



2018 Annual Security & Fire Report

LASELL COLLEGE

This report is prepared annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report has been prepared by Jennifer O'Keeffe, Title IX Coordinator and Director of Legal Affairs, and Robert Winsor, Chief of Police and Director of Public Safety. The report was prepared in cooperation with the Office of Residential Life and the Office of Student Affairs and utilizes 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, and Lasell College Campus Security Authorities.



OBTAINING A COPY OF THE REPORT

An email notification is sent annually to all enrolled students, faculty and staff on October 1st 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.

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

Campus Police provides security and police response for all calls for service and also provides more robust community policing functions, crime investigation, crime prevention programming, and community outreach. The Chief of Campus Police reports to the Associate Vice President for Administration and Finance.

The Lasell College Campus 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 officers are sworn Deputy Sheriffs in Middlesex County.

Campus Police 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 sworn police officers 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 officers are required to complete 40 hours of annual in-service training, First Aid/CPR/AED and annual firearms recertification. This insures that the department's 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.

Campus Police works closely with the Newton Police Department in the enforcement of all local and state laws and shares criminal investigation resources when necessary. There is a written memorandum of understanding between the Newton Police Department and the Campus Police Department, which established an agreement between the departments to allow the booking of arrestees at the Newton Police Department and the use of the Newton Police Department holding facility.

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 nine 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 with 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.

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 617-243-2124 and to the Title IX Coordinator at 617-243-2065. Individuals can also utilize any emergency phone on campus or go directly to the Campus Police station 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 (617-243-2181), or staff at the Health Center (617-243-2451). The counselors and health professionals are not considered to be campus security authorities or mandated reporters 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

Lasell College encourages students and employees to be responsible for their own security and that of others. During fall and summer orientation, students attend a session administered by officers of the Campus Police Department. This orientation session provides students with important information about the services the department offers while placing emphasis on the issues that are designed to raise their

awareness of personal safety and residence hall security. Also during orientation, students participate in a “Transitions” program that consists of a series of skits related to personal security issues, drug and alcohol use, and sexual assault. After watching the skits, students participate in a debriefing session and discuss these topics. 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. Additionally, the department provides printed crime prevention materials including brochures and posters to students and staff.

CRIME LOG

The Campus Police Department maintains a written daily crime log that records, by the date the crime was reported to Campus Police, any crime that occurred on-campus, or at off-campus locations that are owned or controlled by the College and is frequently used by students. This log includes: (1) the nature, date, time and general location of each crime; and (2) the disposition of the complaint, if known.

Campus Police makes an entry or addition to an entry to the log within two business days of the report of the information to the Campus Police Department, unless such disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The crime log for the most recent 60-day period is open for public inspection during normal business hours. Any portion of the log that is older than 60-days is available within two business days of a request for public inspection.

Campus Police may withhold information from the crime log if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the potential foregoing adverse effect is no longer likely to occur, the police department will make an appropriate entry in the crime log.

EMERGENCY PHONES

There are emergency Blue Light telephones located throughout the campus. These telephones will automatically connect the caller with Campus 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.

CRIME PREVENTION

In an effort to enhance crime prevention on campus, numerous closed circuit video cameras have been installed to monitor the entrances to residence halls, parking lots, underground parking facilities, and 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 Campus Police Department. In addition to our officers are 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.

TIMELY WARNINGS

Lasell College will issue timely warnings (called “Community Advisories”) to the College community when a Clery Act crime is reported to a campus security authority or local police agency, occurs within Lasell College’s Clery geography, and represents a serious or continuing threat to students and employees. A Community Advisory will be issued for all criminal acts identified under the Clery Act and for situations which pose a continuing or ongoing threat to the College community. Those incidents which are not crimes listed under the Clery Act but which could be subject to a Community Advisory message, will be determined on a case-by-case basis.

The Advisory will be issued by the Vice President of Student Affairs after consultation with the Director of Public Safety, the President, the Director of Legal Affairs, and members of the Senior Management Team. Decisions to disseminate a warning will be decided on a case-by-case basis. In deciding whether to issue a warning, the College considers all of the facts and circumstances surrounding the incident, such as the nature of the crime and the continuing danger to the campus community.

The amount of information presented in an Advisory will vary depending on the circumstances of the crime. It will include a brief statement of the incident and the date, time, and location of the incident. The names of victims will be withheld to protect their confidentiality. The Advisory will be issued as soon as pertinent information is available. An Advisory may be issued even when an offender has not been identified by the victim. Community Advisories will be issued to students and employees, and may be issued to parents and other members of the surrounding community.

In most instances, the Community Advisory will be issued through the College’s email system to students, faculty, and staff. Depending on the particular circumstances of the crime or threat, a notice may be sent through text messages, posted on the College’s website, or posted on flyers in residence halls, academic buildings, and the student center.

SHUTTLE/ESCORT SERVICE

A campus shuttle service is provided to students seven days a week (excluding break periods) throughout the academic year and normally runs Monday through Friday 7:00AM until 9:50 PM; Saturday and Sunday from 9:20 AM to 4:50 PM. 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 campus shuttle schedule is posted online at My.Lasell.edu. In addition, the campus shuttle’s progress is monitored through a tracking system that allows users to easily determine where the shuttle is located and when it is expected to arrive at their location. The shuttle tracker system is available on MyLasell and also via a phone app.

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

ACCESS TO CAMPUS BUILDING

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. Plant Operations

is responsible for maintaining campus facilities and ensuring locks and security measures are functioning, that fixtures providing light for pathways are functioning, and that doorways are unobstructed and safe. After hours, Campus Police is responsible for monitoring the entire campus and reporting safety and lighting issues as well as securing all campus facilities. 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. All residence halls utilize automated card access systems.

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.

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.

Upon receiving a report of a crime, significant emergency or dangerous situation, a police officer will be dispatched to investigate or confirm any such report. 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 Presidents that make up the Senior Management Team, Director of Public Safety, Associate Vice President for Administration and 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 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 Directors 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, Campus Police will confirm that an event is occurring. Once confirmed, police officers will follow the protocols in place for notifying the community if and when necessary.

It is the policy of 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 until contact is made with a member of the Police Department's Command Staff. If a member of the Command Staff cannot be reached, 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 their designee will be notified immediately. He or she 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 designee as to whether or not a notification is warranted and if so what type of notification is needed. He or she will also determine the content of the notification. In a situation where the Director or

designee is unavailable, the responsibility will fall to the Campus 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 by the Director of Public Safety 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 designee 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, and email messages, messages posted on My Lasell, the college intranet, messages posted on the college's external webpage, www.lasell.edu as well as announcements on information screens located at various locations on campus. In addition, the Alertus Localized Emergency Notification System can be utilized. This system 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. The Emergency Notification systems and procedures are tested campus-wide at least once per semester. 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 Campus Police, 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.

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 Captain 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 Campus Police, 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 Captain 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.

EMERGENCY DRILLS & TESTING

The Director of Public Safety will annually schedule drills and exercises designed for assessment and evaluation of emergency plans. 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.

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 Campus Police.

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 Campus Police, the individual receiving the report shall contact the Campus Police immediately and report the information.

It is the policy of Lasell College that Campus 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. Campus Police 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.

MISSING PERSON CONTACT

Each student at Lasell College can identify a person that the College will contact in the event that the student is reported missing by filling out the 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 missing person contact information needs to be changed, it can be done by sending an email to Robert Winsor, Chief of Police, at rwinsor@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 "Missing Person 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 Missing Person 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 Missing Person 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 a Missing Person 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.

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 Campus Police as soon as possible and no later than 24 hours after they determine a student may be missing. Campus Police, 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
- Campus Police 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, Campus Police 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 Campus Police Department after an initial investigation and in consultation with other law enforcement agencies as appropriate, Campus Police will coordinate with the Director of Communications 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.

