



*ANNUAL CAMPUS SAFETY GUIDE & FIRE REPORT*  
*2013 - 2014*

# LASELL COLLEGE

Experience Every Day

The Lasell College Police Department prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report has been prepared in cooperation with the Office of Residential Life, the Office of Student Affairs and by utilizing information received from local law enforcement organizations. The statistics contained in this report include those incidents that were reported to the Campus Police, the Newton Police, Lasell College Campus Security Authorities and from any other individual on campus who reported an incident.



An email notification is sent annually to all enrolled students, faculty and staff prior to October 1<sup>st</sup> which provides them with the link to this report. Printed copies of the report can be obtained at the offices of the Lasell College Police, Student Affairs, and the Office of Undergraduate Admission and at Human Resources. All prospective students and employees may receive a copy by calling the Lasell College Police at 617-243-2269 or Human Resources at 617-243-2176.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)



## **The Lasell College Police Department - Winslow Hall, Extension 2269/2279**

The Lasell College Police Department is located on the lower level of the Winslow Building, 80 Maple St. Auburndale, MA. 02466. Our offices are accessible 24 hours a day. Our department provides professional police officers to protect and patrol the campus 24 hours a day, 7 days a week, and 52 weeks a year. We receive our police authority through Chapter 22C Section 63 of the Massachusetts General Laws, and we are sworn Deputy Sheriffs in Middlesex County.

The Lasell Police Department can be reached for any emergency by calling extension 2279 from any campus phone or 617-243-2279 from non-campus phones. For routine business or questions individuals can dial extension 2269 from any campus phone or 617-243-2269 from any non-campus phone.

All members of our department have the authority to apprehend and arrest any individual involved in illegal acts on-campus and in areas immediately adjacent to the campus. All of our officers are graduates of state certified police academies that are conducted by the Massachusetts State Police and/or the Municipal Police Training Council. In addition all officers are required to complete 40 hours of annual in-service training, First Aid/CPR and annual firearms recertification. This insures that the departments training remains current and our officers remain updated on all aspects of law enforcement. Our officers attend specialized training programs that enhance the department's ability to deliver programs and investigate incidents effectively. In addition to pursuing criminal complaints the Lasell Police may also refer an individual to the college judicial system for minor offenses or violations of college rules and regulations.

The Lasell College Police Department works closely with the Newton Police Department in the enforcement of all local and state laws and, share criminal investigation resources when necessary.

Lasell College has no off-campus student organizations or off-campus housing. However if we receive a report from any police department regarding a criminal incident involving a Lasell College student, that report is forwarded to the Office of Student Affairs for the appropriate action.

The Department also provides security and police services to Lasell Village. Lasell Village is home to approximately 225 residents in its independent living apartments. The Village also includes Lasell Studios, a 9 apartment supported living unit and Lasell House, a 38 bed skilled nursing facility.

Our department is a member of the Boston Area Police Emergency Radio Network, (BAPERN) which allows our officers to communicate directly via radio with most law enforcement agencies in the Metropolitan Boston area. This proves to be a very effective tool in cases where area or statewide notifications need to be made immediately. In addition we are a member of the Criminal Justice Information System computer system. This system provides us access to a nationwide law enforcement information computer communication system.

We maintain memberships in the Northeast Colleges and University Security Association and the Massachusetts Association of College Law Enforcement Administrators (MACLEA). Membership in these organizations allows us to remain up to date in campus crime trends and provides us with valuable information on problems that are occurring on local campuses.

**For Any Emergency Dial 2279 from any campus phone (617-243-2279)**

## **CAMPUS SAFETY**

The safety of our community rests with all of us and the Campus Police rely on all members of the community to help.

### **REMEMBER: RESIDENCE HALLS ARE ONLY AS SAFE AS THE MOST CARELESS RESIDENT.**

Individuals should report any suspicious behavior that they happen to detect. Most problems can be prevented if Campus Police is contacted whenever one detects suspicious behavior or individuals. The best security is prevention. Students are urged to travel in groups of at least two, especially at night, and to utilize the campus shuttle. Residential students are encouraged to lock their rooms, keep careful track of keys, and never prop residence hall doors open.

## **REPORTING A CRIME**

All crimes, suspected criminal activity, suspicious incidents or any emergencies should be reported immediately to the Lasell Police at ext. 2279 (617-243-2279)

Crimes can also be reported at Student Affairs 2124 and under certain circumstances to the Health Center at extension 2216 and the Counseling Center at extension 2145. Individuals can also utilize any emergency phone on campus or go directly to the Campus Police Offices to report any crime.

## **VOLUNTARY CONFIDENTIAL REPORTING**

If you are a victim of any type of crime and do not wish to pursue legal action through the criminal justice system or action through the college judicial system you may still wish to make a confidential report. This can be accomplished by reporting the incident to one of the professional counselors in the Counseling Center. The counselors are not considered to be a part of the campus security authority and are not required to report crimes for inclusion in the annual disclosure of crimes statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis.

## **SECURITY AWARENESS PROGRAMS**

During fall orientation students attend a session administered by officers of the Lasell College Police Department. This orientation session provides them with important information detailing the services that the department offers while placing emphasis on the issues that are designed to raise their awareness of personal safety and residence hall security. Throughout the year crime prevention and awareness information is sent to all members of the community to remind them about common crime prevention tips and any unusual occurrences on campus. The department also provides staffed information tables at various events and fairs throughout the year.

## **EMERGENCY PHONES**

There are emergency Blue Light telephones located throughout the campus. These telephones will automatically connect the caller with the Lasell Police. The phones are located in all of the parking lots on campus, at the entrance to all of the large residence halls and have been placed strategically throughout campus.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

## **CRIME PREVENTION**

In an effort to enhance crime prevention on campus we have installed numerous closed circuit video cameras to monitor the entrances to residence halls, parking lots, underground parking facilities, along with many exterior common areas. All of the entrances to our large residence halls are currently monitored by closed circuit cameras. The cameras are monitored at the Lasell Police Department. In addition to our officers constantly monitoring lighting issues throughout campus, the college conducts annual lighting walks where a committee comprised of school administrators, facilities maintenance personnel and members of Student Government walk the entire campus and make recommendations for lighting updates.

