section XIX.6(j).

#### **(b) Consolidation of Formal Complaints**

The University may consolidate formal complaints of sexual harassment allegations against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where the formal complaint process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

#### **(c) Concurrent Investigations**

In some circumstances, the Respondent's alleged conduct may constitute a potential violation of other University conduct policies such as the Policy Against Discrimination, Discriminatory Harassment, and Retaliation and/or the Student Code of Conduct. To avoid duplicative efforts, the University may undertake a concurrent investigation of the alleged conduct. Based on the findings of the concurrent investigation, the Respondent may be subject to disciplinary action for violations of the Policy Against Discrimination,

Discriminatory Harassment, and Retaliation and/or the Student Code of Conduct, as well as other policy violations. If a formal complaint is dismissed in accordance with Article XIX, Section XIX.3 (a), an investigation may continue under other University conduct policies.

## **SECTION XIX.4 NOTICE OF ALLEGATIONS**

Upon receipt of a formal complaint in writing, the University will promptly provide the following written notice to the parties who are known:

- Notice of the allegations of behavior potentially constituting sexual harassment as defined in this Policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment under this Policy; and the date and location of the alleged incident, if known.
- To a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, other meetings, or hearings with sufficient time for the party to prepare to participate.
- Notice of the Title IX Complaint and Resolution Procedures, including any potential informal resolution process.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Title IX Complaint Resolution Procedures.
- A statement to the parties that they may have an advisor of their choice.
- A statement to the parties that they may inspect and review evidence.
- A statement informing the parties of any provision in this Policy or the University's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during

the Title IX Complaint and Resolution Procedures.

A Respondent has ten (10) calendar days in which to respond to the complaint after the Notification of Allegations. In cases where a Respondent refuses or fails to participate in the investigation and resolution process, the University may continue the process without the Respondent's participation. The failure of the Respondent to participate in the investigation and resolution process will not prevent the University from imposing discipline or other sanctions when a violation is found.

At any point after receiving the notice of allegations, including during the investigation and live hearing, a Respondent to any formal complaint may agree to the allegations and the recommended sanction(s).

### **a. Amending Allegations**

If, in the course of an investigation, the University decides to investigate allegations about the Respondent or Complainant that are not included in the original notice of complaint, the University will provide notice of the additional allegations to the parties whose identities are known.

## **SECTION XIX.5 RESOLUTION OPTIONS**

The Title IX Complaint and Resolution Procedures offer two options, the Informal Resolution Option and the Formal Resolution Option.

### **(a) Informal Resolution Option**

Parties may have the option to request to resolve their formal complaint through a voluntary informal resolution process offered by the University (such as mediation) that does not involve a full investigation and adjudication. If the University offers it, the option to participate in an informal resolution process can be chosen when the formal complaint is filed or at any time prior to reaching a determination regarding responsibility. The University can facilitate an informal resolution process, provided that the University has:

- Provided to the parties a written notice disclosing:
  - the allegations;
  - the requirements of the informal resolution process including:
    - ▶ the parties' inability to resume a formal investigation arising from the same alleged conduct once a mutually agreed upon resolution is reached through the informal process, and
    - ▶ parties' right, at any time prior to agreeing to a resolution through the informal resolution process, to withdraw and resume the formal investigation procedures with respect to the formal complaint;
  - any consequences resulting from participating in the informal resolution process, including the records that will be maintained;
  - information on the records that will be maintained or could be shared as a result of participation in the informal resolution process, as required or allowable under FERPA, collective bargaining agreements, employee handbooks, or applicable regulations; as required by law; or as otherwise deemed appropriate;
- Obtained the parties' voluntary, written consent to the informal resolution process.

The University will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Similarly, the University does not require the parties to participate in an informal resolution process.

The matter will be deemed resolved when all parties expressly agree to an outcome that is acceptable to them and to the University. The University will also ensure a reasonably prompt time frame for an informal resolution process, if it is offered and utilized. Every attempt will be made to conclude the Informal Resolution Option within sixty (60) calendar days of the date of the request.

### **(b) Formal Resolution Option**

The process for resolving a formal complaint through the formal resolution option consists of three major stages: the investigation, the live hearing, and a possible appeal.

If a complaint has been properly filed, either by a Complainant or signed by the Title IX Coordinator, the University will assign the matter to an Administrative Investigator. The University may also designate other trained and knowledgeable University officials to assist with the investigation. Under circumstances where the University deems it necessary or appropriate, the University may also appoint an external investigator.

Following the investigation, a live hearing will be held and presided over by a Decision Maker who is neither the Investigator nor the Title IX Coordinator. All complaints pursued under the Title IX Complaint and Resolution Procedures will be evaluated under a "preponderance of the evidence" standard. Under this standard, conclusions must be based on what "more likely than not" occurred.

A written determination is issued after the live hearing and parties have the right to appeal the decision on specific permissible grounds, as outlined in Section XIX.6 j.

## **SECTION XIX.6 FORMAL RESOLUTION PROCESS**

### **(a) Timeframe**

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

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

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

### **(b) Investigation**

The investigation may include, but is not limited to:

- interviews of the parties and other individuals and/or witnesses; and/or reviewing certain documents or materials in the possession of either party or any witness that the Administrative Investigator has deemed relevant;
- consideration of all relevant documents, including written statements and other materials presented by the parties and witnesses;
- evidence collection, including but not limited to, documents, text messages, emails, social media posts and messages, photographs, surveillance camera footage, door lock interrogations, card access records, guest sign-in logs, academic records, employee records and personnel documentation, and law enforcement reports;
- the Administrative Investigator's findings of fact based on the preponderance of the evidence standard;
- the Administrative Investigator's analysis of allegations, defenses, and evidence presented in order to make the factual findings.

### **(c) Burden of Proof**

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties. The University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so for a formal investigation.

### **(d) Right to an Advisor of Choice**

The Complainant and Respondent have an equal opportunity to be accompanied to any

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

### **(e) Equal Opportunity to Present, Review, and Respond to Evidence**

Both parties are afforded an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The University does not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

So that each party can meaningfully respond to the evidence prior to conclusion of the investigation, both parties are provided an equal opportunity to review:

- any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility; and
- inculpatory or exculpatory evidence whether obtained from a party or other source.

The University will provide each party and the party's advisor, if any, any evidence subject to review in an electronic format or a hard copy. The parties will have ten (10) calendar days to review the evidence and submit a written response, which the investigator will consider prior to completion of the Investigative Report.

The Administrative Investigator will review the written responses to the evidence, if any, and, based on the information provided, conduct any additional investigation that may be necessary prior to the completion of the Investigative Report. The University will make all such evidence subject to the parties' review available at any hearing to give each party equal opportunity to refer to such evidence during

the hearing, including for purposes of cross-examination.

### **(f) Investigative Report**

Following the opportunity for the parties to review the evidence and respond in writing, the Administrative Investigator will create an Investigative Report that fairly summarizes relevant evidence, the Administrative Investigator's findings of fact based on the preponderance of the evidence standard and the Administrative Investigator's analysis of allegations, defenses, and evidence presented in order to make the factual findings.

At least ten (10) calendar days prior to a hearing the investigator will send each party and the party's advisor, if any, the Investigative Report in an electronic format or a hard copy, for their review and written response. The parties have five (5) calendar days to submit a written response to the Administrative Investigator. The Investigative Report and written responses, if submitted, will be forwarded by the Administrative Investigator to the Decision Maker promptly upon receipt of the written responses or upon the response deadline.

### **(g) Live Hearing**

The Title IX Complaint and Resolution Procedures include a live hearing presided over by a Decision Maker.

Parties are requested to give the University five (5) business days of advance notice of the advisor who will accompany them to the live hearing. If a party does not have an advisor, they are requested to notify the University five (5) business days in advance of the hearing so the University is able to provide them with an advisor.

At the University's discretion, live hearings may be conducted in-person or virtually where the parties, witnesses, and other participants are able to simultaneously see and hear each other with enabling technology.

At the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Decision Maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

The University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for review upon request.

#### *(i) Cross-Examination*

At the live hearing, the Decision Maker(s) will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision Maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party does not have an advisor present at the live hearing, the University will provide that party an advisor of the University's choice to conduct cross-examination on the party's behalf.

If a party or witness does not submit to cross-examination at the live hearing, the Decision Maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision Maker(s) cannot draw an inference about the determination regarding responsibility

based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

### **(h) Determination Regarding Responsibility**

The Decision Maker(s) will make every reasonable effort to submit a written determination regarding responsibility to the Title IX Coordinator within ten (10) business days after the conclusion of the live hearing.

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

The written determination will include:

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

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

The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an

appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

### **(i) Possible Sanctions and Remedies**

- (i) *For Faculty and Staff (employee) Respondents*  
Disciplinary action taken against an employee shall be regarded as an administrative action, up to and including termination.

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

- (ii) *For Student Respondents*  
A student who has been found to have violated the Sexual Harassment Policy may be subject to sanctions including, but not limited to:
- reprimand
  - fines and/or restitution
  - warning
  - disciplinary hold
  - disciplinary probation
  - assessment
  - loss of privileges
  - educational program or project
  - relocation of residence
  - revocation of admission or degree
  - restriction from facilities or activities
  - withholding of degree
  - temporary or permanent residence hall suspension
  - suspension
  - expulsion

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



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

*(iii) Additional Remedies Following Finding of a Violation*

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

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

**(j) Appeals**

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

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

the individual Complainant or Respondent, which affected the outcome of the matter.

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

The University will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. The Appellate Administrator/Body will not be the same person as the Decision Maker(s) who reached the determination regarding responsibility or dismissal, the Administrative Investigator(s), or the Title IX Coordinator.

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

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

**SECTION XIX.7 FORMAL COMPLAINT RESOLUTION TIMELINE**

The timeline maybe adjusted based upon the considerations set forth in the Title IX Complaint and Resolution Procedures, but no party will be deprived of the minimum review periods provided for in this Policy.