DRUG, ALCOHOL, & SUBSTANCE ABUSE

Alcohol Policy

Lasell College's alcohol policies and procedures were developed to establish and maintain an atmosphere conducive to academic success and personal development. 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 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.

Massachusetts State Law

Massachusetts state law (applicable to all students attending Lasell, regardless of home state or country) makes it illegal for anyone under the age of 21 to purchase, arrange to have purchased, transport or possess, consume or carry alcoholic beverages. Cities and towns of Massachusetts, specifically Newton, prohibit public consumption of alcohol and impose fines for violation. The Department of Conservation and Recreation also prohibits public consumption of alcohol in its parks. Unlawful use of alcohol, drunk/disorderly conduct, (including assault/battery and property damage) and violation of these regulations is considered a serious offense and will result in judicial action by the appropriate body and possible suspension from housing and/or the college.

The state law allows for the issuance of a liquor ID card to persons who reach 21 years of age. Any student of legal age who wishes to purchase/consume alcohol is encouraged to obtain a card from a Massachusetts Registry of Motor Vehicles Office if he/she does not have a Massachusetts driver's license with a photograph.

For your information, the Massachusetts state law reads in summary:

- a.) illegal sale to or purchase for underage person carries a penalty of up to \$5,000.00 fine and/or up to two and a half years imprisonment;
- b.) purchase of alcohol or alteration of ID by underage person carries \$300.00 fine, and if motor vehicle is involved, suspension of the driver's license;
- c.) transportation or carrying of alcohol by underage person/\$50.00 fine for the first violation, \$150 fine for subsequent violations, and if motor vehicle is involved, suspension of driver's license for up to 3 months.

Lasell College Policy

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 individuals 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.

Guidelines: The use and/or possession of alcoholic beverages by any person under the age of 21 is prohibited by the laws of the Commonwealth of Massachusetts and the regulations of Lasell College. Sale or deliveries of alcoholic beverages to persons under the age of 21 is prohibited.

1. Provision of alcoholic beverages to persons under the age of 21 is prohibited.
2. Lasell College prohibits delivery of alcoholic beverages by retail distributors to the campus.
3. Persons 21 years of age and over may use alcohol in the privacy of their rooms providing all guidelines governing guests, alcohol policy, noise and appropriate behavior are followed.
4. Persons under the age of 21 years may not be in a room where alcoholic beverages are contained and/or are being consumed. This does not apply to college-sponsored events where the distribution of alcoholic beverages is overseen by staff specifically designated to do so.
5. The distribution, consumption or possession of alcohol is prohibited in all common areas of the residence hall unless permitted by the Office of the Vice President of Student Affairs.
6. The presence, possession or use of "common carriers" by individuals or groups is prohibited; the definition of "common carriers" includes but is not limited to: kegs, beer balls, trash can punches.
7. All persons in a private room must be 21 years of age or older in order for anyone in the room to be in possession of alcohol, or to be consuming alcohol. Students under the age of 21 who may have visitor(s) 21 years of age or older are not allowed to have alcohol in their room based on their age; students 21 years of age or older may not have alcohol in their room with underage guests.
8. Persons who provide alcohol bear a responsibility to see that no one is coerced to drink or drink excessively. Drinking games or contests in any form are prohibited. Funnels and alcohol bladders are prohibited.
9. Alcoholic beverages are not permitted in any public areas including, but not limited to: residential hallways, lounges, stairwells, and lobbies; patios, parking lots, and roadways; sidewalks or recreational fields. Alcohol is not permitted in non-residential campus buildings or on campus grounds, except at college sponsored events in designated areas as sanctioned by the Office of the Vice President of Student Affairs. Faculty sponsored receptions held in academic buildings require the approval of the Vice President for Academic Affairs.
10. Students will be held accountable if they are found to be under the influence of alcohol at the time that they are operating any type of motorized vehicle.
11. Students/Guests at a college sponsored event are not permitted to bring their own alcohol.

Additional Information for "Dry" Buildings

Students residing in Briggs, Carpenter, East, Gardner, Holt, McClelland, Mott, North, Ordway, Rockwell, Van Winkle, West, and Woodland Halls will not be permitted to have alcoholic beverages or empty alcohol containers in these buildings. This guideline is applied equally to all students living in these buildings regardless of age; and to all students entering these buildings regardless of age and place of residence.

Additional Information for Suites-Style Buildings

Lasell College policy, in accordance with the laws of the Commonwealth of Massachusetts, stipulates that individuals under the age of 21 may not possess or consume alcohol. In addition, Lasell College policy stipulates that individuals who are 21 or older may not possess or consume alcohol in the presence of minors. For the residents of Bragdon, Butterworth, and Forest Halls, the following additions are made to the alcohol policy:

1. Within an individual suite, if all occupants are 21 or older, alcohol may be kept anywhere in the suite, including the common area refrigerator of the suite.
2. Within an individual suite, if all occupants are not 21 or older, alcohol may not be kept in the common areas of the suite, including the common refrigerator. However, within an individual suite, if an occupant of a single bedroom is 21 or older, or both occupants of a double bedroom are 21 or older, alcohol may be kept in that bedroom.
3. Within an individual suite, alcohol may be consumed in the common area if EVERYONE PRESENT IS 21 OR OLDER. For these purposes, the definition of "present" will include all persons who are in the suite area, whether in the common area, the individual bedrooms or bathrooms, at the time that the alcohol is being consumed.
4. Within an individual suite, alcohol may be consumed within the privacy of a single bedroom or a double bedroom if everyone present in that room is 21 or older.

Enforcement

At college-sponsored events: the college reserves the right to deny service of alcohol, or entrance to areas of alcohol service, to anybody at any time. Obviously intoxicated individuals will not be served alcoholic beverages under any circumstances.

In college-owned housing: while Lasell respects the privacy of student rooms, that privacy is conditional. Staff may respond and take appropriate action if and when students or their guests create a disturbance, become a nuisance, or appear to be in danger. If a staff member has reasonable cause to suspect a violation of the alcohol policy, he/she may inspect all bags, etc. that enter Lasell property; confiscate all alcoholic beverages, cans and bottles; make searches of rooms including refrigerators; and take the steps necessary to enforce the alcohol policy. Students will be held responsible for any infractions that occur in their rooms, and may be held collectively accountable for infractions in common areas of the residence hall or campus. Students will be held responsible for the actions of their guests.

Sanctions for Violations of Alcohol Policy

Sanctions for violations of the Lasell College alcohol policy include, but are not limited to: warnings, fines (from \$50 to \$500, levied on a per person basis); community and conduct probation; and suspension/dismissal from the college; for students in residence, temporary and permanent revocation of housing privileges is also possible.

At a minimum, the college will observe the following sanctioning guidelines regarding violations of alcohol policy:

- A first violation of alcohol policies will result, at a minimum, in a \$100 fine and a conduct warning; mandated participation in an alcohol education program will also likely be required.
- A second violation of alcohol policies within two years of a first violation will result, at a minimum, in a fine of \$100 and community probation for a semester; additionally, if a student is a financial dependent of a parent/guardian, a letter will be sent to the student's

- parent/guardian informing him or her of the violation
- A third violation of alcohol policies within two years of two previous violations will result, at a minimum, in a \$250 fine and conduct probation; if the student lives in college housing, s/he will likely have their housing privileges revoked for a semester
- Subsequent violations may result in the permanent loss of housing privileges, and/or suspension or dismissal of the student from the College

Other Drugs Policy

Massachusetts has criminal penalties for the use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with a high potential for abuse have heavier penalties. Any violation of the Massachusetts state laws and regulations governing the use of controlled substances will likewise be considered a violation of the Lasell College drug policy.

Massachusetts and Federal Laws

Possession of drugs is illegal without valid authorization. In 2016, Massachusetts legalized recreational use of marijuana for adults 21 and older. The law allows for possession of 10 ounces inside a primary residence. Marijuana possession remains illegal at the federal level. Under both state and federal laws, penalties for possession, manufacturing and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served. Massachusetts makes it illegal to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or residence hall risks a serious drug conviction. Sale and possession of "drug paraphernalia" is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction; five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first; 10 years after the second; permanently after the third conviction.