## **SHUTTLE/ESCORT SERVICE**

A shuttle service is provided to students seven days a week (excluding break periods) throughout the academic year and normally runs on weekdays 7:00AM until 2:00AM and 12:00PM until 2:00 AM on weekends. The shuttle follows a scheduled route that transports students throughout the campus, and to the nearest public transportation site located at the Riverside MBTA station as well as to other local area services. The shuttle schedule is posted online at [MyLasell.edu](http://MyLasell.edu).

During the hours that the shuttle is not operating the Lasell College Police will escort students, when requested, to insure their safety.

## **ACCESS TO CAMPUS BUILDINGS**

During normal business hours, Monday through Friday, all campus buildings, with the exception of residence halls, are open and accessible to all students, faculty, staff, visitors and guests. After hours all buildings are secured and individuals that are authorized access to specific buildings are provided with the necessary keys. Individuals wishing to access buildings during non-business hours or during time periods when the buildings are normally closed must contact the Lasell College Police to arrange access.

## **ACCESS TO RESIDENCE HALLS**

All exterior doors to the residence halls are secured 24 hours a day, seven days a week. Lasell College utilizes three different types of housing; suite, traditional and residential style housing. The suite and traditional style residence halls utilize state-of-the-art automated card access systems. At present the house style residences utilize regular lock and key mechanisms in order to secure them. Guests and other visitors may visit any residence hall as long as they are accompanied by a resident of the building. All exterior doors of the suite and traditional style residence halls are equipped with an audible alarm that activates if an exterior door remains open for more than one minute.

## **TIMELY WARNINGS**

At times it may be necessary to notify the entire college community of a situation that arises, either on or off campus, where the situation constitutes a continuing or ongoing threat against members of the Lasell College community. If in the judgment of the Director of Public Safety such an incident occurs the Lasell College Police will clearly and quickly notify the entire college community of the situation by issuing a campus wide warning. This will be accomplished by utilizing some or all of the following systems; the Emergency Text Alert System, the Alertus Localized Emergency Notification System, the campus wide

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

voice mail system, the campus wide email, by posting an Urgent Message on the campus web pages, <http://my.lasell.edu> and [www.lasellemergency.org](http://www.lasellemergency.org) and by posting notices on all campus bulletin boards.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Lasell College has a comprehensive Emergency Response and Management Plan which is intended to provide direction about emergency responses to the Lasell College community during on campus dangerous situations or significant emergencies.

The goal of the plan is to improve the ability of the College to protect the lives and property of the community through the effective use of College and community resources in emergency situations. In the event of a significant emergency or dangerous situation procedures contained in the Lasell College Emergency Response and Management Plan will be implemented as needed. The plan is designed to first and foremost protect people, then property while bringing the situation under control as safely and as rapidly as possible. It is also designed to help restore the campus to normal operating conditions in the shortest possible time. The plan is constantly under review and updated as necessary.

While it is not possible to cover every conceivable situation, the Lasell College Emergency Response and Management Plan provides the basic administrative structure and protocols necessary to cope with emergency situations through effective use of College and campus resources. The Emergency Response and Management Plan is designed to provide a single source of information to protect the Lasell community during emergency situations.

It is also intended to facilitate an effective response to emergencies by outside responders by providing the early initiation of a nationally recognized incident command/management, control, and communication structure.

Lasell College utilizes a Crisis Management Team (CMT) to determine the proper response to significant emergencies and dangerous situations that occur on campus. This team consists of those individuals within the Lasell community who hold key positions in departments with the resources necessary to effectively deal with the situation at hand. Members of the CMT will be determined by the nature and scope of the emergency and, therefore, will vary from situation to situation. Team members may include the following; the Vice President's that make up the Senior Management Team, Director of Public Safety, Assistant Vice President for Finance, Director of Communications, Director of Residential Life, Coordinator of Housing Operations, Director of Health Services, Director of Human Resources, Chief Information Officer, Director of Counseling Services, Director of the Center for Spiritual Life, Director of Dining Services, Registrar, Director of Athletics, Department Managers, Director of Plant Operations and faculty or staff as needed.

The Crisis Management Team (CMT) is ready to meet and react quickly in the case of a significant emergency and dangerous situation. The purpose of this team meeting is to review all information provided by the Lasell College Director Public Safety or any individual with direct information about the emergency at hand. If the Crisis Management Team cannot meet, a telecommunication conference or other appropriate medium will be determined and used for notification.

The CMT always includes the President or designee, the Director of Public Safety or designee and the Senior Management Team Member (SMT) appropriate for the emergency. The SMT member appropriate for the emergency is responsible for the overall coordination of the College emergency response. Additional members of the CMT will be event specific and will include additional members of the community as needed. As noted previously this may include additional members of the SMT, the

**For Any Emergency Dial 2279 from any campus phone (617-243-2279)**

Director's of various college departments as well as other department managers and in some cases faculty and/or staff.

## **NOTIFICATION PROCEDURES**

Upon receiving notification of a dangerous situation or emergency event on campus the Lasell College Police will confirm that an event is occurring. Once confirmed they will follow the protocols in place for notifying the community if and when necessary.

It is the policy of the Lasell College that in all cases where a notification or warning must be made the Director of Public Safety will be notified. If the Director is not available the department chain of command will be followed and the Lieutenant will be contacted. If neither the Director nor the Lieutenant is available the responsibility for determining the type of notification will fall to the Shift Commander. In situations where it is determined that a warning is necessary, but the event does not warrant an immediate warning, the members of the Senior Management Team appropriate for the emergency will be contacted and a proper response and warning message will be created and disseminated.

If at any time it becomes necessary to make a notification to the members of the Lasell College community, due to a dangerous or emergency situation, the Director of Public Safety or Lieutenant will be notified immediately. They will be provided with a description of the situation, whether or not the situation is immediately dangerous to the health and safety of the community and the steps that have been taken thus far to neutralize the situation or eliminate the danger. A decision will then be made by the Director or Lieutenant as to whether or not a notification is warranted and if so what type of notification is needed. They will also determine the content of the notification. In a situation where the Director or Lieutenant is unavailable, the responsibility will fall to the Lasell College Police supervisor on duty. Contact will also be made to the Senior Management Team members as soon as the situation allows.

If it is determined that an event is an immediate threat to the health or safety of members of the community an immediate notification will be sent to the community by any and all of the appropriate available notification mediums. This notification will be sent without delay. The Director of Public Safety or Lieutenant will determine the content of the notification and initiate the notification system. The notification may be delayed if it would in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

In most situations a notification will be sent to the entire community however there may be situations where a campus wide notification is not needed such as a power outage or fire in a particular building. In situations such as these, notification will be sent only to those affected by the event.