Formal Complaint Investigation Steps	Timeframe
Complaint Received and Notification of Allegations sent to the Respondent	Promptly after formal complaint received
Respondent's Response	Written response, if any, due 10 calendar days after notice of allegations
Investigation	To be concluded, where practicable, within 60 calendar days of notice of allegations
Evidence Review & Response	Parties have 10 calendar days to review evidence and submit written response
Investigative Report	Provided to parties at least 10 calendar days prior to live hearing
Investigative Report Review & Response	Written response must be submitted by parties at least 5 calendar days before live hearing
Live Hearing	Within 15 business days of receipt of written responses to Investigative Report
Determination of Responsibility	Within 10 business days of conclusion of the live hearing
Appeal Submittal	Due within 10 calendar days of written determination
Appeal Response	To be concluded, where practicable, within 30 calendar days of receipt of written appeal

## COMMUNITY OUTREACH PROGRAMS

The University offered the following **ongoing awareness and prevention programs for students** in calendar 2020

Name of Program	Date(s) Held	Location Held	Which Prohibited Behavior(s) Covered?
Accepted Student	4/2020	Virtual	N/A
New Student Orientation	1/2020; 7/2020	McCarthy Center; Virtual	DAV, DV, SA,
Parent Orientation	7/2020	Virtual	N/A
Transfer Orientation	1/20/2020; 7/2020	McCarthy Center; Virtual	DAV, DV, SA,
Self Defense	2/26/2020; 3/11/2020	McCarthy Center	DAV, DV, SA,

DV = Domestic Violence, DAV = Dating Violence, SA = Sexual Assault, S = Stalking, N/A = Not Applicable

The University offered the following **ongoing awarness and prevention programs for employees** in calendar 2020.

Name of Program	Date(s) Held	Location Held	Which Prohibited Behavior(s) Covered?
Self Defense	2/26/20;3/11/20	McCarthy Center	DAV, DV, SA,
New Employee Orientation	04/04/2019;12/10/19	Dwight Hall	DAV, DV, SA,

DV = Domestic Violence, DAV = Dating Violence, SA = Sexual Assault, S = Stalking, N/A = Not Applicable

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

### **ALLONE HEALTH**

Framingham State University provides you, your dependents and household members at no cost with a completely confidential AllOne Health Employee Assistance Program (EAP) which is designed to help you and your household members manage all aspects of life. It offers professional short-term counseling, referrals, resources, and a user friendly website with links to a variety of useful tools and information.

AllOne Health EAP will point you in the right direction whether you want to become a better communicator, manage stress more effectively, find child or elder care resources, develop better parenting skills, alleviate anxiety or depression, cope with loss, handle debt, and/or improve your relationships. The EAP benefit includes up to 3 free Counseling and Consultation sessions as well as Legal Services which consist of a free 30-minute office or telephone consultation per legal matter (excluding job related issues) and a 25% discount off an attorney's customary rate when additional services are requested. As well as, Financial Services such as a free 30-minute telephone consultation from a qualified in-house financial professional. Call the EAP for financial matters such as Estate Planning (Wills), Credit Counseling, Budgeting, Taxes, Power of Attorney, Buying or Selling your Home, Retirement/College Planning, and/or Divorce. The Work/Life Website is the place to go for current health news, on-line assessment tools, child/elder care searches, professional development tips, and a library of articles on almost any work-life topic. To access the website, go to **www.allonehealthep.com** and enter User ID: FSCEAP Password: Employee or call AllOne Health EAP toll free at 1-800-451-1834.

### **Mass4You**

The Group Insurance Commission (GIC) provides a confidential Mass4You Employee Assistance Program (EAP) to all active state employees and their immediate family members who are eligible for GIC coverage at no additional cost. Mass4You is administered by Optum and enrollment in GIC health insurance coverage is not required to access the

services offered. The EAP provides you access to various work-life balance resources. To access the website, go to <https://www.liveandworkwell.com/content/en/public.html> (use access code: Mass4You) or call the 24/7 dedicated line at (844)263-1982. The *myliveandworkwell* application may be downloaded on your mobile phone (use access code: Mass4You). There is also a confidential Substance Use Disorder (SUD) support Hotline at 1-855-780-5955. For additional information about the Mass4You EAP program, contact **Mass4You@mass.gov**.

### **PROTECTING PERSONAL AND UNIVERSITY PROPERTY**

Lock your door every time you leave your room or office. Engrave expensive equipment and valuables. The Framingham State University Police Department has an engraving program. Don't store your purse or wallet in an unlocked desk drawer. Don't leave your belongings (books, gym bags, backpacks, calculator, coats, etc.) unattended in the library, cafeteria, hallways, locker rooms, or classrooms.

### **IF YOU ARE WORKING LATE**

Notify the Framingham State University Police Department that you are in your office and indicate when you expect to leave. Keep your office door locked. Lock all doors behind you when entering and exiting at night. These preventive measures are advised for your protection. Your location on campus is important for officers to know in case of a sudden illness or in case of fire. For these reasons, the Framingham State University Police Department must know when you are in campus buildings after hours.

### **CRIME PREVENTION PROGRAMS OFFERED ON CAMPUS**

The Framingham State University Police Department Crime Prevention Unit offers programs to the Framingham State University community on the following topics: domestic violence, sexual assault, workplace violence protection, alcohol/drug awareness, general safety, rape aggression defense, road rage, identity theft, police encounters, and many more areas. The goal of the department is to host these programs in the residence halls

throughout the academic year. The Crime Prevention Unit will distribute posters with locations, dates, and times of each program throughout the year.

The domestic violence program will include facts about the law, signs and symptoms of an abusive relationship, ways to protect you from domestic violence, and facts about restraining or protection orders. It also will introduce the Framingham State University Police Domestic Violence Unit staff and show how they can assist you in a domestic violence incident.

The sexual assault program will include the definition of sexual assault and how you can tell if you have been sexually assaulted. It will also contain the facts about the law and will give helpful tips on how to protect you from becoming a victim of sexual assault. You will meet the Sexual Assault Unit staff, and learn how it can assist you in a sexual assault incident. In addition, the Framingham State University Police Department offers free basic self-defense classes. Each program topic has a number of resources, both on and off campus, readily available to the community. You will be given these resources in the handouts. All programs will consist of lectures, a series of handouts, and informative videos.

## DEFINITIONS OF REPORTED CRIMES

The following definitions of crimes are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

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

**Murder (and Non-negligent Manslaughter):** The willful (non-negligent) killing of one human being by another.

**Rape (Forcible):** The carnal knowledge of a person forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit by force or threat of force.

**Sexual Offenses (Forcible):** Any sexual act directed against another person and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sexual Offenses (Non-Forcible):** Unlawful, non-forcible sexual intercourse. A) Incest: Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law. B) Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner or the victim suffers from obvious severe or aggravated bodily injury, several lacerations, or loss of consciousness. Note: An unsuccessful attempt to commit murder would be classified as an aggravated assault.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly; or against the person's will where the victim is incapable of giving consent because of his/her youth, or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against a person's will where the victim is incapable of giving consent because of his or her youth, or because of his or her temporary or permanent mental incapacity.

**Hate Crime:** A crime in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, national origin, ethnicity, gender identity, disability, or sexual orientation of any person.

**Domestic Violence:** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or

anyone else protected under domestic or family violence law.

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth, or because of his/her temporary or permanent mental or physical incapacity.

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

**Burglary (Breaking or Entering):** The unlawful entry into a building or other structure with the intent to commit a felony or theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (includes joyriding).

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

**Stalking:** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

## SEXUAL VIOLENCE RESPONSE OPTIONS

I have been informed by Framingham State University of the following options and rights regarding allegations of sexual violence, sexual harassment, gender based harassment, domestic violence, dating violence, and stalking. I understand that immediate health and safety needs are of great importance and I have been encouraged to utilize, medical and counseling services (FSU Health Center 508.626.4900, FSU Counseling Center 508.626.4640, and Voices Against Violence 800.593.1125). I have been notified of on- and off-campus resources that are available to me as well as written notification of my rights. I have also been advised of the following options and am currently interested in exercising the following options (please check all that apply):

1. To make a report to University Police but NOT pursue criminal charges of a sexual offense. University Police will be informed of my report and will be able to provide information regarding law enforcement response as well as obtaining protective orders through the court.

**Please note:** Per standard protocol, whenever a report of a sexual offense is made to University Police, the initial police investigation report will be forwarded to the District Attorney's office. This notification will not have any impact on your decision of whether to pursue criminal charges.

2. To make a report to University Police AND pursue criminal charges of a sexual offense against, \_\_\_\_\_, in accordance with the appropriate statute of limitations as outlined by the Commonwealth of Massachusetts. If not already done, a report will need to be provided to the University Police. .
3. *(Complaints Against Students Only)* To file a campus student conduct complaint against, \_\_\_\_\_. Information and any written reports will be shared with the Office of Community Standards, to be processed in accordance with the FSU Student Code of Conduct. In accordance with the FSU Student Code of Conduct, the report and the name of the complainant will be provided to the student against whom the complaint has been filed..
4. *(Complaints Against Employees and Other Non-Students Only)* to file a complaint, in accordance with the Equal Opportunity Plan, against, \_\_\_\_\_. Information and any written reports will be shared with the University Title IX Coordinator, who will direct the investigation process. In accordance with the Equal Opportunity Plan, the report will be provided to the person against whom the complaint has been filled..
5. *(Available to Students Only)* To be assigned an FSU staff member by the Title IX Coordinator for Students who will be available to serve as a campus advocate to assist me in navigating resources and options..
6. *(Available if the involved parties are members of the FSU community)* To request a no-communication directive between myself and \_\_\_\_\_, This directive prohibits all forms of communication between the parties.
7. To receive information on options for changing academic, work, and/or on-campus housing situations.
8. I do not wish to exercise any of these options at this time.

I may change my decision at a later time by contacting a Title IX Coordinator (contact information at [www.framingham.edu/student-life/shape/reporting/index](http://www.framingham.edu/student-life/shape/reporting/index)). A copy of any reports will be maintained by the Title IX Coordinator, except in those cases in which notifying the Title IX Coordinator would violate professional confidentiality.

\_\_\_\_\_  
FSU Staff Member administering form (Print)

\_\_\_\_\_  
Reporting Party Name and ID Number (Print)

\_\_\_\_\_  
FSU Staff Member Signature

\_\_\_\_\_  
Reporting Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please visit [www.framingham.edu/shape](http://www.framingham.edu/shape) to review University policy, reporting options, on and off campus resources, and additional information regarding sexual violence. The SHAPE Resources and Services sheet should accompany this form.