Under the federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 300 feet of the real property comprising a public or private accredited preschool, accredited Head Start facility, elementary, vocational, or secondary school, if the violation occurs between 5:00 a.m. and midnight, whether or not in session, or within one hundred feet of a public park or playground. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury results from use of the substance.

Lasell College Policy

At Lasell College, any illegal use, sale or distribution of drugs, and/or possession or supply of drugs, drug paraphernalia, narcotics and marijuana (including marijuana plants) will result in disciplinary action by the college and/or criminal prosecution. Possession of paraphernalia consistent with the intent to distribute drugs (e.g., possession of a large quantity of a drug; possession of a scale) will similarly result in disciplinary action by the college and/or criminal prosecution.

As noted in the "Policies" of the Residential Living section of this Handbook, the College reserves the right of members of the Student Affairs/Residential Life staff, the Campus Police staff, and the Plant Operations staff to enter rooms at any time deemed necessary for reasons of health, safety, maintenance and/or if there is reason to believe that a violation of College policy or local, state, or federal law is being

committed. In College-owned housing, while Lasell respects the privacy of student rooms, that privacy is conditional. Staff may respond and take appropriate action if and when a staff member has reasonable cause to suspect a violation of the drug policy; and students will be held responsible for any infractions that occur in their rooms, and will be held responsible for the actions of their guests.

Students who are found to be in the presence of drugs (including marijuana), whether they themselves are using that drug or not, may be held equally liable for disciplinary action by the college. Sanctions may include, but are not limited to: suspension or permanent revocation of housing privileges; conduct probation; suspension or dismissal from Lasell College; and/or fines (ranging from \$100 to \$1000, levied on a per person basis).

At a minimum, the college will observe the following sanctioning guidelines regarding violations of the drug policy:

- A first violation of policies related to controlled substances will result, at a minimum, in a \$100 fine and conduct probation for a period of one year; additionally, if a student is a financial dependent of a parent/guardian, a letter will be sent to the student's parent/guardian informing him or her of the violation
- A second violation of policies related to controlled substances will result, at a minimum, in a \$250 fine, conduct probation for a period of two years and (if applicable) loss of housing for one year
- A third violation of policies related to controlled substances will result, at a minimum, in the student's suspension from the College for a period of at least one year, and may result in the student's permanent dismissal from the College

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. During National Collegiate Alcohol Awareness Week each October, students participate in the NCAA 360 Proof Program, a mechanism for students to learn more about their drinking behaviors. The Lasell College Counseling Center and Health Services also offer alcohol screening to inform and educate students about their drinking behaviors. The college partners with Campus Police and offers a drunk driving simulation in which students can experience the effects of alcohol on visual perception and learn how this affects safe driving and decision making. During National Collegiate Alcohol Awareness Week, Lasell also offers substance-free events as an alternative for students on campus; events include pumpkin carving, cooking lessons, and a speaker from Alcoholics Anonymous.

Lasell encourages students to participate in the Pledge for Healthy Living. The Peer Health Educators challenge students to reflect on how alcohol impacts their lives and displays the work in the student center

for members of the Lasell community to view. Additional programs include First Year Seminar programs on alcohol and alcohol poisoning, alcohol presentations for athletes, a health fair information table on alcohol-safe spring break, along with several others.

First year students and transfer students must complete AlcoholEdu, an online program designed to change behaviors by resetting unrealistic expectations about the effects of alcohol. The program links choices about drinking and academic and personal success, helps students practice safe decision making, and engages students to create a healthy campus community.

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

Lasell College is committed to providing an environment that is free of domestic violence, dating violence, sexual violence, sexual harassment, sexual exploitation, stalking and retaliation. Title IX is an important mandate for colleges and universities that prohibits sex discrimination and requires colleges to investigate and resolve reports of sexual misconduct. Title IX not only applies to students, but it also applies to employees of higher educational institutions.

What this means to Lasell employees. If a faculty or responsible staff member of the College knows, or reasonably should have known, about sexual misconduct, they must report it to the Title IX Coordinator or a Title IX Deputy Coordinator immediately. If you believe that you have been a victim of sexual misconduct, harassment and/or discrimination, you should bring the matter to the attention of your supervisor, manager, the Director of Human Resources, or the Title IX Coordinator.

Title IX Team Members Contact Information:

- Title IX Coordinator
 - Jennifer OKeeffe, jokeeffe@lasell.edu, 617-243-2065

- Title IX Deputy Coordinators
 - Diane Austin, Vice President of Student Affairs, daustin@lasell.edu, 617-243-2124
 - Diane Parker, Associate Vice President of Administration and Finance, dparker@lasell.edu, 617-243-2137
 - Christopher Lynett, Director Web and Electronic Marketing, clynett@lasell.edu, 617-243-2211
 - Helen Santos, Dean, Academic Affairs, hsantos@lasell.edu, 617-243-2127
 - Kristy Walter, Director of Athletics, kwalter@lasell.edu, 617-243-2147

PREVENTION AND AWARENESS PROGRAMS RELATED TO SEXUAL ASSAULT, SEXUAL HARASSMENT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Education and information are two of the most powerful tools available to help prevent sexual assaults on campus. All first year students are required to complete Haven, an online program that provides definitions and statistics related to sexual assault and relationship violence, bystander skill building and other important information. Students can also participate in First Year Seminar (FYS classes) which addresses alcohol issues and sexual assault, and provides information on the resources that are available if a student or a friend has been sexually assaulted. Lasell also offers classes that students can take for credit on domestic violence and sexual violence.

Our Peer Health Educators administer a number of programs throughout the school year. These programs

include sexual assault awareness presentations in the residence halls. The Peer Health Educators produce the Vagina Monologues, a play written to amplify women's voices and end violence against women. All proceeds go to local domestic and sexual violence organizations.

In October, Lasell students and staff participate in the Clothesline Project, a vehicle for women affected by violence to express their emotions by decorating a shirt. The shirts are hung on a clothesline to raise awareness of the problem of violence against women.

In April, students and staff participate in the White Ribbon Campaign, in which students ask male peers and male Lasell staff members to sign a pledge to end violence against women.

Lasell hosts Take Back the Night, an event that allows survivors of domestic and sexual violence to share their stories in a safe environment.

Throughout the year, Lasell students and staff participate in Escalation, a program that educates young people about relationship abuse and empowers them to make a change in their community.

Lasell offers Rape Aggression Defense (R.A.D.) classes to students. R.A.D. trains students on physical self-defense tactics. The classes include lectures, discussions and self-defense techniques.

Lasell collaborates with its community partners, Reach Beyond Domestic Violence (Reach) and Second Step. Reach facilitates workshops on dating violence and engages students in conversations about healthy and unhealthy relationships. Second Step is an organization that fosters the safety, stability, and well-being of survivors of domestic violence. Representatives from Second Step attend classes, facilitate workshops and provide mentoring to Lasell students. Lasell also collaborates with the Boston Area Rape Crisis Center (BARCC). Other programs that are run at various times throughout the year include the college Health Fair, and the Walk for Change sponsored by BARCC.

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 disclosure of sexual assault in a residence hall.

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 hearsay 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 record the information that is necessary to be of the most assistance to the victim if he or she decides to pursue complaints at a future time.