Lasell College has a number of means at its disposal that it can use to make notifications to the community. Electronic notifications can be made by email blast messages, the Emergency Text Message System, voice mail and email messages, messages posted on My Lasell, the college intranet, messages posted on the college's external webpage, [www.lasell.edu](http://www.lasell.edu) as well as announcements on the plasma screens located at various locations on campus. In addition we have installed the Alertus Localized Emergency Notification System which allows us to send an alert message simultaneously to all of the computers assigned to the college system ensuring that even in session classes are notified of an event. These systems are tested campus-wide at least once per semester.

**For Any Emergency Dial 2279 from any campus phone (617-243-2279)**

In addition hard copies of any emergency notifications can be posted in all college buildings and when appropriate we can utilize the public address systems in all of our police cruisers to make any necessary announcements or updates. The use of the cruiser PA systems and manual postings insure that even when there is a power loss or electronic services are interrupted the message can still be disseminated.

If it is determined that a situation is immediately dangerous to the health and/or safety of the community a notification will be sent to the effected members of the community through the appropriate medium. Any necessary notifications will be made without delay while taking into account the safety of the community.

## **CLASSIFYING EVENTS**

**LEVEL I EVENT:** defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. A Level 1 event is any incident, potential or actual, which will not seriously affect the overall operation of the College.

Some examples of a Level I, minor emergency include but are not limited to:

- Brownouts
- water leaks
- false fire alarms
- maintenance problem

These situations should be immediately reported to the Lasell Campus Police Department, 617 243-2279. Unless there is an unusual aspect to the incident, it may require only routine notification to affected individual departments. Only modest follow up and evaluation may be indicated.

**LEVEL II EVENT:** defined as an unstable or crucial time or state of affairs in which a decisive change is impending, *especially* one with the distinct possibility of a highly undesirable outcome or a situation that has reached a critical phase.

Any potential or actual incident that affects an entire building or buildings, or disrupts the overall operation of the College is considered a Level II Emergency. Outside emergency services will probably be required as well as a major response from campus support services.

Some examples of a major emergency include but are not limited to:

- a major power outage
- major accident
- snow emergency
- hazardous material (hazmat) spill
- serious injury to student, faculty or staff member
- major incidents of student unrest
- bomb threat

These situations should be immediately reported to the Lasell Campus Police Department, 617-243-2279. Major policy considerations may be required from the Senior Management Team during these conditions therefore SMT appropriate for the event will be notified. In some of these emergency situations, the President may deem it necessary to convene a Crisis Management Team.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)



A determination will be made as to whether or not a message needs to be broadcast to the community. This will be accomplished through consultation between the Director of Public Safety and/or the Lieutenant of Campus Police and the appropriate SMT or CMT members.

**LEVEL III EVENT:** - a calamitous event bringing great damage, loss, or destruction; *broadly*, a sudden or great misfortune or failure.

Any event or occurrence that seriously impairs or halts the operations of the College. In some cases, mass personnel casualties and heavy property damage may occur. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Some examples of a Level III emergencies or disasters include but are not limited to:

- An active shooter on campus
- A hostage situation
- A substantial weather event, hurricane, tornado, blizzard
- A serious fire
- Outbreak of an illness such as a meningitis outbreak, a flu outbreak (or other types of serious disease)

These situations should be immediately reported to the Lasell Campus Police Department, 617 243-2279. Normal operations of the college will most likely be affected and major policy considerations will be required. The Director of Public Safety, the Lieutenant of Campus Police or the Shift Supervisor will determine the appropriate notification to be sent to the community and cause the message to be sent. The entire Senior Management Team will be notified to determine if it is necessary to convene a Crisis Management Team.

## **EVACUATIONS**

All of the buildings on campus, both residential and non-residential, have the Lasell College Emergency Guide posted throughout. The guide provides occupants of the building with information on the steps that they should take in the event of an emergency. It also provides information on building evacuations and what to do if they are required to shelter-place.

## **TESTING**

The college will conduct a test of its emergency notification systems at least once per semester. This will include a test of the Emergency Text Alert System and Alertus Localized Emergency Notification System.

Lasell College, in conjunction with the appropriate City of Newton Public Safety agencies, will conduct at least one building evacuation drill each calendar year. Drills are conducted to familiarize students, faculty, staff, and visitors with the evacuation procedure, location of exits, and meeting locations. The Lasell College Police are responsible for maintaining the records of all emergency and evacuation drills. A report will be compiled and available after the conclusion of each drill. The reports will include a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

## **EMERGENCY DRILLS 2012**

### **Table Top Disaster Drill**

On February 2012 a Table Top exercise was conducted with the Management Council of Lasell College. The Management Council is comprised of the College's mid-level management personnel, including the Directors of all

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college departments as well as the Faculty Chairs. These are the individuals who will be called upon to fill necessary ICS roles during an emergency or disaster. The event was a severe weather related event that caused a power outage and required the evacuation and relocation of students from several residence halls. The drill included a Power Point Presentation instructing members on their individual roles in the Incident Command System during an emergency and an After Action Review to determine any steps needed to improve a future response.

## **ISOLATION and QUARANTINE**

Isolation and quarantine are public health practices used to stop or limit the spread of disease.

**Isolation** is used to separate **ill** persons who have a communicable disease from those who are healthy. Isolation restricts the movement of ill persons to help stop the spread of certain diseases. For example, hospitals use isolation for patients with infectious tuberculosis.

**Quarantine** is used to separate and restrict the movement of **well** persons who may have been exposed to a communicable disease to see if they become ill. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. Quarantine can also help limit the spread of communicable disease.

Isolation and quarantine are used to protect the public by preventing exposure to infected persons or to persons who may be infected.

In addition to serving as medical functions, isolation and quarantine also are “police power” functions, derived from the right of the state to take action affecting individuals, for the benefit of society.

In the event that it becomes necessary to isolate or quarantine a member, or members, of the community, representatives of the Senior Management Team, Health Services,, Residential Life, other Student Affairs units (as necessary), and Campus Police will meet to determine the best course of action to protect the individual(s) and the community. These actions may include isolation or quarantine on campus, or the removal of the affected individual(s) to a designated medical facility.

## **MISSING PERSONS PROCEDURES**

The following policies regarding Missing Persons are being provided in accordance with the requirements of the 2008 Amendments to the Higher Education Opportunity Act. Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in 24 hours, or a reasonable amount of time, and reports the pertinent facts to the Lasell College Police Department (LCPD).