This incident will be documented with the University Title IX Coordinator and, if appropriate, the Title IX Coordinator for Students. Any resulting investigation will be conducted in accordance with the Equal Opportunity Plan and the Student Code of Conduct.

Framingham State University has a duty to generally inform the University community that an act of sexual violence may have occurred if it is determined to present an ongoing threat to the community. This duty may also include informing the accused that we are knowledgeable of the allegations being made against him or her. FSU is obligated to process all reports of sexual violence, whether or not a complaint has been filed, unless the information is protected by law, such as in the case of information shared in a therapist/client relationship or in the course of receiving medical consultation or treatment. The processing of a report may or may not result in a formal university or law enforcement investigation. Requests for confidentiality or no investigation will be considered against the University's obligation to provide a safe and nondiscriminatory campus environment.

### **WRITTEN NOTIFICATION OF RIGHTS:**

Framingham State University informs you that you have the following rights:

- to an explanation of the options available;
- to referrals to confidential assistance and support services from both on- and off-campus resources, including 24 hour services;
- to a change in on-campus residence and/or an adjustment to their academic schedule if such changes are reasonably available;
- to request that the University impose no contact/communication orders or other interim measures;
- to make a complaint that starts the University's investigation and resolution processes, in which I have the following rights:
  1. to a prompt, thorough and equitable investigation and resolution of a complaint;
  2. to choose whether or not to initiate a formal investigation of the complaint, unless the University deems it necessary to investigate to protect the safety of the community or in compliance with applicable law;
  3. to the confidentiality of the investigation process to the extent possible;
  4. to an advisor of one's choice who will assist and be present at any time during the investigation proceedings, but who may not participate in or otherwise provide representation in any way throughout the process;
  5. to reasonable accommodations for a documented disability during the process;
  6. to know, in advance, the names of all persons known to be involved;
  7. not to have irrelevant sexual history discussed;
  8. to be present at certain meetings and review documents;
  9. to speak and present information on one's own behalf;
  10. to submit questions for the Administrative Investigator to ask witnesses;
  11. to know the status of the case at any point during the process;
  12. to be informed of the outcome of the process in a timely manner;
  13. to an appeal from the outcome of the process;
- to file no complaint with the University, but receive support services from the University;
- to file a police report and/or take legal action separate from and/or in addition to the University discipline process;
- to seek and enforce a no contact, restraining or similar court order;
- to be assisted by the University in seeking assistance from or filing a complaint with local law enforcement;
- to not file a complaint or seek assistance from local law enforcement, but receive support services from the University;
- to be free from any behavior that may be construed by the University to be intimidating, harassing or retaliatory; and
- to have the matter handled in accordance with University Policy.

## FRAMINGHAM CAMPUS CRIME STATISTICS 2018 - 2020

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

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	3	4	3	3	3	1	0	0	0	0	0	0
Fondling	3	3	2	3	2	2	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	1	0	0	0	0	0	0	0	0
Burglary	9	12	0	6	9	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Assault and Battery	3	1	0	3	1	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons - Carrying, Possessing, etc.	0	1	0	0	1	0	0	0	0	0	0	0
Drug Abuse Violations	0	1	0	0	1	0	0	0	0	0	0	0
Liquor Law Violations	1	0	0	1	0	0	0	0	0	0	0	0
Domestic Arrests	0	1	0	0	1	0	0	0	0	0	0	0



## Framingham Campus Crime Statistics 2018 - 2020 (Continued)

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

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons - Carrying, Possessing, etc.	0	1	0	0	1	0	0	0	0	0	0	0
Drug Abuse Violations	0	1	0	0	1	0	0	0	0	0	0	0
Liquor Law Violations	55	42	8	55	42	8	0	0	0	0	0	0

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape/Fondling/Incest/Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	2R	0	0	2R	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	1S 2R	0	1R	1S 2R	0	1R	0	0	0	0	0	0

R = Race, G = Gender, REL = Religion, S = Sexual Orientation, E = Ethnicity, D = Disability, N = National Origin, I = Gender Identity

# ASHLAND CAMPUS CRIME STATISTICS 2018 - 2020

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

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Rape	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Fondling	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Incest	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Statutory Rape	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Domestic Assault and Battery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Dating Violence	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons - Carrying, Possessing, etc.	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law Violations	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Domestic Arrests	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0

Framingham State University acquired the Warren Center property as of April 13, 2016.

\*There are no residence halls at this campus

## Ashland Campus Crime Statistics 2018 - 2020 (Continued)

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

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Weapons - Carrying, Possessing, etc.	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Liquor Law Violations	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0

	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Rape/Fondling/Incest/Statutory Rape	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Simple Assault	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Larceny - Theft	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Intimidation	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0

R = Race, G = Gender, REL = Religion, S = Sexual Orientation, E = Ethnicity, D = Disability, N = National Origin, I = Gender Identity

Framingham State University acquired the Warren Center property as of April 13, 2016.

\*There are no residence halls at this campus

## **SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS**

The preceding statistics are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the federal law, the Clery Act.

The number of victims involved in a particular incident is indicated for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non- Forcible Sex Offenses, Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): Robbery, Burglary, Larceny, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of motor vehicle theft, each vehicle stolen is counted.

In cases involving Liquor Law, Drug Abuse, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest includes offenses for multiple liquor or drug abuse violations, it is only counted as a Drug Abuse Violation as that is the more egregious offense.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Abuse, and Illegal Weapons violations indicate the number of people who are referred to the Office of Judicial Affairs and found responsible for violating those specific laws. Being found responsible includes a referral that resulted in disciplinary action being initiated by the Office of Judicial Affairs and a record of the action being kept on file.

FSUPD Hate Crime statistics are separated by their category of prejudice. Statistics for Hate Crimes are counted in each specific Clery reportable crime category and therefore, are

part of the overall statistics reported for each year. The only exception to this is the addition of a bias motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

## **SPECIFIC INFORMATION ABOUT THE CRIME STATISTICS REPORTED BY FSUPD**

Unless otherwise indicated, all statistics are from incidents that were reported to FSUPD. "Reported to Other Campus Agencies" includes crime statistics from incidents reported by other university authorities (e.g. the Counseling Center). "On Campus Residence Halls" is a subset of the "On Campus" crime category. The law requires institutions to break out the number of "on campus" crimes that occur in residential facilities.

## DATA FROM THE FRAMINGHAM POLICE DEPARTMENT

In compliance with the new regulation of Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, the following reflects the contiguous geographical areas of Framingham State University owned or leased property.

This contiguous area includes the following streets: Adams Road, Barber Road, Church Street, High Street, Maple Lane, Maple Street, Maynard Road, Normal Hill Road, River Street, Salem End Road, State Street, Union Avenue, and Wood Terrace. Note the data reflects the entire streets listed, and not just the area surrounding campus. The streets are public ways in the City of Framingham.

<b>January 1, 2020 - December 31, 2020*</b>	
Murder/Non-Negligent Manslaughter	—
Negligent Manslaughter	—
Rape	—
Fondling	—
Incest	—
Statutory Rape	—
Robbery	—
Aggravated Assault	—
Burglary	—
Motor Vehicle Theft	—
Arson	—
<b>Violence Against Women Act</b>	
Sexual Assault	—
Domestic Violence	—
Dating Violence	—
Stalking	—
<b>Arrests</b>	
Liquor Law Violations	—
Drug Abuse Violations	—
Weapons - Carrying, Possessing, etc.	—
<b>Hate Crimes</b>	
Any	—

## DATA FROM THE ASHLAND POLICE DEPARTMENT

In compliance with the new regulation of Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, the following reflects the contiguous geographical areas of Framingham State University owned or leased property.

This contiguous area includes the following streets: Chestnut Street, Eliot Street, Highland Street and South Street. Note the data reflects the entire streets listed, and not just the area surrounding campus. The streets are public ways in the Town of Ashland.

<b>January 1, 2019 - December 31, 2020</b>	
Murder/Non-Negligent Manslaughter	0
Negligent Manslaughter	0
Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
<b>Violence Against Women Act</b>	
Sexual Assault	0
Domestic Violence	0
Dating Violence	0
Stalking	0
<b>Arrests</b>	
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons - Carrying, Possessing, etc.	0
<b>Hate Crimes</b>	
Any	0

\*Statistics and data was requested but not provided.

## Investigation Of Missing Persons

In 2003 President George W. Bush signed into law "Suzanne's Law," requiring police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, as part of the national "Amber Alert" bill [www.amberalert.gov](http://www.amberalert.gov)

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify FSUPD at (508) 626-4911. If someone else besides the police department is notified that a student is missing they shall notify FSUPD immediately. Depending on the circumstances, FSUPD will generate a missing persons report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by FSUPD in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, FSUPD will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Office of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should FSUPD determine that the student has been missing for 24 hours, FSUPD will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, FSUPD will notify the student's parent or legal guardian immediately after FSUPD has determined that the student has been missing for 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the law enforcement agency that has jurisdiction in the area where the student is missing must be notified within 24 hours.



## Framingham State University Police Sex Offender Registry



### ***Sex Offender Registry information as required under the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act".***

Under the "Campus Sex Crimes Registration Act," which took effect on October 28, 2002, the Framingham State University Police Department is a repository for information concerning registered sex offenders who study, work, and/or carry on a vocation at Framingham State University.

Under the current procedures of the Commonwealth of Massachusetts Sex Offender Registry Board the only methods of obtaining sex offender information as it applies to Framingham State University requires that an individual seeking such information either apply for it in person at the "Town of Framingham Police Department" or the individual applies directly to the Massachusetts Sex Offender Registry Board.

The Massachusetts Sex Offender Registry Board which was established pursuant to Massachusetts General Laws Chapter 6, Sections 178C - 178F, classifies each registered offender into one of three categories.

**Level 1:** considered a low risk offender

**Level 2:** considered a moderate risk offender

**Level 3:** considered a high risk offender

Sex offender information is available to the public by Massachusetts Law only if the person has a duty to register, and has been classified by the Massachusetts Sex Offender Registry Board as a level 2 or level 3 offender.

Any member of the public who is 18 years of age or older may request sex offender information. Sex offender information will be provided to any person who is seeking the information for his or her own information or for the protection of a child who is under 18 or for the protection of another person for whom the requesting person has the responsibility, care, or custody.