PROCEDURE TO FOLLOW IF A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING HAS OCCURRED

If an individual has been a victim of a sex offense, they are urged to immediately:

1. Get to a safe location; and
2. Seek prompt medical evaluation, ideally within 72 hours of the incident.

Preserving evidence is important for the proof of a criminal offense and in a campus disciplinary proceeding. Physical evidence may be collected at the scene of the crime by detectives. Physical injuries should be photographed by police or hospital personnel. A victim is encouraged not to bathe or douche, urinate, or drink any liquids until the appropriate medical evaluation has occurred. If oral contact has occurred, the victim is encouraged to refrain from smoking, eating, or brushing their teeth. In addition, if clothes are changed, soiled clothes should be placed in a paper bag, as plastic may destroy crucial evidence. Hospital emergency rooms can provide an exam for evidence collection after a sexual assault within five (5) days after an assault. A victim does not need to report to the police to have evidence collected. An evidence collection kit may be stored anonymously for up to six (6) months without reporting to police. Toxicology testing is available if there are signs that drugs or alcohol may have facilitated the assault. A toxicology test is available within four (4) days after the assault.

Newton-Wellesley hospital participates in the Sexual Assault Nurse Examiner (SANE) program. At a SANE site, care is provided by a nurse with specialized training in the medical and forensic needs of victims. Other SANE sites are Beth Israel Deaconess Medical Center, Boston Medical Center, Brigham and Women's Hospital, Cambridge Hospital, Children's Hospital, and Massachusetts General Hospital.

Individuals are strongly encouraged to promptly report the incident to one of the following individuals or offices:

- 1.) **Campus Police Department** by contacting (617) 243-2279; or
- 2.) **Title IX Coordinator**, Jennifer O'Keeffe, Eager House, 617-243-2065;
- 3.) **Newton Police Department**: Individuals can contact the Newton Police Department directly at (617) 796-2100. Campus Police can also assist in notifying the local police if the student chooses.

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 (617-243-2451). 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 Campus Police, 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 Campus Police staff (617-243-2279).

Victims may choose to press charges through the criminal justice system or report the College's judicial system (if the assailant is a member of the Lasell College student body). All reports made to mandated reporters will be sent to the Title IX Coordinator, Jennifer O'Keeffe. Students may also report crimes directly to the Title IX Coordinator. 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 (617-243-2478) or the Director of Residential Life (617-243-2124). It is strongly suggested that a victim speak with someone that he or she trusts. 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 Title IX Coordinator and 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.

Students have the right to obtain a restraining order or harassment order at the Newton District Court. Newton Court is located at 1309 Washington Street, West Newton, MA. The court phone number is 617-244-3600. Advocates from the Middlesex District Attorney's Office will be available to assist students in filling out the request for a restraining order or harassment order.

MASSACHUSETTS LAW

Rape

Defined by M.G.L. c. 265 section 22(b): Whoever has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury, shall be punished by imprisonment in the state prison for not more than twenty years; and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term or years.

The phrase "without her consent" may be substituted for "against her will." Commonwealth v. Roosnell, 143 Mass. 32, 40, 8 N.E. 747, 751 (1886) (citing Commonwealth v. Burke, 105 Mass. 376 (1870)).

Domestic Violence

Defined by M.G.L. c. 265 Section 13M:

- (a) Whoever commits an assault or assault and battery on a family or household member shall be punished by imprisonment in the house of correction for not more than 2 1/2 years or by a fine of not more than \$5,000, or both such fine and imprisonment.
- (b) Whoever is convicted of a second or subsequent offense of assault or assault and battery on a family or household member shall be punished by imprisonment in the house of correction for not more than 2 1/2 years or by imprisonment in the state prison for not more than 5 years.
- (c) For the purposes of this section, "family or household member" shall mean persons who:
 - (i) are or were married to one another,
 - (ii) have a child in common regardless of whether they have ever married or lived together or,
 - (iii) are or have been in a substantive dating or engagement relationship; provided, that the trier of fact shall determine whether a relationship is substantive by considering the following factors: the length of time of the relationship; the type of relationship; the frequency of interaction between the parties; whether the relationship was terminated by either person; and the length of time elapsed since the termination of the relationship.

M.G.L. c. 209 A, further defines family or household members as it relates to abuse as: persons who fall into any one of the following categories regardless of gender, age, or sexual orientation --

- a) are or were married
- b) are or were living together (“residing together in the same household”)
- c) are or were related by blood or marriage (including in-laws and step-children)(Paternal grandmother who has custody of her grandchild successfully obtained an order against the child’s mother reasoning the grandmother is related by blood to her grandchild’s mother. *Turner v. Lewis*, 434 Mass. 331 (2001)).
- d) have a child in common (regardless of whether they have ever married or lived together)
- e) “are or have been in a substantive dating or engagement relationship”
 - factors judges are to consider:
 - 1) length of time of relationship
 - 2) type of relationship
 - 3) frequency of interaction
 - 4) if the relationship was terminated, length of time since being terminated

Stalking

Defined by M.G.L. c. 265 Section 43: (a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2 1/2 years or by both such fine and imprisonment.

The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Lasell College’s Policy

The conduct prohibited by this Policy is set forth below. Any person who violates this Policy will be subject to disciplinary action and/or other sanctions, as appropriate. For students, disciplinary action may include: removal from particular programs/activities/housing and/or suspension or dismissal from the College. For College personnel, disciplinary action may result a reprimand, an unpaid suspension or the termination of one’s employment by the College.

a. Sexual Harassment

Sexual harassment occurs in a variety of forms, all of which are prohibited at Lasell College. The following definitions should be used as a guide for determining when conduct violates this policy.

Sexual Harassment encompasses the following behavior:

- i. Unwelcome sexual advances. Sexual harassment includes unwelcome sexual advances, whether physical or verbal, directed toward another person.
- ii. Hostile Environment. One common form of sexual harassment is known as “hostile environment” or, in the context of employment, “hostile work environment.” A hostile environment is defined as physical or verbal conduct of a sexual nature that is so severe, persistent or pervasive that it unreasonably interferes with an individual’s participation in either (i) the College’s educational programs or activities, or (ii) employment by the College.
- iii. Quid pro quo sexual harassment. Sexual harassment occurs when some benefit, such as one’s continuing employment or one’s participation in a College program or activity, is made contingent upon one’s submission to another’s request for sexual favors. Likewise, sexual harassment occurs when one’s rejection of a sexual advance results in some detriment to them.

Examples of sexual harassment include:

- Repeated sexual advances toward another individual (whether or not they involve physical contact) after the individual has communicated that the advances are unwelcome;
- Unwelcome leering, whistling, unnecessary or sexual brushing against another’s body, sexual gestures, and suggestive or insulting comments about another’s sexuality;
- The creation, display or dissemination of sexually explicit voice mails, emails, graphic images or websites;
- Comments about an individual’s body and/or sexual activity, deficiencies or prowess;
- Inquiries or unwelcome discussion of one’s sexual activities.

b. Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the person’s age or use of drugs or alcohol), or because an intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence may vary in its severity and consists of a range of actual or attempted non-consensual sexual conduct.

Examples of sexual violence include:

- Penetration of an orifice when such penetration is perpetrated without the other’s consent and/or is accomplished by force.
- Having, or attempting to have, sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate

parts of another, or causing another to touch one's intimate parts without consent. Intimate parts may include any part of the body that is touched in a sexual manner.

c. Domestic violence

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.

d. Dating Violence

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.

e. Sexual Exploitation:

Sexual exploitation is defined as any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

Examples of sexual exploitation include: –

- a. Invasion of sexual privacy;
- b. Non-consensual video or audio recording of sexual activity;
- c. Distributing a consensually made video or audio recording of sexual activity to a third-party, without a participant's consent;
- d. Engaging in voyeurism or enabling others to engage in voyeurism;
- e. Knowingly transmitting an STD or HIV to another.

f. Intimidation and Stalking.

Sexual intimidation involves threats to commit a sexual act upon another person, or engaging in indecent exposure. Stalking is defined as a repetitive pattern of unwanted, intrusive, harassing or threatening behavior directed toward another and that causes substantial emotional distress or fear of harm.

g. Retaliation

Retaliation against a person who has made a complaint of discrimination, harassment or other sexual misconduct, or against any person assisting or cooperating in the investigation of such conduct, is prohibited. Retaliation includes intimidation, threats, harassment, and/or other adverse action threatened or taken against any such persons.