A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability.

Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to any individual student, faculty or staff member at Lasell College, other than the Lasell College Police Department, the individual receiving the report shall contact the LCPD immediately and report the information.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

It is the policy of Lasell College that the Lasell College Police will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where they are expected to be. Campus Police will conduct an initial investigation to determine if the person appears to be missing, or has simply changed his or her routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Lasell Police Officers will check student's login records, class schedules, interview fellow students and faculty, as well as use other investigatory methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure that they are safe.

## **EMERGENCY CONTACT**

Each student at Lasell College can identify a person that the College will contact in the event that the student is reported missing. This is accomplished by designating an Emergency Contact on the Enrollment Verification Form which all students are required to complete prior to the beginning of each academic year.

**Note:** this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency (such as Student Affairs staff, Campus Police, etc.) and with law enforcement personnel in furtherance of a missing person investigation.

If at any time a student's emergency contact information needs to be changed, it can be done by sending an email to Edward Conlin, Campus Police at econlin@lasell.edu and advising him of the changes. The email must include: the person's name and any contact methods (cell phone, home phone, email, etc.)

Should Campus Police not be able to locate a person reported missing within twenty-four (24) hours of the report, they would then notify the designated "Emergency Contact" on file for the missing person.

In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.

Students should be sure that the designated Emergency Contact knows how to reach them in the case of an emergency, and have an idea of the student's general daily routine and any travel plans that they may have.

The Emergency Contact should be someone that the student trusts to aid officers in determining their whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

## **STUDENTS UNDER THE AGE OF 18 AND NOT EMANCIPATED**

For any student under the age of 18 who is not emancipated, in addition to notifying any individual named as an emergency contact, the College will notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

## **STUDENTS BETWEEN THE AGE OF 18 and 21:**

For students between the ages of 18 and 21, Suzanne's Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

## **OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSONS**

- Any faculty, staff or student who has information that a residential student may be a missing person must notify the Lasell College Police Department as soon as possible and no later than 24 hours after they determine a student may be missing. LCPD, or their designee, shall also follow up on notification by other individuals such as friends or family members.
- Upon receipt of the report Campus Police will notify the Office of the Vice President of Student Affairs
- The Lasell College Police Department shall gather information about the residential student from the reporting person and from the student's acquaintances (including, description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.
- No later than 24 hours after determining that a residential student is missing, the Lasell College Police Department shall notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- No later than 24 hours after determining that a residential student is missing Campus Police will notify local law enforcement agencies, starting with the Newton Police, as well as broadcasting a Missing Person message on the NCIC law enforcement computer system, when appropriate, and by contacting any other agencies where the missing student may be. This notification will be made regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor.
- Campus Police will contact the student's emergency contact and/or parent or guardian as necessary to update them on information known at that time, efforts made to locate the person, and to obtain further information that may lead to the location of the missing person

**NOTE:** In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student's emergency contact

*\*Contact is contingent upon the correct emergency contact information being made available by the student.*

## **CAMPUS COMMUNICATIONS ABOUT MISSING STUDENTS**

In all cases when the student is declared missing by the Lasell College Police Department after an initial investigation and in consultation with other law enforcement agencies as appropriate, LCPD will coordinate with the Lasell College Office of Institutional Advancement to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of incorrect information.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

## HEALTH EDUCATION PROGRAMS

Health Education programs are an important part of Lasell College. The Health Education program specializes in health programs and resources that are available to all Lasell College students.

An important aspect of Health Education is alcohol awareness and the results of alcohol abuse. Lasell College offers a number of programs that deal with these subjects, which include; National Collegiate Alcohol Awareness Week each October, First Year Seminar presentations on Alcohol and alcohol poisoning, alcohol presentations for athletes, a Health Fair information table on alcohol- safe spring break, along with several others. We also encourage students to participate in the Pledge for Healthy Living and provide numerous substance free alternative evening events throughout school year.

## SEXUAL ASSAULT AWARENESS PROGRAMS

Education and information are two of the most powerful tools available to help prevent sexual assaults on campus. In order to address this issue our Peer Health Educator administers a number of programs throughout the school year. These programs include sexual assault awareness presentations in the residence halls, First Year Seminar (FYS classes) which addresses alcohol issues and sexual assault, along with information on the resources that are available if the student or a friend has been sexually assaulted.

The Resident Assistants, who are peers of the students, receive instruction on a number of items including medical resources that are available and necessary if a sexual assault should occur and how to handle a situation in a residence hall. In addition there are a number of programs that are run at various times throughout the year including the college Health Fair, the White Ribbon campaign each April, Walk for Change, sponsored by Boston Area Rape Crisis Center (BARCC) along with their sponsorship of two internships that help to provide a constant flow of information

### First Complaint Training

In the immediate aftermath of a sexual assault, the survivor may not know whether he/she will want to pursue criminal or civil charges against the accused assailant(s). If and when the survivor does choose to press charges, the **ONLY** information that would most likely be admissible in court under the Massachusetts First Complaint Doctrine would be an account of the survivor's initial disclosure about the sexual assault, as given to the first person the survivor told about the sexual assault. That first person to hear of the sexual assault is referred to as the **First Complaint Witness**.

The purpose of the First Complaint Witness is to show that the victim, although he/she may not have formally reported the rape or sexual assault, did in fact tell someone.

Some jurors may not understand why the victim did not formally report the crime right away, given the violent nature of the crime. The First Complaint Witness testimony enhances the victim's credibility. The First Complaint Witness could be called upon to testify about the details that were disclosed by the victim, which would provide an opportunity for the First Complaint Witness to share the observations of the victim's demeanor and presentation at the time the conversation took place.

Lasell College provides this training to members of the Residence Life staff, Resident Assistants, Athletic Coaches and Trainers, and other members of the faculty and staff to ensure that they are prepared to

For Any Emergency Dial 2279 from any campus phone (617-243-2279)



record the information that is necessary to be of the most assistance to the victim if they decide to pursue complaints at a future time.

## **SEXUAL ASSAULT**

Both women and men may be the victims of sexual assault. The assailant may be a stranger, but in many instances victims know their assailants and may currently be, or at one time have been, involved in a relationship with the assailant.