In an effort to provide Framingham State University with the most up-to-date Sex Offender Registry Information, we are providing the web site and location of the Massachusetts Sex Offender Registry Board and the Town of Framingham Police below.

The Commonwealth of Massachusetts  
Sex Offender Registry Board  
P.O. Box 4547  
Salem, MA 01970  
Phone 978-740-6400

Framingham Police Department  
508-872-1212  
[www.framinghampd.org](http://www.framinghampd.org)

# Fire Safety Report

## FIRE SAFETY

The Framingham State University Police Department and Facilities Department work together with the Framingham Fire Department to ensure that Framingham State University is in compliance with all fire and life safety codes and standards.

All residence halls meet or exceed local and national fire safety codes and are equipped with modern fire alarm systems including smoke detectors and sprinkler systems. In addition, all fire extinguishers are inspected monthly. Egress drills for residential students are conducted multiple times per year by the Office of Residence Life staff with the Framingham Fire Department.

The Framingham State University Office of Residence Life publishes residence hall policies regarding fire safety, fire drills, fire alarms, escaping from a fire, rules on portable electrical appliances, smoking and open flames in a student housing facility, in the annual Framingham State University RAM Student Handbook ([ramhandbook.com](http://ramhandbook.com)) and in the Guide to Residence Living ([www.framingham.edu/Assets/uploads/student-life/residence-life/documents/18-19-guide-to-residence-living.pdf](http://www.framingham.edu/Assets/uploads/student-life/residence-life/documents/18-19-guide-to-residence-living.pdf))

Smoking: All Framingham State University Academic, Administration, Athletic, and Residence Life buildings are smoke free. This includes all student rooms, hallways, and common areas.

## RESIDENCE HALL FIRE PREVENTION INFORMATION

All the residence halls at Framingham State University are protected with a fire protection system. This system includes an approved fire suppression system, along with smoke detectors located in the common areas and individual rooms. These components are connected to Framingham Fire Department's central fire alarm and the monitoring system located at University Police and is monitored twenty-four hours a day.

**Fire drills:** Each fall and spring semester the Framingham Fire Department in conjunction with Residence Life staff conducts fire drills in each residence hall. The University requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuation are subject to serious disciplinary action.

## FIRE SAFETY PROCEDURES FOR RESIDENCE HALLS

Fire safety efforts on campus rely on a combination of (1) student cooperation, awareness, and responsiveness, (2) emergency response personnel (fire, police and residence hall staff) preparedness and response, and (3) the functioning of fire equipment. In the event of a fire, the person discovering the fire should sound the nearest alarm by breaking the glass or lifting the plastic alarm cover and pulling the fire bar on the alarm box. After evacuating that person should notify a resident assistant, residence director, or call FSUPD at 508-626-4911.

Students should be aware that fire extinguishers, emergency exit signs, horns, strobe lights, and other fire apparatus are essential. Tampering with fire safety equipment is illegal and a serious violation of the student conduct code. Any act by an individual or individuals using fire equipment except for legitimate fire safety reasons will be dealt with as a serious threat to the general well-being of the campus community

Please note the following fire emergency information, which could save your life:

- Never assume an alarm is false. Always evacuate immediately using the closest exit route.
- Do not use the elevator.
- Take note of the locations of emergency exit routes, fire extinguishers, and pull stations in your hall.
- Do not open a room door if it feels hot. Open all windows and signal for help. Hang



out of your window as far as you safely can in order to get fresh air. Do not panic and do not jump.

- If you are in your room and an alarm sounds, shut your windows, open shades, leave your lights on, and shut the door as you leave.
- Wear a coat and take a towel to protect your head from flames and smoke if necessary.
- If an alarm sounds do not attempt to return to your room from any other part of the building.
- Some buildings on campus, including Corinne Hall Towers, are equipped with voice alarms. Pay careful attention and follow the directions given by the voice alarm.
- Stay to the right hand side of the stairwell when exiting. Allow emergency personnel to access upper floors.
- If you are trapped in a smoke-filled hallway, get down close to the floor where you can breathe easier and crawl toward the nearest exit.
- Walk rapidly to the nearest exit. **Do not run.**
- Shut exit doors behind you.
- Once out of the building, go directly to the designated waiting zone and await further instructions. Do not re-enter until directed by the Fire Department or the Framingham State Police Department.
- Cross streets carefully if necessary.

## DESIGNATED WAITING ZONES ARE:

- Corinne Hall Towers – In front of Hemenway Hall
- Horace Mann Hall – Dwight Circle
- Larned Hall – In front of the library
- Linsley Hall – Maynard parking lot
- North Hall – On the “back yard” next to the honors house (across from Linsley Hall)
- Peirce Hall – Dwight Circle
- West Hall – Church Street parking lot

Any comments or suggestions regarding fire safety should be directed to the associate Dean of Students/Director of Residence Life and/or the Chief of the Framingham State Police Department.

Fire drills in the residence halls may be held periodically each semester. These drills may include late night and blocked exit scenarios. They are also periodically held in other buildings on campus to familiarize occupants with exit procedures. It is suggested that residents keep personal flashlights to augment emergency lighting in case of an emergency evacuation with power loss.

## Residential Fire Incident Statistics 2018-2020

Number of Fire Incidents	0	1	0	0	0	0	0	0	0
Fire Related Injuries	0	0	0	0	0	0	0	0	0
Fire Related Deaths	0	0	0	0	0	0	0	0	0
Property Damage & Value	0	\$2,500	0	0	0	0	0	0	0
Cause of Fire*	N/A	UNT CKG	N/A	N/A	N/A	N/A	N/A	N/A	N/A

										2018	2019	2020
Number of Fire Incidents	0	0	0	0	0	0	0	0	0	0	0	0
Fire Related Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Fire Related Deaths	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage & Value	0	0	0	0	0	0	0	0	0	0	0	0
Cause of Fire*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\*N/A = Not Applicable, UNT = Unintentional, CKG = Cooking, IMP = Improper Disposal, ELC = Electrical

### FIRE SAFETY POLICIES FOR RESIDENCE HALLS

The following residence hall policies regarding fire safety are in effect:

- 1.** Any behavior that creates risk of fire is prohibited.
- 2.** Candles and decorative candles are prohibited in the residence halls.
- 3.** The use or burning of: candles (with or without a wick), incense, sterno, or oil lamps is prohibited, even during loss of electrical power.
- 4.** Covering or in any way blocking a smoke or heat detector is strictly prohibited.
- 5.** Negligent, reckless, or careless behavior causing the activation of the fire alarm detector/system is prohibited.
- 6.** Cushioned or stuffed furniture (e.g. couches, chairs, futons, ottomans) are not allowed in the residence halls.
- 7.** The use of cut trees and/or greens is prohibited.
- 8.** The following policies apply to extension cords and/or surge protectors:
  - Only intact, grounded (3 prong), UL approved extension cords and/or surge protectors may be used in student rooms.

- Extension cords must be 16 gauge or heavier.
- An extension cord with more than one outlet may only be plugged into an approved surge protector.
- No more than one extension cord may be plugged into a single surge protector. Surge protectors can only be plugged directly into the wall. Only one surge protector can be plugged into a duplex outlet.
- All surge protectors must have a visible reset (on/off) switch.
- Extension cords may not have more than one outlet.

**9.** Any lamps or lighting products used in the residence halls must be UL approved.

**10.** The use of light strands is limited to a single strand of LED or miniature bulb lights (UL approved and in good condition). Strands may not be suspended from pipes, window shades, or from ceilings. Lights should be on a timer or shut off regularly. Lights must be turned off anytime that the resident(s) is not present in room/suite.

**11.** A maximum of one UL approved surge protector may be used per duplex outlet.

**12.** Extension cords and cords in general may not run under carpets, furniture supports, under items on the floor, in front of traffic areas, in front of doorways, or in any manner which impedes egress.

**13.** The overloading of electrical outlets is prohibited. Residents are advised to evenly distribute electric load throughout the available outlets. Residents will be responsible for the cost of service calls created by the overloading of outlets.

**14.** Laptop computers, or any electronic device, should only be used and kept in cleared space on hard surfaces, such as a desk or table. When electronic devices are not in use they should be shut off to reduce the risk of overheating/fire.

**15.** Residents may not possess and/or use flammable fluids (e.g. gasoline, charcoal lighter, cleaning fluid, kerosene).

**16.** The storage of bicycles, motor bikes, or any combustible equipment is prohibited in the residence halls.

**17.** Tampering with fire equipment or activating fire alarm stations without the presence of fire is prohibited.

**18.** Individuals must evacuate the residence hall immediately during a fire alarm or follow high rise voice alarms directions (Corinne Hall Towers) if applicable.

**19.** The FSU Tobacco Free policy is in effect in all residence halls. Smoking is prohibited in all residence halls.

**20.** Installation or use of floor platforms/lofts is prohibited.

**21.** Students may not cook in unauthorized areas or leave common kitchen areas while cooking.

**22.** Flammable items may not exceed 24" by 36" and may not cover the exit path to a room or be hung from ceilings.

**23.** Extensive or unreasonable use of any paper or other flammable items as decoration is prohibited. The determination of 'extensive' or 'unreasonable' is at the sole discretion of Residence Life staff.

**24.** No item, flammable or not, shall be hung from the sprinkler head, window, pipes, or from ceilings, in any room in the residence halls, nor may an item be hung in such a way that it blocks the sprinkler, window, heat, and/or smoke detector.

**25.** Furniture may not be arranged in any way which would block or hinder egress.

**26.** Residents are prohibited from operating, opening, or in any way accessing the West Hall fireplace or its mechanical components.

**27.** Residents are prohibited from having or using hoverboards, smart boards, self-balancing boards, or like equipment in residence halls.

More information can be found at:

<https://www.framingham.edu/Assets/uploads/student-life/residence-life/documents/18-19-guide-to-residence-living.pdf>

## FIRE DEFINITIONS

The following definitions are applicable to this section:

**Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-Related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of a fire. The term "person" may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-Related Death:** Any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of a fire.