Consent

Consent to sexual activity must be clear, knowing and voluntary. Consent must be affirmative and cannot be assumed merely by a person's failure to say no or failure to physically resist. Consent may be given by words or actions, so long as those words or actions create mutually understandable, clear permission regarding one's willingness to engage in sexual activity.

1. Consent to one form of sexual activity does not imply consent to all forms of sexual activity. Likewise, consent to sexual activity on past occasions does not imply consent on future occasions.
2. A person under the age of 16 is a minor and unable to consent as a matter of law.
3. Use of alcohol or drugs: Although a person's intoxication does not necessarily render them unable to consent to sexual activity, one's *incapacitation*, whether caused by drugs, alcohol or some other condition, renders that person unable to consent to sexual activity. Some behaviors that signal a state of incapacitation include the following:
 - a. An inability to walk independently or to maintain one's balance and equilibrium;
 - b. An inability to speak coherently or other signs of confusion or disorientation;
 - c. Vomiting and/or lack of consciousness.

Confidentiality

Lasell College will protect the confidentiality of those who report crimes of sexual assault, domestic violence, dating violence and stalking to the extent that maintaining confidentiality would not directly impair the ability of the college to investigate and provide accommodations and other protective measures. In the event that a victim wishes to seek accommodations with respect to academics, housing, work, or transportation, the college will not inform employees who are not directly involved in any investigation of the reason why the accommodation has been requested. These accommodations will be done with the assistance of the Title IX Coordinator.

Daily Crime Logs and Clery Act reporting and disclosures will not include personally identifying information about the victim.

Written Notification

Following a report of sexual assault, domestic violence, dating violence or stalking, whether the incident occurred on or off campus, the College will provide the student or employee a written explanation of the student's or employee's rights and options. These rights/options include counseling, health care, and the right to obtain a harassment order or restraining order. The College will also explain in writing that students may request accommodations to their academic schedule and living situation, and can also request protective measures such as a safe room. Students and employees will be informed in writing of their right to request stay away and no contact orders and to request reasonable accommodations to their transportation situation and working situation. The college will provide resources that are available within the institution and in the community. These accommodations are available to students and

employees within reason, regardless of whether the crimes are reported to police or whether the reporting party wishes to pursue an internal investigation. Either the Title IX Coordinator or the Director of Human Resources will assist with these accommodations.

DISCIPLINARY PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL MISCONDUCT BROUGHT AGAINST A STUDENT

The following sets forth Lasell College's procedures for responding to reports of sexual misconduct brought against student of the college. For purposes of this policy, sexual misconduct includes gender based discrimination, sexual harassment, sexual violence, domestic violence, dating violence, sexual exploitation, intimidation/stalking, or retaliation against a person who has assisted or cooperating in the investigation of the same. Complaints brought by employees of the College against another employee, will be handled through a separate process described below.

The Title IX Coordinator has the discretion to determine an appropriate response to reports of discriminatory conduct, including sexual misconduct. Matters that do *not* involve complaints of sexual misconduct against a student may be referred to other departments within the College, such as the College's Conduct System or Human Resources, for further investigation and resolution.

After receiving a report of sex discrimination sexual harassment or other sexual misconduct, the Title IX Coordinator will conduct a preliminary assessment to determine whether there is sufficient evidence to support the initiation of a formal investigation.

Notice

Students who are charged with violations of the Sexual Misconduct Policy will be contacted by the appropriate Hearing Officer and apprised about the charge.

Interim Measures When College Receives a Report of Sexual Misconduct against a Student

In every report of sexual harassment or misconduct, the College will immediately assess any risk of harm to the Reporting Party or to others within the College community and will take steps to address those risks. These may include interim measures to provide for the safety of the Reporting Party and/or others, such as removal of a Responding Party from campus during the investigation, changes to housing assignments and class schedules, or stay away and no contact orders.

Early Resolution of Complaints

If the Responding Party admits to violating the Sexual Misconduct Policy, the Hearing Officer (or designee) will meet with the Reporting and Responding Parties and issue, where appropriate, sanctions and/or other remedies. If the Reporting Party and Responding Party each accept the issued sanction(s), the matter will be closed. If either the Reporting Party or Responding Party is dissatisfied with the sanction(s), s/he may choose to proceed to a Formal Resolution of the matter, as described below, by submitting a written request to the Title IX Coordinator within five (5) business days of his/her receipt of the Hearing Officer's issuance of sanctions/remedies.

In cases *other than those that involve sexual violence*, and with approval of the Title IX Coordinator or

his/her designee, the parties may collectively agree to engage in an informal dispute resolution process. The process shall be facilitated by a member of the Title IX team to help the parties reach a mutually agreeable resolution. If the parties are unable to resolve the matter by mutual agreement, either party may request a Formal Resolution, as described below, by submitting a written request to the Title IX Coordinator within five (5) business days after the conclusion of the Informal Resolution process.

Formal Resolution of Complaints

Before initiating a formal investigation of sexual misconduct involving a student, the Title IX Coordinator will arrange for both the Reporting Party and Responding Party to utilize the assistance of a College Liaison. The Liaison is neither an advocate nor a confidante, but is someone who can provide the Reporting Party or Responding Party with information regarding the College's policies and procedures, as well as resources available to assist the parties in obtaining any needed academic, counseling or medical assistance and support. The Liaison also may serve as a conduit between the Reporting Party or Responding Party and other College personnel, and may accompany the Reporting Party or Responding Party to interviews and any hearings or other meetings convened in connection with the grievance process. The Parties also may opt to be assisted by a trusted advisor or support person of their own choosing.

Neither the Liaison nor other advisors engaged by a Party are permitted to make presentations or to otherwise represent and advocate for the Reporting Party or Responding Party in any meetings or hearings convened during the grievance process.

In cases of alleged sexual violence against a student in which the Early Resolution process did not resolve the matter, and pursuant to guidance provided by the United States Department of Education/Office of Civil Rights, the College cannot undertake an Informal Resolution process. Rather, it will promptly initiate an investigation to determine what occurred and will utilize the grievance procedures set forth below. The Title IX Coordinator may initiate an investigation in other circumstances as well, depending on a number of factors, including the severity of the allegations and any prior violations on the part of the Responding Party.

Likewise, complaints that are not resolved through the Informal Resolution Process may be referred for investigation and determination upon the Reporting Party's request.

The timeframe for resolution of formal complaints will vary depending upon complexity of the investigation and the severity and extent of the alleged conduct. Although the College strives to resolve formal complaints within 60 days, the process may take longer if there is a parallel criminal investigation or if it occurs partially during school breaks.

Matters involving College personnel (e.g. faculty, administrators, staff or other employees) may be referred to Human Resources or to the Vice President of Academic Affairs, as appropriate, for further action. In some circumstances, a matter might be referred to the College's Conduct System for further action.

Investigation:

The purpose of an investigation is to learn what occurred, or, more accurately, to determine what is more likely than not to have occurred. Although investigations will vary depending on the circumstances, all investigations shall be conducted in a prompt, fair and impartial manner,

allowing both Reporting Party and Responding Party the opportunity to be heard. Typically an investigation will include interviews with persons with personal knowledge of the events giving rise to the complaint, including Reporting Party(ies), Responding Party(ies), witnesses or corroborating witnesses, to the extent that such parties cooperate with the investigation process. An investigation also will include a review of any other material information, including photographs, police reports, medical reports, forensics, and communications concerning the matter, such as text messages, email, social media postings and the like. As a member of the Lasell College community, you are encouraged to cooperate fully if called upon to be interviewed in these matters.