When any individual has been sexually assaulted the first concern is the immediate needs of the victim. The physical well-being of the victim is very important. A victim may have been bruised or suffered internal injuries; and/or may have been exposed to one or more sexually transmitted diseases; and/or may have been at risk of being impregnated. Victims are encouraged to seek medical attention as soon after the assault as possible. On campus, the medical professionals on the Health Services staff are available to provide assistance during normal business hours (617-243-2216). Off campus, students may seek 24-hour professional medical care at the Newton-Wellesley Hospital Emergency Room (617-243-6193). Campus Police are available 24 hours a day to transport any student who has been sexually assaulted to the Newton-Wellesley Hospital Emergency Room.

Even in the case where a victim may not initially wish to pursue criminal charges against an individual it is important that they be examined at a hospital for their own well being and have the appropriate evidence obtained in case they wish to pursue legal action at a future time.

If a victim wishes to pursue criminal charges there are various options available. A victim may wish to report the sexual assault to the Lasell College Police Department, the Newton Police Department, or the Middlesex District Attorney's Office.

On campus, a victim may begin the reporting process by speaking with a member of the Campus Police staff (617-243-2279). If a victim would prefer to speak with a female Campus Police Officer, s/he may so request. The Campus Police officers have received specialized training in how to respond to a reported sexual assault, and the contents of the report will be kept confidential. Identifying information about the victim is protected under Massachusetts law. Off campus, a victim may contact the Office for Victims' Assistance through the Middlesex County District Attorney's Office (617-494-4050) or may choose to file a complaint with the Newton Police Department.

In the last instance, if desired, a victim can request to be escorted to Newton Police by a member of the Lasell Police staff (617-243-2279).

Victims may choose to press charges through the criminal justice system and/or the College's Judicial system (if the assailant is a member of the Lasell College student body). If a victim wishes to pursue a complaint through the college judicial system, s/he should begin that process by contacting the Dean of Student Affairs or the Director of Residential Life (617-243-2124). It is strongly suggested that a victim speak with someone that they trust. After being assaulted, sometimes it is hard to make decisions and to remember all the information that has been given to you and try to sort through it. Staff members in the Counseling Center and Health Services, as well as the Dean of Student Affairs, are all available to help a victim to deal with the many issues and reactions they may be encountering, as well as provide information that can assist in making whatever decisions s/he may face.

**For Any Emergency Dial 2279 from any campus phone (617-243-2279)**

Victims of sex offenses may request accommodations to their academic schedule and/or residential assignment, and the College takes all reasonable measures to respond to those requests.

If an alleged sex offense is adjudicated through the College's Conduct System:

- both the accused and the accuser are afforded the same opportunity to have a support person present during the Conduct hearing; support people may not make statements during the hearing, and at no time may legal counsel be present at a hearing (in any capacity)
- both the accused and the accuser are to be informed of the final disposition of the case, including the decision regarding culpability and the sanctions levied (if sanctions are imposed)
- in most cases, the College's Conduct System refrains from prescribing required, mandated sanctions for specific violations of College policy; if a student were to be found responsible for a sex offense, the decision about sanctions would be made at that time (note: all available sanctions are outlined in the Student Handbook, and range from reprimands and warnings, to suspension or dismissal from the College)

## **ALCOHOL AND OTHER DRUGS POLICIES**

The Lasell College alcohol policy, which was originally developed by a group of students and administrators, is predicated on the idea that students are capable of making decisions about their actions, and are members of a greater community. Those who choose to violate the laws and policies must be prepared to accept responsibility for their individual or collective actions, and should understand that they will be sanctioned accordingly.

Lasell College supports the observance of all Massachusetts state laws and regulations governing the sale, purchase, service and consumption of alcoholic beverages. Any violation of the Massachusetts state laws and regulations governing the sale, purchase, service and consumption of alcoholic beverages will likewise be considered a violation of the Lasell College alcohol policy. The complete text of the college's alcohol policies may be found in the Student Handbook.

At Lasell College, any illegal use, possession or supply of drugs, drug paraphernalia, narcotics and marijuana will result in disciplinary action by the College and/or criminal prosecution. Sanctions may include, but are not limited to: suspension or permanent revocation of housing privileges; judicial probation; suspension or dismissal from Lasell College; and/or fines. The complete text of the college's drug policies may be found in the Student handbook.

## **SEX OFFENDER REGISTRATION**

The Lasell College Police Department does not maintain an onsite list of Registered Sex Offenders. The Commonwealth of Massachusetts is responsible for maintaining this list and The Sex Offender Registry Board can be contacted by calling or writing to the Commonwealth of Massachusetts Sex Offender Registry Board, PO Box 4547 Salem, MA 01970

**For Questions Call 800 - 93MEGAN or Phone (978) 740-6400**

The Sex Offender Registry Site may also be accessed via the internet at the following web site:

<http://www.mass.gov/sorb/community.htm>

**For Any Emergency Dial 2279 from any campus phone (617-243-2279)**

## IMPORTANT PHONE NUMBERS

|   |                               |
|---|-------------------------------|
| Lasell College Police for all emergencies | 617-243-2279                  |
| for routine business                      | 617-243-2269                  |
| Newton Police for emergencies             | 911                           |
| Newton Police for routine business        | 617-796-2100                  |
| Newton Fire                               | 911                           |
| Ambulance                                 | 911                           |
| Residence Life                            | 617-243-2124                  |
| Health Services                           | 617-243-2217                  |
| Counseling Services                       | 617-243-2145                  |
| Boston Area Rape Crisis Center            | 617-492-7273                  |
| Intimate Partner Abuse                    |                               |
| National Domestic Violence Hotline        | 800-799-7233                  |
| REACH (Waltham)                           | 800-899-4000                  |
| Battered Women's Hotline                  | 617-661-7203                  |
| Support Groups                            |                               |
| Cambridge Women's Center                  | 617-354-8807                  |
| Fenway Health Center (GLBT)               | 617-267-9001 (6:00PM-11:00PM) |
| Mass Substance Abuse Hotline              | 800-327-5050                  |
| National Suicide Prevention Lifeline      | 800-273-8255                  |
| Samaritan's Helpline (24 Hour)            | 800-252-8336                  |
| Riverside Emergency Services              | 800-529-5077                  |
| Newton-Wellesley Hospital                 | 617-243-6000                  |