**Fire-Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Building	Stories	Automatic FSUPD Dispatch Notifications	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Manual Pull Station	Number of Fire Drills per Calendar Year	Number of Fire Extinguishers
Corinne Hall Towers*	11	X	X	X	X	X	X	2	83
Horace Mann	3	X	X	X	X	X	X	2	42
Larned Hall	6	X	X	X	X	X	X	2	54
Linsley Hall	3	X	X	X	X	X	X	2	59
North Hall	7	X	X	X	X	X	X	2	38
Peirce Hall	3	X	X	X	X	X	X	2	28
West Hall	6	X	X	X	X	X	X	2	22

\* Corinne Hall Towers contains a voice-addressable fire alarm system. When a fire alarm is detected, only the floors in alarm, and immediately above and below will be evacuated immediately.

## **FIRE SAFETY SYSTEMS:**

**Fire Alarm Monitoring Done on Site:** All fire alarms in the on-campus residential buildings sound directly to the University Police station (which is operational around the clock). All fire alarms are investigated by the University Police. The Framingham Fire Department is notified simultaneously.

**Fire alarm system:** The fire alarm systems in the on-campus residential buildings include smoke detectors (both local and system), sprinklers, heat detectors, manual fire alarm pull stations, automatic door closers, and audio-visual devices.

**Sprinkler system:** All on-campus residential buildings have an automated fire suppression system. Each room and hallway has automated fire sprinklers. The systems are inspected semi-annually by an outside vendor. Inspections include all pumps, valves, devices, horns, and strobes. When a sprinkler head is activated, all horns, strobes and sirens activate and the building is scheduled for evacuation (exception is Corinne Hall Towers). All buildings have manual pull stations.

**Smoke detection:** The individual residence hall rooms have a smoke detector that is connected to the full fire alarm system. But, the individual room smoke detectors do not cause the building to be evacuated. The hallway and common area smoke detectors do cause the building to be evacuated. When a hallway or common area smoke detector activates, the building is scheduled for evacuation (except Corinne Hall Towers). If an individual room smoke detector activates, the fire alarm system is sent into Trouble, and the Campus Police will respond first.

**Fire extinguishers:** are located throughout the buildings are available for use in an emergency. To prevent vandalism, local alarms are installed on the cabinets of the fire extinguishers. These alarms are checked regularly by the Residence Life student staff. Fire extinguishers are inspected monthly by the Facilities staff. Fire extinguishers are also certified and re-inspected annually by an outside vendor.

**Evacuation plans:** All on-campus residence halls have evacuation plans posted by the elevators on in hallways. Emergency Evacuation plans for campus buildings are included in this report in a later section.

**Emergency lighting and power:** All residence halls are equipped with emergency generators which provide egress lighting and power to fire alarms and heating systems. In the event of a power outage, the residents will not have power in their individual rooms.

## **POLICY REGARDING FIRE SAFETY EDUCATION**

All resident assistants and residence directors receive training regarding the fire alarm systems, and the evacuation plans prior to the start of the fall semester. The training is provided by the Environmental Health & Safety (EH&S) Coordinator at Framingham State University.

The EH&S Coordinator provides review, project monitoring and inspection services for the on-campus residential buildings. The EH&S Coordinator also coordinates the required annual, semi-annual or monthly inspections of the fire alarm systems and the portable fire extinguishers.

All evacuation plans are covered in a later section.

During the winter break, programs are offered to staff members regarding the use of the fire alarm systems.

For purposes of including a fire in the statistics in the annual fire safety report, the following should be notified that a fire occurred:

Environmental Health & Safety Coordinator,  
Facilities Department: 508-626-4633

Facilities Department: 508-626-4590

## **PLANS FOR FUTURE IMPROVEMENTS**

At this time, there are no plans for future improvements to the fire alarm systems in the on-campus residential buildings. All on-campus residential buildings have a full sprinkler system and smoke detection systems that are monitored by the Framingham State Police and the Framingham Fire Department.

# CAMPUS EMERGENCY HANDBOOK

Dear FSU Campus Community Member:

This booklet is designed to inform all members of the Framingham State University campus community about appropriate actions in an emergency situation. Maintenance of campus safety and security is a priority for all of us. Everyone, including students, faculty, and staff, should read this booklet in advance and at least once a semester in order to keep in mind appropriate responses should the campus experience a serious emergency event. Please do not hesitate to call or write should you have any questions regarding emergency preparedness and response protocols.

Sincerely,

John Santoro,

Interim Chief of University Police

## **PURPOSE OF AN EMERGENCY RESPONSE PROTOCOL**

A campus-based Emergency Response Protocol is necessary:

- To provide management plans and procedures that most effectively protect the health, safety, and welfare of students, faculty, staff, and the public, protect the environment, and to mitigate potential damage in the event of an emergency.
- To provide a coordinated response to emergencies that may impact members of the campus community and/or the environment while paying special attention to the safety and security needs of all.
- To provide for the essential needs of students and employees during and following an emergency.
- To coordinate training and review procedures in order to maintain a state of readiness and provide effective response should an emergency occur.
- To use critical emergency incidents, when appropriate, as teachable experiences to enhance the quality of life for all those impacted by the incident.

## **CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the President of the University or his designee as follows. During the period of any major campus emergency, the president of the University will place into effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. When necessary, the President will convene the Emergency Operations Center Team (EOCT).

## **EMERGENCY RESPONSE**

During a campus emergency, the Framingham State University Police Department will take appropriate and immediate measures necessary to meet the emergency and to protect persons and property. The Chief of University Police or designee will immediately notify the University President regarding the emergency.

The EOCT will be activated depending on the level of emergency designated by the University Police Chief or designee. The level of the emergency and instructions will be communicated with the University community through the University Police Department in conjunction with the University's Chief of Staff/ General Counsel and the President by one or all of the following:

- Campus wide e-mail
- Campus wide telephone broadcast
- FSU Alert text message and cell phone community notification system
- Public announcement (PA) systems

## DEFINITION OF AN EMERGENCY

Framingham State University has defined an emergency as an event that would likely result in injury to members of the community and/or destruction to facilities and equipment. Such events include unanticipated circumstances such as fire, explosion, natural disaster, acts of violence, or release of hazardous materials. Other events may be foreseeable and there may be sufficient warning to provide for a planned response; such emergencies include forecasted storms or pandemic conditions.

**Localized Emergency:** Localized emergencies impact only a small part of the University community and do not impact the overall functioning of Framingham State University. A localized emergency may not require the intervention of the EOCT as a whole but may require certain members of the team to be involved as necessary. Examples include a small, localized fire, an isolated power failure, or a hazardous material spill of small proportion.

**Major Emergency:** A major emergency is defined as a serious emergency that completely disrupts one or more major operations of Framingham State University. The EOCT would need to make major decisions about the functioning of the University.

**Disaster:** A disaster is defined as a campus wide, municipal, regional, national, or global emergency that seriously impairs or halts the operation of Framingham State University. Outside public safety and other emergency services will be required but may not be immediately available. In this scenario, major policy decisions will always be required by the EOCT.

## EMERGENCIES INVOLVING HARASSMENT, VIOLENCE, OR THREATS OF VIOLENCE

Harassment, threats, and violent behavior are unacceptable and will not be tolerated at Framingham State University. All reports of harassment, intimidation, threats, and physical violence will be investigated and individuals found responsible for such actions will be subject to disciplinary action, including expulsion, termination, and prosecution.

Planning and practice are effective tools individuals may use to prevent and protect against the unlikely event of violence on campus. Preventive actions include:

- learning to recognize early warning signs
- early reporting, and intervention
- considering potential scenarios
- planning a response

Every hostile or potentially violent situation is different; threatened individuals will have to rely on their best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

### Harassment

Do not ignore harassing behavior, which is defined as behavior that causes alarm or concern for the safety of oneself or others. Report concerns to your supervisor or, if the individual exhibiting such behavior is a student, to the Dean of Students. Any time a person believes that violence is imminent, University Police should be called. Treat all threats or rumors of violence as serious. Call University Police if you observe a weapon, are informed of someone on campus in possession of a weapon, or informed of someone's intent to bring weapons to campus.



Every situation is different and the threatened individual will have to rely on his or her best judgment as to the best course of action. Your own safety and the safety of others are the top priority. General guidelines include:

- Do not tolerate verbal or physical harassment from anyone. Do not give out personal information about yourself or others (co-workers or students). Information you should protect include your home address, class schedule, or telephone number.
- Those using web-based social networking sites such as Facebook, Twitter, and Instagram should not include private information such as phone numbers and addresses in profiles.
- Report civil protection orders (“No Contact Orders”, “Restraining Orders” or “Harassment Prevention Orders”) to University Police. The University Police Department will request a copy of the order.

If you encounter a stranger whose actions appear to be suspicious:

- Establish eye contact and ask if you can help him or her.
- Do not physically confront the person. Keep a safe distance.
- Do not let anyone block your access to an exit.
- Do not let anyone into a locked building or office.
- Do not block the person’s access to an exit.
- Note the person’s travel direction, clothing, body type (weight and height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercing, tattoos, etc.

## **Active Shooter Incident**

“An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.”

Victims are selected at random and the event is unpredictable and evolves quickly.

If someone has entered an area and has started shooting, the following actions are recommended guidelines. Individuals may have to act in different ways from those outlined here.

### **Run:**

When a hostile intruder is in your vicinity and it is safe to do so:

- Attempt to evacuate if there is an escape path (have an escape route(s) and plan in mind.
- Evacuate whether others agree to or not
- Leave your belongings behind.
- Help others escape if possible
- Prevent others from entering the area
- Call University Police when you are safe

### **Hide:**

If an evacuation is not possible, find a place to hide

- Lock and/or blockade the door with heavy furniture
- Silence your cell phone (ringer and vibration)
- Turn off any source of noise (radios, television, etc.).
- Hide behind large objects.
- Remain very quiet

Your hiding place should:

- Be out of the shooter’s view.

- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement

### **Fight:**

As a last resort, and only if your life is in imminent danger:

- Attempt to incapacitate the intruder
- Act with physical aggression (your life depends on it!)
- Improvise weapons (i.e. chairs, books, cell-phones, computers, etc.).
- Commit to your actions
- When it is safe to do so, call 4911 from a campus phone or from a cell phone dial 508-626-4911

Give the dispatcher the following information:

- Location of active shooter
- Number of shooters (if known)
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location
- Your name and location
- Location of the active shooter

When law enforcement arrives:

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

### **Bomb Threat**

If you receive a bomb threat over the telephone:

- Be calm--do not panic.
- On display-type telephones, note the number from where the call is coming. Note the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine, if possible, the sex and age of the caller and note any identifying attributes such as an accent, a lisp, or a background noise. Attempt to question the caller.
- Immediately notify your supervisor and the University Police Department at 4911. Complete a Bomb Threat report form, available from University Police. The on-duty University Police shift supervisor will direct the following: notify the appropriate responders (Fire Department, Framingham Police Department) and campus staff (President's Office, Dean's Office).