Investigative Report

The Investigator will prepare an Investigative Report summarizing and analyzing the relevant facts determined through the Investigation, referencing any supporting documentation or statements. The Investigative Report may include summaries of interviews with the Reporting Party, Responding Party, third-party witnesses, experts, and relevant tangible evidence. The Investigator may provide a summary of his/her impressions including context for the evidence, but will not make a determination as to whether a violation occurred, reserving that decision for the Hearing Officer(s).

Determination of Policy Violations

Policy Violations will be decided in the following manner:

Upon receipt of the Investigative Report, the Hearing Officer will issue a Notice of Hearing, listing the date, time and location of a meeting (or meetings) with the Parties and any witnesses. The Hearing Officer will then meet separately with the Reporting Party, the Responding Party, and any witnesses with relevant information that either Party wishes to include. The purpose of the meeting(s) (or “Hearing”) is to gather any additional relevant information that any Party wishes to present, and to consider any Party’s response to the findings set forth in the Investigative Report. Both the Reporting Party and Responding Party will be given an opportunity to review the Investigative Report in person at least five (5) business days prior to meeting with the Hearing Officer.

The Hearing Officer will then determine whether, based on the information presented, a Policy violation has occurred. In reaching his or her determination, the Hearing Officer will employ a “preponderance of the evidence” standard. This standard requires the Hearing Officer to decide whether it is “more likely than not” that there has been a violation of the College’s sexual misconduct policy.

If the Reporting Party or Responding Party fails to participate in the Hearing, the case may be decided in his/her absence.

The Reporting Party and Responding Party may choose an advisor to support him/her during the Hearing; however, the Support Person may not participate in the proceedings. Otherwise, only those individuals approved by the Office of the Vice President of Student Affairs as having a direct relationship to a case may be present at a hearing.

Hearings will be recorded, a copy of which will be maintained by the College. Written notes made during a hearing are kept in conduct files in the Office of the Conduct System Coordinator. Conduct files are educational records and are therefore protected by the Family Educational Rights and Privacy Act.

Violations of Non-Discrimination Policy and Notice of Outcome

Notice of Outcome:

Most usually, within ten (10) business days of the Hearing, the College will simultaneously, communicate to the Reporting Party and Responding Party its determination (the “Determination”) in a Notice of Outcome. The Notice of Outcome will include a summary of the allegations, a determination of whether the allegations were substantiated and, if so, whether the College’s Sexual Misconduct Policy was violated. In cases where the College determines that sexual violence has occurred, the Notice of Outcome also will include a description of any sanctions or other disciplinary action taken against the Responding Party. In cases that do not involve a finding of sexual violence, the College will include a description of sanctions or other disciplinary action taken against the Responding Party, but only to the extent such measures directly relate to the Reporting Party (i.e., no-contact orders, alteration of housing or class assignments to limit contact between Reporting Party and Responding Party, etc.)

Upon request, the College will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim or the next of kin if the victim is deceased.

Sanctions for Violations of Non-Discrimination Policy:

Any student who is determined to have engaged in conduct that violates the College’s Non-Discrimination Policy may be subject to sanctions, up to and including suspension from the College or dismissal from the College. The following is a list of potential sanctions that may be imposed against a student, although the College reserves the discretion to depart from the following sanctions where necessary and appropriate depending on the circumstances of each case.

Reprimand - a written notice to a student describing the policy that he/she has violated and acknowledging that the student's violation will be kept in their conduct file.

Warning - a written notice to a student describing the policy that he/she has violated, outlining a specific time period during which the warning will be in effect, and indicating that future violations of any policy during the warning period will automatically result in more serious sanctioning.

Educational Sanctions - students may be required to attend an educational program or workshop series, do research about a specific topic, design and create bulletin boards, work with Residential Life staff on a program or project, meet with a counselor or staff person, and/or participate in some other form of community-based service which is educational in intent.

Community Probation - students placed on community probation will have a period of time designated to them during which any additional violations of College policy might result in the

immediate suspension of their residential housing privileges and/or a restriction of their privileges regarding participation in activities and/or student organizations.

Conduct Probation - students placed on conduct probation will have a period of time designated to them during which any additional violations of College policy might result in suspension from the College.

Relocation within the residential system - students may be moved from their current housing assignment to another assignment.

Temporary or permanent revocation of residential housing privileges - students may be removed from the residential system for a specified period of time or permanently.

Suspension of activities privileges - students may have their opportunity to take part in some or all campus activities and/or their access to specific buildings abridged for a specified period of time or permanently.

Suspension from the College - students suspended from the College will not be able to pursue course work and will not be considered to be in "good standing" during the time of the suspension; after the designated period of the suspension, students may apply to be re-instated to the College (and if allowed to return, may be required to be on a conduct probationary status).

Dismissal from the College - students dismissed from the College will be permanently denied access to degree work.

Appeals of Determinations

a. Basis of Appeal.

A Reporting Party or Responding Party who is dissatisfied with the Determination of whether a violation occurred or the sanction imposed may appeal in the following circumstances:

1. Where there is newly discovered material information/evidence that may affect the prior outcome and Determination.
2. Where there was a material procedural error;
3. Where the sanction or remedy is disproportionate to the offense or otherwise unjust or unfair.

b. Notice of appeal.

1. A party may seek to appeal the Determination by notifying the Title IX Coordinator **in writing** within ten (10) business days of the date the aggrieved party receives the Notice of Outcome ("Notice of Appeal"). The Notice of Appeal should identify the matter being appealed (liability or sanction) and describe the basis(es) of the appeal.
2. The Title IX Coordinator will notify the non-appealing party that the

Determination has been appealed and provide him/her with a copy of the Notice of Appeal. The non-appealing party may submit a response within ten (10) business days of receiving the Notice of Appeal.

3. The College may decline to grant the appeal if it appears that the basis of appeal does not satisfy the criteria set forth in §11(a).

c. Determination of Appeals

After receiving a Notice of Appeal, the College will appoint a decision-maker to hear the appeal (“Appeal Officer”). The Appeal Officer will consider only the three grounds for appeal that are described in Section 11(a). The Appeal Officer will communicate the result of the appeal to the Reporting Party and Responding Party within 14 days. The Determination may include (1) a reopening of the Hearing; (2) an affirmation of the original outcome; (3) a reversal of the original outcome; (4) a modification of the initial policy violation determination; or (5) a modification of sanctions or remedies. Appeal decisions are final.

The proceedings outlined above will include a prompt, fair, and impartial process from the initial investigation to the final result. The investigation will be conducted by officials who, at a minimum receive annual training on the issues related to sexual assault, dating violence, domestic violence, and stalking. This training will include how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL MISCONDUCT AGAINST AN EMPLOYEE

It is the goal of the College to promote a workplace and educational setting that is free of unlawful harassment and discrimination. The College prohibits discrimination and harassment against any employee based on their age, race, color, creed, ancestry, national origin, religion, sex, sexual orientation, gender identity, handicap, results of genetic testing, or service in the military. In addition to the policy and procedures described below, every employee is expected to understand and abide by the College’s Sexual Misconduct Policy.

Discrimination or harassment against employees in the workplace, or in other settings in which employees find themselves in connection with their employment, is unlawful and will not be tolerated. Any retaliation against an individual who has complained about discriminatory treatment or harassment is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from unlawful discrimination and harassment, we have provided a procedure by which inappropriate conduct will be dealt with if encountered by employees. As set forth below, employees who believe they have been subjected to discriminating or harassing conduct, or who become aware of such conduct against other employees, should immediately report such conduct to the College’s Director of Human Resources (617 243-2176).

The College will respond promptly to complaints of discrimination or harassment and where it is determined that such conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. This includes responding to complaints of discriminatory treatment or harassment by other employees, visitors to the College and students.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of discrimination or harassment.