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

**Criminal Offenses****On campus**

|   | 2010 | 2011 | 2012 |
|---|------|------|------|
| Murder/Non-negligent manslaughter   | 0    | 0    | 0    |
| Negligent manslaughter  | 0    | 0    | 0    |
| Sex Offenses - Forcible   | 2    | 2    | 2    |
| Sex Offenses - Non-forcible   | 0    | 0    | 0    |
| Robbery   | 1    | 0    | 0    |
| Aggravated Assault  | 0    | 0    | 0    |
| *Burglary   | 28   | 8    | 12   |
| Motor Vehicle Theft   | 0    | 0    | 0    |
| Arson   | 0    | 0    | 0    |
| <p>One sexual offense was reported to Campus Police and one was reported confidentially to the Counseling Center.</p> <p>Of the 12 listed burglaries, 7 occurred in unlocked rooms. 5 occurred in rooms that were reportedly locked but there were no signs of forced entry</p> |      |      |      |

**On campus Student Housing Facilities**

|                                   | 2010 | 2011 | 2012 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent manslaughter            | 0    | 0    | 0    |
| Sex Offenses - Forcible           | 0    | 1    | 1    |
| Sex Offenses - Non-forcible       | 0    | 0    | 0    |
| Robbery                           | 0    | 0    | 0    |
| Aggravated Assault                | 0    | 0    | 0    |
| *Burglary                         | 28   | 6    | 12   |
| Motor Vehicle Theft               | 0    | 0    | 0    |
| Arson                             | 0    | 0    | 0    |

**Noncampus**

|   | 2010 | 2011 | 2012 |
|---|------|------|------|
| Murder/Non-negligent manslaughter   | 0    | 0    | 0    |
| Negligent manslaughter  | 0    | 0    | 0    |
| Sex Offenses - Forcible   | 0    | 0    | 0    |
| Sex Offenses - Non-forcible   | 0    | 0    | 1    |
| Robbery   | 0    | 0    | 0    |
| Aggravated Assault  | 0    | 0    | 0    |
| *Burglary   | 0    | 0    | 1    |
| Motor Vehicle Theft   | 0    | 0    | 0    |
| Arson   | 0    | 0    | 0    |
| <p>The reported burglary in this category occurred at the Lasell Village Retirement Community.</p> <p>The reported sexual offense occurred at the Lasell Village Retirement Community. The offense was classified as Fondling and it involved one elderly resident allegedly fondling another elderly resident, not forcibly, where the victim was incapable of giving consent because of his/her temporary or permanent mental incapacity.</p> |      |      |      |

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

| <b>Public Property</b>            | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|-----------------------------------|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter | 0           | 0           | 0           |
| Negligent manslaughter            | 0           | 0           | 0           |
| Sex Offenses - Forcible           | 0           | 0           | 0           |
| Sex Offenses - Non-forcible       | 0           | 0           | 0           |
| Robbery                           | 0           | 0           | 0           |
| Aggravated Assault                | 0           | 0           | 0           |
| *Burglary                         | 0           | 0           | 0           |
| Motor Vehicle Theft               | 0           | 0           | 0           |
| Arson                             | 0           | 0           | 0           |

## **Hate Crimes**

| <b>On campus</b>                  | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|-----------------------------------|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter | 0           | 0           | 0           |
| Negligent manslaughter            | 0           | 0           | 0           |
| Sex Offenses - Forcible           | 0           | 0           | 0           |
| Sex Offenses - Non-forcible       | 0           | 0           | 0           |
| Robbery                           | 0           | 0           | 0           |
| Aggravated Assault                | 0           | 0           | 0           |
| *Burglary                         | 0           | 0           | 0           |
| Motor Vehicle Theft               | 0           | 0           | 0           |
| Arson                             | 0           | 0           | 0           |

| <b>On campus Student Housing Facilities</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|---|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter           | 0           | 0           | 0           |
| Negligent manslaughter                      | 0           | 0           | 0           |
| Sex Offenses - Forcible                     | 0           | 0           | 0           |
| Sex Offenses - Non-forcible                 | 0           | 0           | 0           |
| Robbery                                     | 0           | 0           | 0           |
| Aggravated Assault                          | 0           | 0           | 0           |
| *Burglary                                   | 0           | 0           | 0           |
| Motor Vehicle Theft                         | 0           | 0           | 0           |
| Arson                                       | 0           | 0           | 0           |

| <b>Noncampus</b>                  | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|-----------------------------------|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter | 0           | 0           | 0           |
| Negligent manslaughter            | 0           | 0           | 0           |
| Sex Offenses - Forcible           | 0           | 0           | 0           |
| Sex Offenses - Non-forcible       | 0           | 0           | 0           |
| Robbery                           | 0           | 0           | 0           |
| Aggravated Assault                | 0           | 0           | 0           |
| *Burglary                         | 0           | 0           | 0           |
| Motor Vehicle Theft               | 0           | 0           | 0           |
| Arson                             | 0           | 0           | 0           |

For Any Emergency Dial 2279 from any campus phone (617-243-2279)



| <b>Public Property</b>            | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|-----------------------------------|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter | 0           | 0           | 0           |
| Negligent manslaughter            | 0           | 0           | 0           |
| Sex Offenses - Forcible           | 0           | 0           | 0           |
| Sex Offenses - Non-forcible       | 0           | 0           | 0           |
| Robbery                           | 0           | 0           | 0           |
| Aggravated Assault                | 0           | 0           | 0           |
| *Burglary                         | 0           | 0           | 0           |
| Motor Vehicle Theft               | 0           | 0           | 0           |
| Arson                             | 0           | 0           | 0           |

## **ARRESTS**

| <b>On campus</b>           | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|----------------------------|-------------|-------------|-------------|
| Illegal Weapons possession | 0           | 0           | 0           |
| Drug law violations        | 1           | 2           | 0           |
| Liquor law violations      | 1           | 1           | 0           |

| <b>Noncampus</b>           | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|----------------------------|-------------|-------------|-------------|
| Illegal Weapons possession | 0           | 0           | 0           |
| Drug law violations        | 0           | 0           | 0           |
| Liquor law violations      | 0           | 0           | 0           |

| <b>Public Property</b>     | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|----------------------------|-------------|-------------|-------------|
| Illegal Weapons possession | 0           | 0           | 0           |
| Drug law violations        | 0           | 0           | 0           |
| Liquor law violations      | 0           | 0           | 0           |