If a bomb threat is received, University Police, in conjunction with other emergency responders as appropriate, will conduct a thorough search of the campus or specific area under threat. The following procedures are followed in order to conduct such a search:

- The University Police department shift supervisor will direct the search in such a manner that all area of the threatened facility is methodically searched.
- All available University Police officers will be dispatched to conduct a discreet search of the location involved.
- Maintenance personnel will be asked to assist in the search on a volunteer basis.
- Radios will not be transmitted within 500 feet of the threatened facility. A location outside the area will be designated for pre-search instruction and searchers can monitor their radios for instructions during the search.
- The search will include all rooms, locked and unlocked (unless otherwise directed by the University Police Department shift

supervisor), all unlocked cabinet doors and drawers, classroom furniture, trash receptacles, shelves and ledges, and all other unsealed containers (boxes and crates).

- If a suspicious item is discovered, it will not be touched or moved. University Police will coordinate the securing of a safe perimeter pending the arrival of personnel equipped and trained to remove the threat.

### **Threatening Behavior and Classroom Disturbances**

Behavior that is clearly intended to pose a threat to self or others is not tolerated at Framingham State University. Report such disturbances to University Police immediately:

- Be prepared to give a description of the person or persons causing the disturbance.
- Gather key details of what happened.

If the disturbance is in a classroom, faculty can take the following actions:

- If safe to do so, the disruptive person(s) should be told to leave the classroom.
- If the safety of the others is threatened, dismiss the class; ask students to leave the room in an orderly manner.
- Inform University Police of any incident involving overt threats or acts of violence.
- Notify the Dean of Students if a student's disturbing behavior is ongoing or is disruptive of the teaching and learning environment of the classroom.

### **Contaminated Mailings**

Campus and non-campus based mail and delivery services may be used to distribute toxic or lethal materials such as Anthrax. Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses

- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Excessive security material such as masking tape, string, etc.
- Restrictive terms such as "Personal "or "Confidential "or a state postmark that does not match the return address

If you receive a package you feel to be suspicious:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and CLOSE the door or section off the area to prevent others from entering.
- Call the University Police.
- Wash your hands with soap and water to prevent spreading any contaminant to your face.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling. SHOWER with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- List all people who were in the room or area

when this suspicious letter or package was received. Give this list to law enforcement officials for follow-up investigations and advice.

- Note: Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.
- If you have reason to believe that a room or area on campus has been contaminated by AEROSOLIZATION (a small device triggered, warning that air-handling system is contaminated, or warning that a biological agent has been released in a public space):
  - Turn off all local fans or ventilation units in the area.
  - LEAVE the area immediately.
  - CLOSE the door or section off the area to prevent others from entering (i.e., keep others away).
  - Report the incident to University Police and your supervisor.
  - List all people who were in the room or area. Give this list to law enforcement officials for further investigation.

See the Centers for Disease Control web site on Emergency Preparedness for more Anthrax information; [www.emergency.cdc.gov/preparedness/](http://www.emergency.cdc.gov/preparedness/)

## **EMERGENCIES RESULTING FROM ACCIDENT, POWER OUTAGE, OR FIRE**

### **Aircraft Crash**

The following procedures should be followed should an aircraft crash on the campus:

- Immediately take cover under tables or

desks and remain clear of all windows to protect against debris until mass movement stops.

- Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures if possible. Even if fire or explosion does not occur on impact, the threat of fire or explosion remains and individuals should respond accordingly.
- Assemble at the pre-designated assembly point if it is safe to do so or proceed to an alternate assembly point as directed by University Police or other emergency response personnel. Wait at the safe assembly point until otherwise directed.
- If required, a campus wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

Persons who are trapped and unable to evacuate a building should:

- Alert emergency search and rescue crews or anyone within shouting distance of your location.
- If a telephone is available, attempt to call University Police at extension 4911 (or 508-626-4911 from a cell phone) and report your location.
- If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants, and heat.
- If you are injured, tend to your wounds.
- Remember, the first priority during any emergency is life safety. Help is on the way.

If an airplane crashes near campus:

- The campus may be used as a staging area or command post by emergency

responders.

- Keep campus access roads open and remain clear of the command post and responders.
- Follow building evacuation plans.
- Wait at designated assembly points until receiving further instructions from a campus official or emergency responder.

### **Power Failure**

If there is a large-scale power failure, you should do the following:

- Contact University Police at 4911 from any telephone on campus (or 508-626-4911 from a cell phone) and give your name, telephone number, location, and nature of the emergency.
- University Police will notify appropriate university officials.
- Representatives of the Facilities Management Department will verify the failure and its cause.
- In cases where power failures will affect classes, residence halls, or other university activities for extended periods, the University EOCT will be notified to respond to campus.

### **Fire**

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to faculty, students, staff, visitors, and emergency personnel. **DO NOT TRY TO FIGHT A FIRE UNLESS YOU HAVE RECEIVED TRAINING IN HOW TO SAFELY DO SO.** In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Leave the area at once.
- Pull the fire alarm.
- Alert other people in the area and instruct

them to leave the building.

- Close, **DO NOT LOCK**, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building (see Evacuation Plan).
- Do not use elevators.
- Go directly to the designated assembly area and await additional instructions.
- Report anyone who is missing and who was in your classroom or area when the evacuation began to the University Police or Residence Life staff.
- Remain at the assembly area until you are instructed how to proceed by the University Police or Framingham Fire Department official.

### **If Trapped:**

- Alert emergency responders of your location by whistling, shouting, or using an object to beat on walls or floor in a rhythmic manner.
- If a telephone is available, call extension 4911 (or 508-626-4911 from a cell phone) and notify University Police of your location. You may also place an article of clothing or other device to use as a signal in a window, if a window is available.
- Stuff material in door cracks to minimize smoke and try to stay low near the floor where heat, smoke, and contaminants may be less.
- If you are injured, tend to injuries.

## GENERAL MEDICAL EMERGENCIES

A medical emergency can occur anywhere on campus. The reaction of the victim or those around him/her can ensure quick arrival of trained emergency personnel. What to do if someone is injured or becomes ill:

- Stay calm.
- Dial 4911 (or 508-626-4911 from a cell phone) and explain the type of emergency, the location of the victim, and the condition of the victim. Let the dispatcher know of any safety hazards—chemical spill, fire, fumes, etc. Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely, or has chest pain. These all cause the dispatcher to summon an ambulance.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if he/she is not moved.
- Do not give the victim anything to eat or drink.

University Police officers are trained as Massachusetts First Responders. All officers receive annual re-certification in First Aid and CPR and use of the department's Automatic External Defibrillators (AED).

### Accidental Poisoning

Call University Police immediately in the case of poisoning:

- Try to provide information about what material may have caused the poisoning. Have the container or data sheet available for emergency responders.
- While officers respond quickly on campus, someone in the area can call the Poison Control Center at 1-800-222-1222 for further instructions.

These procedures are taken from the American Association of Poison Control Centers ([www.aapcc.org](http://www.aapcc.org)).

### Animal Bites

A bite from any animal, wild or domesticated, constitutes a localized emergency. As soon as possible after injury, report the bite to University Police and to the area supervisor. Take the following actions to minimize the effects of the injury:

- Control bleeding by the application of continuous pressure for 5-10 minutes.
- Wash all wounds immediately with soap or detergent solution and a high volume of water for at least 5 minutes. Primate bites require special care. Scrub with an antiseptic solution if available for 15 minutes under running water.
- Seek follow-up medical care.

## Emergencies Resulting From Natural Forces

### Earthquake

Earthquakes are one of the most potentially damaging emergencies the campus could face. The potential coexistence of other disasters with earthquakes, such as fires, natural gas line ruptures, power outages, and ground failures add to the potential for catastrophic damage to campus and the surrounding area. Organizations are expected to be self-sufficient up to three days following a major earthquake without government agency or utility company response. In the event of an earthquake:

If Inside:

- Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available—be cautious of swinging doors and people traffic. Avoid outside or high-use doorways.
- Stay away from windows and objects that could fall.
- If in a theater or lecture hall, stay in your seat or get under it, if possible. Protect your head with your arms.

- When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
- Proceed to a designated assembly point, or if unsafe, an alternate assembly point. Remain for further instruction.

Instructors and supervisors:

- Notify University Police of anyone unaccounted for from your area.

### **DO NOT GO BACK INTO THE BUILDING WITHOUT AUTHORIZATION!**

If Outside:

- Move away from buildings, overhead lines, poles, or other objects that could fall or move abruptly (vehicles and equipment).
- Get low to the ground and protect your head with your arms.

Always:

- Proceed to the designated assembly area and WAIT.
- Be prepared for after-shocks.
- If you suspect gas, electrical, or other problems, notify campus officials.

### **Flood**

If you encounter high water, do the following:

- Move immediately to higher ground.
- Do not get under tall trees during rainstorms; lightning may strike.
- Avoid fast flowing water whether on foot or in a vehicle (water depth is not always obvious).
- Avoid contact with and DO NOT USE electrical devices.
- Be especially careful with high water at

night as darkness may hide other hazards.

### **Tornado Warning**

When a tornado warning is issued by the National Weather Service, University Police will activate the emergency notification system(s). All individuals on campus should proceed to the nearest designated shelter. Persons already in a building should stay in that building and go to the nearest designated shelter area. Those outside should immediately enter the nearest building and proceed to the nearest designated shelter area. Note: only resident students have card access to the residence hall to which they are assigned. During a tornado or other weather crisis, persons who are not resident students or students who are not near their residence halls should seek shelter in classroom or administrative buildings.

During a tornado emergency, faculty members and supervisory personnel will:

- Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
- Instruct occupants not to leave the building.
- Turn off all lights and electronic equipment in the room.
- Provide assistance to persons with disabilities if necessary.

All others should:

- Proceed to the nearest designated shelter area in the building by the closest route.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area.
- Residence hall residents will follow the specific residence hall guidelines for a tornado warning.