Definition of Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Other Unlawful Harassment

In addition to sexual harassment, the College forbids harassment on the basis of an employee's age, race, color, creed, ancestry, national origin, religion, sex, sexual orientation, gender identity, handicap, genetic testing, and/or service in the military. Prohibited behavior includes, by way of example, slurs or other derogatory comments, objects, pictures, cartoons or demeaning gestures connected to one's membership in, or association with one of these groups. Any harassment toward, or by, an employee will be investigated and addressed in accordance with this policy.

How to Complain

If any of our employees believes that he or she has been, or is being, harassed in violation of this policy, the employee has the right to file a complaint. An employee may file a complaint in writing or orally. If you would like to file a complaint you may do so by contacting your Supervisor or Human Resources. Human Resources will also be available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

In every report of sexual harassment or misconduct, the College will immediately assess any risk of harm to the Reporting Party or to others within the College community and will take steps to address those risks. These may include interim measures to provide for the safety of the Reporting Party and/or others, such as changes to housing assignments and class or work schedules, or "stay away" and "no contact" orders. Additionally, employees may be suspended from the College during the period of investigation if this is deemed necessary.

Investigation

When we receive a complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Although not every investigation is the same, our investigation may include a private interview with the person filing the complaint and with witnesses. We may also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

Disciplinary Action

If we determine that an employee has either perpetrated or suffered from discriminatory conduct or harassment, we will take such action as is appropriate under the circumstances. The investigator will employ a "preponderance of the evidence" standard. This standard requires the investigator to decide whether it is "more likely than not" that there has been a violation of the College's sexual misconduct policy. Depending on the circumstances, disciplinary measures against an employee who violates this policy may range from:

Counseling or verbal reprimand: The Supervisor/Manager counsels the employee regarding his or her performance or conduct in an effort to eliminate possible misunderstandings, improve job performance or explain what constitutes proper conduct. The Supervisor should make a written notation of the counseling sessions and note the date provided.

Written reprimand: The individual receives a written counseling of following continued poor job performance or repeated misconduct. A written reprimand may also be given if performance or conduct in the first instance is deemed by the College to warrant a written notice. The purpose of the written

counseling is to make certain that the individual is fully aware of the misconduct that has been committed or of those areas of performance that need to be improved.

The Supervisor/Manager should provide examples of the behavior or performance requiring improvement and also provide examples of how behavior or performance can be improved. If you are given a written reprimand, you will be required to sign an acknowledgment of receipt. This acknowledgment indicates receipt only – it does not indicate that you agree with the substance of the reprimand. A signed, dated copy of the written reprimands should be forwarded to Human Resources and retained in the employee’s personnel file.

Suspension: If management requires time to investigate an incident, you may be suspended with or without pay pending investigation. If you are reinstated to your job after the investigation, you may (in the College’s discretion) be paid for scheduled work time missed during suspension. In most instances, you will not receive pay for missed work if your employment is terminated following the investigation.

Termination: Termination of employment may occur under circumstances including, but not limited to, the following:

- The College has made a repeated effort to have an employee correct performance or conduct and the employee has failed to meet expectations or has not responded in a satisfactory manner; or
- The employee’s performance or conduct is of a nature such that termination is deemed by the College to be warranted.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to discrimination or harassment, you may file a formal complaint with either or both of the government agencies set forth below.

Using our complaint process does not prohibit you from filing a complaint with these agencies.

Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD – 300 days).

The United States Equal Employment Opportunity Commission (“EEOC”)

One Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:
One Ashburton Place, Rm. 601
Boston, MA 02108
(617) 994-6000

Springfield Office:
424 Dwight Street, Rm. 220
Springfield, MA 01103
(413) 739-2145

Massachusetts Domestic Violence Leave

An employee is eligible for up to 15 days of unpaid leave (“Domestic Violence Leave”) in any 12-month period if the employee or a covered family member of the employee is a victim of abusive behavior. A covered family member includes: a spouse; individuals in a substantive dating or engagement relationship and who live together; individuals having a child in common regardless of whether they were ever married or lived together; a parent, step-parent, child, step-child, sibling, grandparent or grandchild; or individuals in a guardianship relationship. Abusive behavior is any behavior constituting domestic violence, stalking in violation of state law, sexual assault, or kidnapping. Domestic Violence Leave may be used: to seek or obtain medical attention, counseling, victim services or legal assistance; secure housing; to obtain a protective order from a court; to appear in court or before a grand jury; to meet with a district attorney or other law enforcement official; or to attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or covered family member. Employees who take Domestic Violence Leave must exhaust all personal, sick, and vacation leave and other available paid leave before receiving unpaid leave.

If an employee needs to take a Domestic Violence Leave, the employee or his/her representative must notify the College as soon as possible, but at least three (3) days after the employee’s absence. Employees must also provide documentation supporting their need for the Domestic Violence Leave.

The College will not disclose any information about the Leave without the employee’s permission, unless required by law or a law enforcement agency or if necessary to protect the safety of the employee or others.

The College will return the employee to his/her former or an equivalent position at the end of the Domestic Violence Leave, subject to the terms, limitations and exceptions provided by law, and will not permit any retaliation against an employee who takes Domestic Violence Leave.

Safe and Positive Options for Bystander Intervention

Individuals who commit acts of interpersonal violence and abuse are indirectly enabled by *bystanders* who witness the acts and have the opportunity to prevent them, but do not for a variety of reasons. Bystanders outnumber other individuals (victims/survivors or perpetrators) involved in acts of violence, so bystanders who are empowered with intervention knowledge and skills have the best opportunity to prevent such violence.

What is Bystander Intervention?

Darley and Latane, the forefathers of Bystander Intervention, identified five-stages that individuals move through before taking action in a problematic situation. The stages, however, need not be experienced in a linear fashion. (Darley, J. M., & Latané, B. (1968). Bystander intervention in emergencies: Diffusion of responsibility. *Journal of Personality and Social Psychology*, 8, 377-383.)

STAGE ONE: *Notice when a situation can lead to violence.*

While some situations are intrinsically violent in nature and easily noticeable, many other situations are better characterized as problematic or high-risk behaviors that are likely to escalate to violence, including: offensive comments, possessiveness, extreme jealousy, and aggression. Sometimes, a person’s gut instinct or intuition can be the best cue that violence is about to occur.

STAGE TWO: *Identify when it’s appropriate to intervene.*

At the point when there is enough information to interpret a situation as dangerous, because it appears to be escalating, or it does not appear the behavior will stop on its own, bystanders tend to feel a sense of urgency and recognize that intervention is necessary. The actual timing for the intervention, (the “when”) can vary among individuals.

STAGE THREE: *Recognize personal responsibility for intervention.*

It can be easy to assume that others will intervene so you don't have to, particularly, if other individuals or departments are charged with keeping the community safe. We are more likely to recognize the situation as requiring our help if 1) no one else is around; or 2) we can relate to the issue on a personal level (our friend/family member is in danger; we would want help if we were in that position; we understand impact that violence can have on survivors).

STAGE FOUR: *Know how to intervene.*

Knowing how to intervene safely and comfortably, improves our willingness to intervene. This step involves acquiring skills and developing strategies that lead to effective interventions.

STAGE FIVE: *Take action to intervene.*

Delegate: Ask others to get involved to help take charge of the situation (e.g. a friend, supervisor, bouncer, police officer). Familiarize yourself with the full range of resources available to you in an emergency and during business hours.

Obstacles to intervention

Unfortunately, sometimes our thoughts about the situation or actions of others around us can influence our decision to intervene. Various obstacles can deter us from intervention. We must overcome this *bystander effect* to progress through each of the five stages of bystander intervention.

Safety First

When intervening, your risk of harm goes up if you are alone, get too close in proximity, or violence appears imminent. Here are some tips for safer interventions:

- Approach everyone in a friendly manner.
- Avoid using violence.
- Be honest and direct when possible.
- Recruit friends if needed.
- If the situation becomes too dangerous, immediately call 911.

Overall Tips for Effective Intervention

Individual responsibility and accountability is the foundation of a healthy community. Try these suggestions for intervening effectively.