## **DISCIPLINARY ACTIONS**

| <b>On campus</b>           | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|----------------------------|-------------|-------------|-------------|
| Illegal Weapons possession | 0           | 0           | 0           |
| Drug law violations        | 46          | 57          | 56          |
| Liquor law violations      | 172         | 124         | 169         |

| <b>On Campus Student Housing Facilities</b> | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|---|-------------|-------------|-------------|
| Illegal Weapons possession                  | 0           | 0           | 0           |
| Drug law violations                         | 46          | 57          | 56          |
| Liquor law violations                       | 172         | 124         | 169         |

| <b>Noncampus</b>           | <b>2010</b> | <b>2011</b> | <b>2012</b> |
|----------------------------|-------------|-------------|-------------|
| Illegal Weapons possession | 0           | 0           | 0           |
| Drug law violations        | 0           | 0           | 0           |
| Liquor law violations      | 0           | 0           | 0           |

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

**Public Property**

|                            | 2010 | 2011 | 2012 |
|----------------------------|------|------|------|
| Illegal Weapons possession | 0    | 0    | 0    |
| Drug law violations        | 0    | 0    | 0    |
| Liquor law violations      | 0    | 0    | 0    |
|                            |      |      |      |
|                            |      |      |      |

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

# FIRE SAFETY

Lasell College is dedicated to providing a fire safe community, and to that end we have a number of notification systems, as well as rules and regulations in place to insure a safe campus. The fire safety regulations are designed to prevent injuries to members of the community and damage to facilities.

We routinely advise the members of the Lasell College community that if they discover a fire, that they need to immediately leave whatever building they are in, and pull the fire alarm as they exit the building. Fire alarm pull stations are located at every exit of every building. Once safely outside of the building, individuals are asked to call 911 or the Campus Police office at 617-243-2279 to report the fire.

Lasell College has a total of 27 on-campus residence halls. Each building is protected by a combination of smoke detectors and fire alarm pull stations; all but three of our residence buildings are also protected by fire sprinklers. It is the College's intention that the four buildings not currently containing fire sprinklers will be retrofitted with them in the future. A detailed list of the protection systems for each building is included at the end of this report.

All of the automatic fire detection systems report directly to the Newton Fire Department whenever activated, so we are insured of an automatic and rapid response to any fire alarm activations in any of our buildings. The closest fire station to the campus is 2/10 of a mile from the western-most end of the campus, which allows the first fire company to be on scene in four minutes or less; the National Fire Prevention Association recommended response times to incidents is to have the first fire company on scene within 5 minutes.

The Campus Police, Plant Operations Department, and the Residential Life staff, continuously monitor, report, and correct any fire safety issues that are discovered. In addition, and as an added degree of safety, the Newton Fire Department conducts quarterly inspections of all of our residence halls. During these inspections they insure that all fire alarm and sprinkler systems are in proper working order, that all fire doors and exits are unobstructed, and that all of the buildings' fire extinguishers are in the proper locations and appropriately charged. After each building has been completely inspected, Campus Police is supplied with a written report for the building.

Information regarding fire prevention and fire safety is communicated to the members of the student body, via the Lasell College Student Handbook.

In case of a fire, all occupants of the building should do the following:

- Evacuate the building
- Pull a fire alarm on their way out. One is located near each exit of the building
- Move to the designated meeting area for the evacuated building
- Do not re-enter the building until advised to do so by the Fire Department or Campus Police

When a fire alarm is sounded in any building on campus, the building **MUST** be evacuated **IMMEDIATELY**. Once outside of the building, all occupants are directed to move a safe distance away from the building. For fire alarms in residence halls, all students are directed to report to the designated meeting area for their building. These areas are predetermined and the students are advised of the meeting places during residence hall meetings in September.

Any individual refusing to or failing to vacate a building during a fire alarm will be subject to disciplinary action.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

Fire extinguishers are installed in predetermined locations in all buildings and must remain where mounted except in the case of a fire. The College has all extinguishers on campus serviced and replaced twice a year, and as necessary, by a certified fire extinguisher service company. At no time are fire extinguishers to be used as a means of propping doors open. Tampering with fire extinguishers, and/or fire protection equipment such as smoke detectors and fire exits, is a criminal offense and will result in disciplinary action, a fine and possible criminal action for those individuals found responsible. Blocking fire doors or activating emergency door exit alarms will also result in disciplinary action and possible fine.

## **FIRE PREVENTION**

Each year there are over 1800 fires reported in college residence halls and fraternity/sorority housing resulting in a number of injuries or fatalities. Most of the deaths and injuries are needless because most fires can be prevented. The best way to avoid fires is to avoid the hazards, which create them.

To prevent fires and control fire spread DO NOT:

- Overload electrical circuits
- Cover or tamper with smoke detectors
- Block or prop fire doors open

To enhance fire safety, the following is prohibited in ANY campus building:

- Storing or possessing internal-combustion engines of any kind in any campus building
- Storing or possessing flammable liquids of any kind
- Storing or possessing propane tanks or propane grills inside of any campus building
- Using or possessing candles, incense, etc.
- Open flames
- Using interior decorations (including live Christmas trees, wreaths or roping) that do not meet fire and safety codes
- Heat producing appliances including (but not limited to): halogen lamps, sun lamps, electrical blankets, space heaters, air conditioners and heating pads
- Barbecue grills
- Candles, potpourri burners and incense burners.
- Fireworks or firecrackers

The Residential Life staff routinely conducts “Health and Safety” checks of the residential buildings and will confiscate unauthorized items or equipment without notice, and issue fines to those students in violation of policy.

Each residence hall is equipped with smoke detectors and fire extinguishers in all hallways. Resident students are urged to take the following steps to enhance their personal safety:

- Become familiar with fire equipment, fire exits and evacuation procedures
- Keep rooms and lounges free of fire hazards
- Report all damaged or inoperable fire equipment to their R.A. or A.C.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)

## **MISUSE OF OR CAUSING, FALSE ALARMS**

In the interest of public safety, incidents involving damage or misuse of alarm systems or protection equipment will not be condoned. In a residential building, if no individual can be determined to be responsible for a misuse of an alarm system, all of the residents of the hall will be held financially responsible for any costs associated with the violation.

False alarms endanger the residents of a building, as well as the public, and the firefighters who respond to the incident. Individuals found responsible for a malicious false alarm will be referred to the College's conduct system, and may face the loss of housing privileges (in the case of a residential student) and / or suspension from the College. Persons responsible for these activities may also face criminal prosecution. Students are not to be on, or use, fire escapes except in cases of emergency. Property may not be stored on fire escapes, and fire exits onto fire escapes are to be kept closed at all times but for emergencies.