Places to avoid during a tornado emergency include:

- All outside walls, elevators, and windows of buildings.

- Any low-lying area that could flood.
- Vehicle—these should not be used for shelter.
- Building areas with a large roof span.

Remain in the shelter until the tornado warning is over. There is no “all clear” signal given. Listen to a radio or television station to determine when the threat has passed, or call University Police.



# EMERGENCY EVACUATION PLANS FOR CAMPUS BUILDINGS

## The following instructions apply to evacuation of ALL campus buildings:

- When leaving, do not stop to gather personal belongings other than key and immediate essentials.
- Do not open any door if it feels hot. If you are inside a room and cannot exit the building, open a window, and signal for help. Do not panic. Do not jump.
- If you are able to exit, open curtains, leave lights on and close door.
- When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
- Only re-enter building when told to do so by a uniformed University Police officer.
- When exiting a building due to emergency, keep all roadways and walkways clear to allow access of emergency personnel.

## The following instructions apply to evacuation of SPECIFIC campus buildings:

<b>CORINNE HALL TOWERS</b>	<ul style="list-style-type: none"><li>• When fire alarm sounds, an audible alarm will sound throughout the entire building. DO NOT EVACUATE immediately.</li><li>• Occupants should listen carefully for verbal, spoken instructions via the emergency communication device. The instructions will notify all occupants if they are to evacuate the building.</li><li>• In the event of evacuation, walk to the nearest stairwell.</li><li>• DO NOT USE ELEVATOR.</li><li>• When leaving, do not stop to gather personal belongings, other than key and immediate essentials.</li><li>• Close door.</li><li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li><li>• Move quickly to lawn in front of Hemenway Hall..</li><li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li><li>• Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li></ul>
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<b>MCCARTHY CENTER</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving your office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to the grassy area in front of Crocker or to the rear parking lot.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<b>CROCKER HALL</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest side staircases. Center staircases do not exit to outside.</li> <li>▪ When leaving your office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to Crocker Grove.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<b>HEMENWAY HALL HEMENWAY ANNEX HEMENWAY LABS</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ If fire or emergency is in hallway, the rear doors of classrooms and laboratories shall be used to allow passage to a different stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ When leaving a classroom, take your belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to either Crocker Grove or Larned patio.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>

<p><b>HORACE MANN</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest side staircases. Center staircases do not exit to outside.</li> <li>▪ When leaving your office, do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to Dwight Circle.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>LARNED HALL</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving, do not stop to gather personal belongings, other than key and immediate essentials.</li> <li>▪ Close door.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to in front of the Library.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>LINSLEY HALL</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving, do not stop to gather personal belongings, other than key and immediate essentials.</li> <li>▪ Close door.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to the Salem End parking lot.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>

<p><b>NORTH HALL</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving, do not stop to gather personal belongings, other than key and immediate essentials.</li> <li>▪ Close, but do not lock door.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to the backyard next to the Honors house.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>MAY HALL</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ Exit is on first floor, not at Ground level.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ When leaving a classroom, take your belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to the grassy area in front of May Hall.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>O'CONNOR HALL</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving your office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to Crocker Grove.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>

<b>PEIRCE ANNEX</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest side staircases. Center staircases do not exit to outside.</li> <li>▪ When leaving your office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to Crocker Grove.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<b>PEIRCE HALL</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest side staircases. Center staircases do not exit to outside.</li> <li>▪ When leaving your office, do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to Dwight Circle.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<b>WHITTEMORE LIBRARY</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ If fire or emergency is in hallway, the rear doors of classrooms and offices shall be used to allow passage to a different stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ When leaving a classroom, take your belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to the grassy area in front of Library.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>

<b>DWIGHT HALL</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ When leaving a classroom, take your belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to Crocker Grove.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<b>ATHLETIC FACILITY</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to Crocker Grove.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<b>ECUMENICAL CENTER</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest exit.</li> <li>▪ Take your personal belongings.</li> <li>▪ Move quickly to Church Street parking lot.</li> <li>▪ Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<b>FOSTER HALL</b>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest exit.</li> <li>▪ Take your personal belongings.</li> <li>▪ Move quickly to McCarthy Center deck.</li> <li>▪ Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>

<p><b>ADVANCEMENT HOUSE (43 Adams Road)</b></p>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared, walk to nearest exit.</li> <li>▪ When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly to the Adams Road parking lot.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>DANFORTH (14 Vernon Street)</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest side staircases.</li> <li>▪ When leaving office or classroom, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to the rear of the parking lot.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> <li>▪ Do not use elevator.</li> </ul>
<p><b>HONORS HOUSE</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, walk to nearest exit.</li> <li>▪ When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly to the grassy area behind North Hall.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>WELCOME CENTER</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, walk to nearest exit.</li> <li>▪ When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly to the rear parking area.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>

<p><b>PRESIDENT'S RESIDENCE (45 Adams Road)</b></p>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared, walk to nearest exit.</li> <li>▪ Take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly to the Advancement Office, 43 Adams Rd.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>550 UNION AVENUE</b></p>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared or water gong tolls, walk to nearest exit.</li> <li>▪ Take only your wallets. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly to the rear of the parking lot.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>POWER/BOILER PLANT</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, ALL EXCEPT OPERATOR ON DUTY will walk to nearest exit.</li> <li>▪ Gather outside at bottom of stairway leading to Dwight Hall.</li> <li>▪ OPERATOR ON DUTY WILL REMAIN IN PLACE AND CONTINUE OPERATIONS UNLESS IMMEDIATE THREAT OF DANGER</li> <li>▪ IN THE EVENT OF IMMEDIATE THREAT, OPERATOR WILL ENGAGE THE EMERGENCY ALL-STOP BUTTON TO SHUT DOWN ALL BOILER PLANT OPERATIONS as completely as possible if able to do so, personal safety is first priority.</li> <li>▪ Do not stop to gather other personal belongings.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>23 SALEM END ROAD</b></p>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared, walk to nearest exit.</li> <li>▪ When leaving an office, take only your wallets and handbags, and keys. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly away from the building to the rear of the parking lot</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police.</li> </ul>



<b>9 MAYHEW STREET</b>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared or fire alarm sounds, walk to nearest exit.</li> <li>▪ When leaving an office, take only your wallets and handbags, and keys. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly away from the building.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police.</li> </ul>
<b>860 WORCESTER ROAD</b>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared or fire alarm sounds, walk to nearest exit.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving an office, take only your wallets and handbags, and keys. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly away from the building.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police.</li> </ul>
<b>1812 HOUSE (13 Salem End Road)</b>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared or fire alarm sounds, walk to nearest exit.</li> <li>▪ When leaving an office, take only your wallets and handbags, and keys. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ When descending stairs, use the handrail.</li> <li>▪ Move quickly away from the building.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police.</li> </ul>
<b>2 CHURCH STREET EARLY EDUCATION CENTER</b>	<ul style="list-style-type: none"> <li>▪ When an emergency is declared or alarm sounds, walk to nearest exit. There are plans to follow inside the building.</li> <li>▪ When leaving, take only your wallets and handbags, and keys. Do not stop to gather other personal belongings.</li> <li>▪ Close, but do not lock doors.</li> <li>▪ Move quickly away from the building.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police.</li> </ul>

<p><b>WEST HALL</b></p>	<ul style="list-style-type: none"> <li>▪ When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>▪ DO NOT USE ELEVATOR.</li> <li>▪ When leaving, do not stop to gather personal belongings, other than key and immediate essentials.</li> <li>▪ Close, but do not lock door.</li> <li>▪ When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>▪ Move quickly to the rear of the parking lot.</li> <li>▪ Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> <li>▪ Only re-enter building when told to do so by a uniformed officer of the University Police Department.</li> </ul>
<p><b>WARREN CENTER</b></p>	<p>In case any of the buildings at the conference center and/ or Inn needs to be evacuated for any reason:</p> <ul style="list-style-type: none"> <li>▪ In case of emergency - CALL 911 and contact MOD and / or GM via radio or phone that an evacuation of _____ building is taking place</li> <li>▪ Take a copy of associate schedules to verify all associates are accounted for.</li> <li>▪ Take copies of Event Orders to verify all guests are accounted for.</li> <li>▪ Manager(s) will then guide their associates / guests out of the building using defined exit route for the building.</li> <li>▪ All associates / guests are to evacuate outside first, then to the parking lots. The Warren House and Hayden Lodge associates and guests should go to the upper parking lot. This is important to ensure all associates and guests have evacuated safely.</li> <li>▪ No person can reenter the building until cleared by the Fire Department via the MOD.</li> </ul>

<p><b>WARREN CENTER EVACUATING THE INN:</b></p>	<ul style="list-style-type: none"> <li>▪ In case of emergency – CALL 911 and contact MOD and / or GM by radio or phone.</li> <li>▪ The Guest Service Agent on duty will examine the fire panel to determine location of the smoke/fire.</li> <li>▪ Using the occupied room list call all occupied guest rooms and alert the guest of the mandatory evacuation issued by the local officials. <ul style="list-style-type: none"> <li>a. Only essential personal effects should be taken with them: phone, keys, valuables, etc.</li> <li>b. If no one answers the telephone, make note of the room number on the list.</li> <li>c. The list, after all calls are made, is to be given to the MOD, General Manager or the Fire Department for follow up. If safe to do so, The Hotel Manager or General Manager will check all rooms that have not answered their telephones. When checking, they will mark on the list whether the room is vacant or has luggage in it. Of course, if the guest is in the room, inform that there is a Mandatory Evacuation and they should exit as soon as possible. Make note on the list if you spoke with the guest.</li> </ul> </li> <li>▪ When an alarm sounds: all non-emergency personnel will go out the first available exit that is safe and then to the lower parking lot – just past the turnaround circle.</li> <li>▪ Housekeepers will push their carts to the nearest vacant room before exiting, to clear hallways.</li> <li>▪ The Ashland Fire Department will be notified automatically.</li> <li>▪ In case of a full fire alarm all guests will evacuate to the closest safest exit.</li> </ul>
<p><b>WARREN CENTER FIRE RESPONSE INSTRUCTIONS:</b></p>	<ul style="list-style-type: none"> <li>▪ Without endangering yourself, notify any employees or guests in immediate danger of smoke, heat or fire.</li> <li>▪ Close all doors to prevent the spread of heat or fire.</li> <li>▪ If possible, and trained to do so, help extinguish the fire by using one of the fire extinguishers.</li> <li>▪ Never permit the fire and or smoke to come between you and your route to escape.</li> <li>▪ Via telephone or direct contact, advise all guests/employees of the nearest safe fire exit.</li> <li>▪ Do not attempt to use the elevator under any circumstances.</li> <li>▪ If you or a guest are inside a room with smoke/fire, do not open the door. Stuff wet towels under the door and call for help. Place wet towels over your head and shoulder and stay low until help arrives.</li> <li>▪ If you encounter smoke in a hallway, stairwell, or anywhere, stop; go back to a safe area and look for another means of escape.</li> <li>▪ Keep doors and windows in the area of the fire closed, to minimize further fire spreading.</li> </ul>

## LOCK DOWN PROCEDURES

Common Terminology: A "Lock-Down" condition is initiated for weapons related violence, usually involving the presence of an emotionally disturbed person or persons who are threatening, have committed, or are in the process of committing, violent acts.