## **ARSON**

Acts of arson are considered intolerable in that they jeopardize life and/or property. Persons found responsible for such activities (including trash fires, lighting of bulletin boards or door decorations) within the Lasell community will be referred to the conduct system and face the loss of housing privileges (in the case of a residential student) and/or suspension from the College. Persons responsible for these activities may also face criminal prosecution.

## **COOKING**

Students are allowed to cook in approved cooking areas in the residence halls. Students are also allowed to bring and use microwave ovens in approved areas and/or their rooms. With these privileges comes responsibility. Students who choose to cook, or use a microwave, to heat or reheat food items must monitor the items they are cooking at all times and remain in the room where the cooking devices are being used. If a cooking device or microwave is unattended and causes the activation of the building's fire alarm, the individual who was cooking will be responsible for any costs incurred in relation to the fire alarm activation.

No cooking appliances may be used in student residence rooms. Items falling into this category include (but are not limited to): coffee makers; toasters; toaster ovens; George Foreman grills; rice cookers; popcorn machines; hot pots; warming trays; and free-standing burners. Each residence building has a kitchen, and most of these kitchens are equipped with a stove and/or microwave, and a sink, and residents are welcome to use the kitchens whenever they wish. Students who choose to bring cooking appliances (not including microwaves) to campus, may **only** use them in the designated kitchen area.

## **FIRE DRILLS**

Each residence hall has at least one monitored fire drill per semester. During these drills, representatives of Residential Life and Campus Police monitor the drills and check all of the buildings to insure compliance. Individuals who fail to evacuate the buildings are referred to the College's conduct system. In academic year 2011-2012 Lasell College conducted 52 monitored fire drills in residence halls.

For Any Emergency Dial 2279 from any campus phone (617-243-2279)



## **CARBON MONOXIDE DETECTION**

In addition to the fire safety devices already noted in this report, all residence halls are equipped with carbon monoxide detectors to help insure the safety of all occupants.

## **FIRE SAFETY TRAINING**

Basic fire safety instruction is provided to all students by multiple means. Fire drills in the residence halls are conducted each semester to ensure that all occupants understand the proper building evacuation procedures during an emergency. Additionally, the members of the undergraduate Resident Assistant staff receive specific training during their orientation and training period, and during ongoing in-service training meetings, as needed. Additional education/training is available to all occupants of the residence halls upon requests made to Campus Police through the professional staff in Residential Life or by the building Resident Assistants.

## **FURNITURE**

Any upholstered furniture brought into a residential building must be fire-rated, and any drapes and curtains must be made of fireproofed material.

## **SMOKING**

In compliance with the Massachusetts Clean Indoor Air Act (Massachusetts General Laws, Chapter 270, Sect. 22), all residence buildings at Lasell College are smoke-free. Students who violate this policy, and/or who tamper with the smoke detectors in the residence buildings, will be subject to disciplinary action. Students who choose to smoke outside of the residence buildings are asked to use appropriate receptacles to dispose of cigarettes.

## **REPORTING FIRES ON CAMPUS**

To report a fire on pull the nearest fire alarm or call 911. Anytime a fire occurs on campus, no matter how large or small, and whether or not the fire department responded, Campus Police must be notified, 617-243-2279. This notification must occur even if there was a fire department response.

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## Fire Statistics

|                       | 2010     | 2011   | 2012   |
|-----------------------|----------|--------|--------|
| Number of Fires       | 1        | 0      | 0      |
| Number of Injuries    | 0        | 0      | 0      |
| Number of Fatalities  | 0        | 0      | 0      |
| Property Damage       | \$100.00 | \$0.00 | \$0.00 |
| Number of Fire Drills | 52       | 52     | 52     |

### FIRES 2010:

1. Lasell Village Retirement Community – heat source (heating pad) too close to ordinary combustible material (bed pillow)

### FIRES 2011:

We had no reported fires in 2011

### FIRES 2012:

We had no reported fires in 2012

## Residence Hall Fire Safety Systems

| Building      | Monitored Fire Alarm System | Fire Sprinklers | Smoke Detectors | Fire Alarm Pull Stations | Portable Fire Extinguishers |
|---------------|-----------------------------|-----------------|-----------------|--------------------------|-----------------------------|
| Bragdon       | Y                           | Y               | Y               | Y                        | Y                           |
| Briggs        | Y                           | Y               | Y               | Y                        | Y                           |
| Butterworth   | Y                           | Y               | Y               | Y                        | Y                           |
| Campus Center | Y                           | Y               | Y               | Y                        | Y                           |
| Carpenter     | Y                           | Y               | Y               | Y                        | Y                           |
| Case          | Y                           | Y               | Y               | Y                        | Y                           |
| Chandler      | Y                           | Y               | Y               | Y                        | Y                           |
| Cushing       | Y                           | Y               | Y               | Y                        | Y                           |
| East Hall     | Y                           | Y               | Y               | Y                        | Y                           |
| Forest Suites | Y                           | Y               | Y               | Y                        | Y                           |
| Gardner       | Y                           | Y               | Y               | Y                        | Y                           |
| Haskell       | Y                           | Y               | Y               | Y                        | Y                           |
| Hoag          | Y                           | Y               | Y               | Y                        | Y                           |
| Holt          | Y                           | Y               | Y               | Y                        | Y                           |
| Karandon      | Y                           | Y               | Y               | Y                        | Y                           |
| Keever        | Y                           | Y               | Y               | Y                        | Y                           |
| McClelland    | Y                           | N               | Y               | Y                        | Y                           |
| Mott          | Y                           | Y               | Y               | Y                        | Y                           |
| Ordway        | Y                           | N               | Y               | Y                        | Y                           |
| Pickard       | Y                           | Y               | Y               | Y                        | Y                           |
| Rockwell      | Y                           | Y               | Y               | Y                        | Y                           |
| Saunders      | Y                           | Y               | Y               | Y                        | Y                           |
| Spence        | Y                           | Y               | Y               | Y                        | Y                           |
| Van Winkle    | Y                           | N               | Y               | Y                        | Y                           |
| West Hall     | Y                           | Y               | Y               | Y                        | Y                           |
| Woodland      | Y                           | Y               | Y               | Y                        | Y                           |

For Any Emergency Dial 2279 from any campus phone (617-243-2279)