Lock-Down is a baseline plan designed to deny the attacker access to potential victims. There is no one magic solution to cover all situations and scenarios; members of the campus community are encouraged to "think on their feet." Lock-Down applies to everyone: faculty, staff, students, administrators, and guests of the University.

Any member of the campus community who believes weapon related violence is taking place should dial 911 (or 508-626-4911 from a cell phone) immediately.

Lock-Down announcements can be made by FSU Alert, a campus-wide emergency notification system, and by police cruiser public announcement (PA) systems or hand-held bullhorns.

Once a Lock-Down order is given:

- Immediately lock classroom or office door.
- Shut lights off, turn monitors off.
- Help students remain calm and caution them to remain completely quiet.
- Maintain your attendance of those you have in your area.
- Ensure everyone remains in a safe spot out of view from both exterior and interior windows.
- Faculty, staff, and students outside should pay attention to police PA system.
- Keep cover and concealment in mind.
- If you are attacked directly, scatter.
- Lock-Down protocol supersedes standard Fire Alarm evacuation procedures. Ignore the Fire Alarm unless evidence of fire is apparent (you see smoke or fire). This is a

"think on your feet" moment.

Police Response:

- Lock-Down buys a handful of minutes for police to take action.
- Outer perimeter of the campus will be established and secured.
- Police will arrive and form a contact team.
- Police will make rapid entry to aggressively address the threat-- stay out of the way.
- Police will move directly to the violence, past injured people (they will be cared for as soon as possible).

Situation Resolved:

- Unlock or evacuation will begin when situation is resolved or stabilized.
- Be prepared for Lock-Down to last hours.
- Unlock teams consisting of University Police and other law enforcement agencies will open your doors, inspect occupants of the room, and give further instructions.
- Staging areas for medical triage will be established for treating injured.

This Lock-Down plan remains fluid and may be changed during an emergency. All Community members should immediately dial 911 (or 508-626-4911 from a cell phone) any time weapons-related violence is taking place.

## Distinction Between "Lockdowns" And "Shelter In Place"

**Lockdowns:** A lockdown occurs when occupants of the University are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises and officials expect that these measures will minimize risk exposure of the occupants to the criminal element. Lockdowns necessitate a law enforcement response and immediate intervention. While responsibility

for determining an immediate lockdown rests primarily with that University Police, both the University officials and law enforcement officials are strongly encouraged to confer with one another during this process. This will help ensure safe and efficient handling of University lockdown events.

**Shelter in Place:** Sheltering in place is similar to lockdown in that the occupants are to remain on the premises, but may require that they be moved to a different part of the University due to an environmental event taking place outside of the University, for example the release of a chemical cloud from a nearby incident, power lines down, hurricane or weather related emergency. To evacuate the occupants may put them at greater risk than sheltering them within the University. However, it may be prudent to move all of the occupants to another part of the University to further minimize the risk of exposure.

## **Other Sources Of Information On Campus**

In addition to the information contained in this pamphlet, the Ram Student Handbook and the Guide to Residence Living are both excellent resources with more detailed information about what is expected from students, faculty, staff and guests of the University. Consider these publications as guides for a productive experience at Framingham State University. New and returning students have opportunities to discuss issues of safety and security during Orientation programs with advisors, and at residence hall meetings. A variety of programs are held throughout the year for students, faculty, and staff dealing with a range of issues including alcohol and drug abuse, sexual assault, acquaintance rape, domestic violence, emergency procedures, and many other safety and security-related topics. The student newspaper, The Gatepost, carries weekly updates on Framingham State University Police Department activity and incidents on campus.

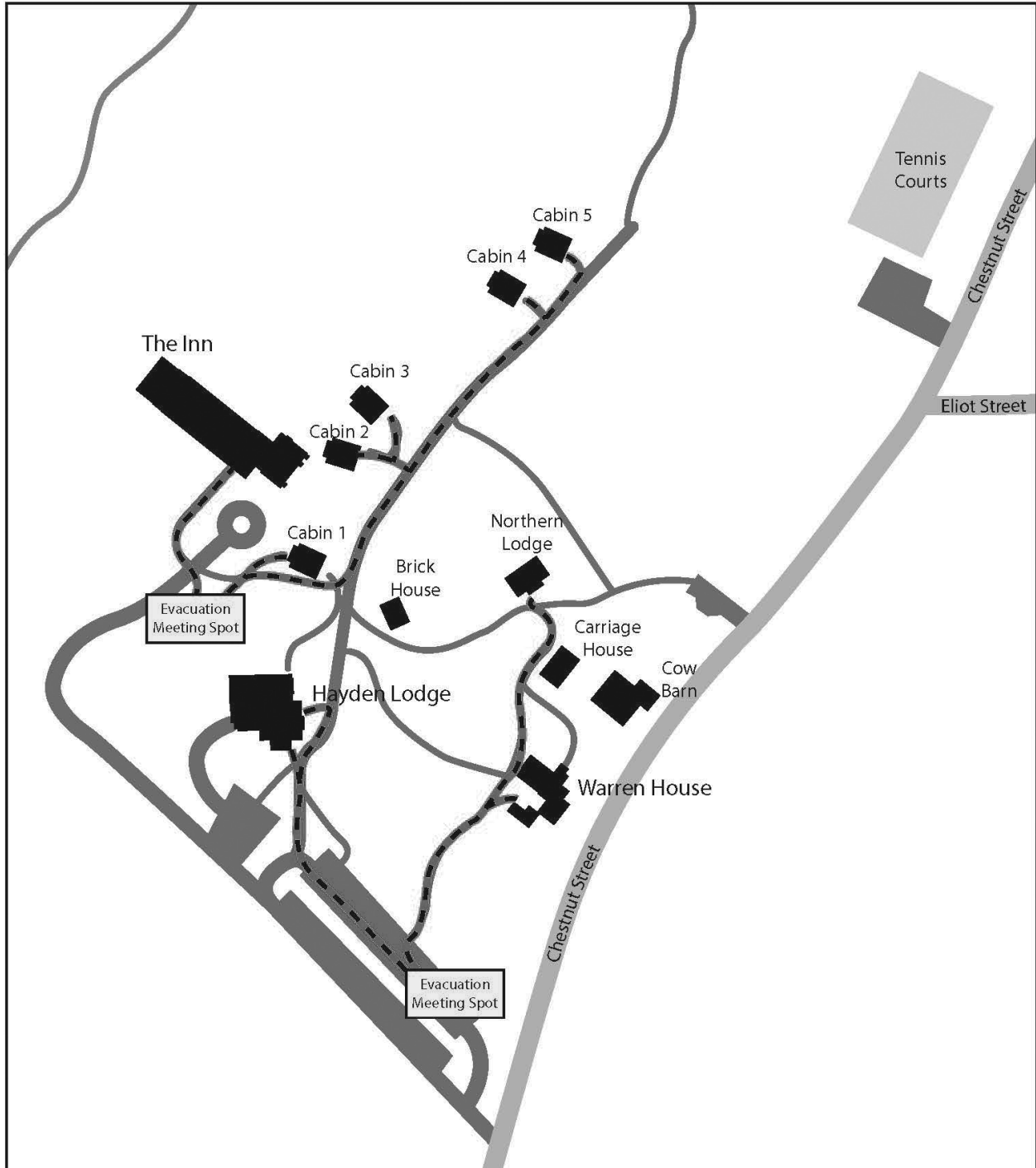
## IMPORTANT PHONE NUMBERS

University Police	McCarthy Center	(508) 626-4911 or Ext. 4911
Dean's Office	McCarthy Center	(508) 626-4596 or Ext. 4596
Health Center	Foster Hall	(508) 626-4900 or Ext. 4900
Wellness Education	Foster Hall	(508) 626-4693 or Ext. 4693
Counseling Center	Foster Hall	(508) 626-4640 or Ext. 4640
Facilities	23 Salem End Road	(508) 626-4590 or Ext. 4590
Residence Life	Towers Hall	(508) 626-4636 or Ext. 4636
City of Framingham Police Department (Non-Emergency)		(508) 872-1212
City of Framingham Fire Department (Non-Emergency)		(508) 620-4942
City of Framingham Emergency Services		911
Town of Ashland Emergency Services		911
Town of Ashland Police Department (Non-Emergency)		508-881-1212
Town of Ashland Fire Department (Non-Emergency)		508-882-2323
Metro West Medical Center		(508) 383-1000
Massachusetts Poison Control		(888) 222-1222
Massachusetts Emergency Management Agency (MEMA)		(508) 820-2000
Massachusetts State Police--Framingham Barracks		(508) 872-3553
Massachusetts State Police Bomb Squad		(508) 820-2121
Massachusetts Hazardous Materials Response Program		(877) 385-0822
American Red Cross--Framingham		(781) 642-7000
City of Framingham, Health Department		(508) 532-5470



# ASHLAND CAMPUS MAP

## Evacuation Meeting Locations



### WARREN CONFERENCE CENTER AND INN

529 Chestnut Street  
Ashland, MA 01721

1 (508) 231-3000  
[www.WarrenCenter.com](http://www.WarrenCenter.com)



WARREN CONFERENCE CENTER AND INN





**FOLLOW FRAMINGHAM STATE  
UNIVERSITY POLICE AT - FSUPolice**



**Framingham**  

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**State University**

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