- Trust your gut! If the behavior worries you, someone probably needs you to intervene.

- Get creative with your interventions! It does not have to work perfectly every time, but the important thing is that you DO SOMETHING, however silly or unplanned.

Bystander intervention can take a variety of forms and techniques are available to fit any personality style and comfort level:

Distract: Create a distraction or redirect the focus of either party to ensure he or she can get out of the situation. If it is appropriate, use humor or an excuse to divert the attention of the perpetrator, creating an opportunity to extricate the potential victim from the situation.

Direct: Confront the harmful behavior directly, so the potential victim is empowered to leave the situation or the perpetrator can make the choice to stop. This can include stepping in to separate the individuals and

Information on Risk Reduction

What can I do to stay safe?

- Know where you are going and speak up if you are uncomfortable with the plans.
- If you are meeting someone for the first time, meet in a public place
- Communicate with your partner.
- Know that drinking and drug use can impair your judgement.
- If you are going out in a group, plan to arrive together and leave together. If you decide to leave early, let your friends know. If you're at a party, check in with them during the night to see how they're doing. If something doesn't look right, intervene. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety.
- Don't leave a drink unattended. That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
- Don't accept drinks from people you don't know or trust. This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.
- Have a backup plan. Sometimes plans change quickly. You might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable. Download a rideshare app, like Uber, or keep the number for a reliable cab company saved in your phone and cash on hand in case you decide to leave.
- Trust your instincts. If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.

SEX OFFENDER REGISTRATION

Campus Police 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>

IMPORTANT PHONE NUMBERS

Campus 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	617-243-2451
Counseling Services	617-243-2451
Boston Area Rape Crisis Center	617-492-7273
Intimate Partner Abuse	
National Domestic Violence Hotline	800-799-7233
REACH (Waltham)	800-899-4000
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

The Clery Act requires that the Federal Bureau of Investigation's Uniform Crime Reporting Handbook (UCR) and the UCR National-Incident-Based-Reporting-System (NIBRS) crime definitions are used in connection with reporting crimes in the Annual Security and Fire Safety Report.

CRIME DEFINITIONS AND STATISTICS FOR CALENDAR YEARS 2012-2014

The following constitutes a list of definitions excerpted from the UCR, with the exception of forcible rape and non-forcible sex offenses, which are excerpted from the NIBRS edition of the UCR:

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.

Criminal Homicide-Manslaughter by Negligence: the killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

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.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned---including joyriding.)

Weapons: Carrying, Possessing, Etc.: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations: the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness

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.

Dating Violence: 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: 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

Sex Offenses:

-**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;

-**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;

-Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;

-Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Bias or Hate – an institution must report, by category of prejudice, any Clery crime described above, as well as crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, to the extent that such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, gender identity or disability.

CRIMINAL OFFENSES						
OFFENSE TYPE	Year	On Campus	Residential Facilities	Non-Campus Buildings & Properties	Public Property	Total Incidents
Murder & Non-negligent Manslaughter	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Sex Offenses-- Rape	2015	7	7	0	0	7
	Fondling	2015	1	0	0	1
	Statutory Rape	2015	0	0	0	0
	Incest	2015	0	0	0	0
Sex Offenses-- Rape	2016	3	3	0	0	3
	Fondling	2016	0	0	0	0
	Statutory Rape	2016	0	0	0	0
	Incest	2016	0	0	0	0
Sex Offenses-- Rape	2017	2	2	0	0	2
	Fondling	2017	0	0	0	0
	Statutory Rape	2017	0	0	0	0
	Incest	2017	0	0	0	0
Robbery	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	1	1	0	0	1
Burglary	2015	1	1	0	0	1
	2016	3	3	1	0	4
	2017	6	6	0	0	6
Motor Vehicle Theft	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Domestic Violence	2015	6	6	0	0	6
	2016	5	5	0	0	5
	2017	2	1	0	1	2
Dating Violence	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

Stalking	2015	3	3	0	0	3
	2016	0	0	0	0	0
	2017	2	2	0	0	2
ARRESTS FOR SELECTED OFFENSES						
	Year	On Campus	Resid Facilities	Non-Campus Buildings	Public Property	Total Incidents
Drug Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Liquor Law Violations	2015	0	0	0	1	1
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Weapons Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
COLLEGE JUDICIAL REFERRALS						
	Year	On Campus	Resid Facilities	Non-Campus Buildings	Public Property	Total Incidents
Drug Violations	2015	19	19	0	0	19
	2016	36	34	0	0	36
	2017	59	58	0	0	59
Liquor Law Violations	2015	97	91	0	0	97
	2016	124	121	0	0	124
	2017	126	124	0	0	126
Weapons Violations	2015	1	1	0	0	1
	2016	0	0	0	0	0
	2017	0	0	0	0	0

Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES - ON CAMPUS STUDENT HOUSING FACILITIES

OFFENSE TYPE	2017 Total	Race	Religion	Sexual Orientation	Gender	Disability	National Origin	Gender Identity	Ethnicity
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES - NON-CAMPUS

OFFENSE TYPE	2017 Total	Race	Religion	Sexual Orientation	Gender	Disability	National Origin	Gender Identity	Ethnicity
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of Property	0	0	0	0	0	0	0	0	0

HATE CRIMES - PUBLIC PROPERTY

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Colleges are required to disclose where any offenses where “unfounded.” Lasell College had zero unfounded offenses.

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 activation 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 pre-determined 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.

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 1000 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.

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 2017, Lasell College conducted 52 monitored fire drills in residence halls.

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.

STUDENT HOUSING EVACUATION PROCEDURES

BUILDING EVACUATION PLANS

In some situations, it may become necessary to evacuate one floor of a building, or an entire building, due to an emergency situation such as fire. The relocation of the individuals will differ depending on the area(s) affected, size of the building(s), and the reason(s) for evacuation.

If the evacuation affects:

One Building

In the event that a building must be evacuated for the protection and safety of members of the community, students and/or employees are asked to move away from the premises to a location specified by Campus Police. No one will be permitted to return to his or her residence hall/classroom until Campus Police feels confident the emergency is resolved.

Residential Buildings

For the purpose of residence halls, the campus has been divided into three geographic areas, North, South, and Central Campus. These areas are designated for specific residence halls and do not include non-residential buildings. In case of evacuation it may be necessary to relocate one or all of the building occupants from any number of buildings or geographic areas.

If the evacuation sites need to be adjusted Campus Police will be responsible for the necessary notifications regarding the new evacuation site.

Classroom Evacuation

If it appears that the evacuation will be for an extended period of time, the Registrar in conjunction with Plant Operations will determine available classroom space. The Registrar will provide faculty and students with this information.

If the situation takes place in a classroom building during weekday or evening hours when classes are in session, campus Police will work with the faculty to find suitable locations for classes.

Evening Students

If the situation takes place in a classroom building during evening hours Campus Police will work with faculty to find suitable locations for classes once time becomes available.

Commuter Students

If the situation takes place in a classroom building during daytime hours the Campus Police will work with the faculty to find suitable locations for classes once time becomes available. In the interim commuter students will be instructed on where they can remain and obtain available updates.

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.

Fire Statistics

	2015	2016	2017
Number of Fires	0	0	0
Number of Injuries	0	0	0
Number of Fatalities	0	0	0
Property Damage	\$0	\$0	\$0
Number of Fire Drills	52	52	52

FIRES 2015:

There were no reported fires in 2015.

FIRES 2016:

There were no reported fires in 2016.

FIRES 2017:

There were no reported fires in 2017.

Residence Hall Fire Safety Systems					
Building	Monitored Fire Alarm System	Fire Sprinklers	Smoke Detectors	Fire Alarm Pull Stations	Portable Fire Extinguishers
Bragdon,121 Woodland Rd	Y	Y	Y	Y	Y
Briggs, 15 Maple St	Y	Y	Y	Y	Y
Butterworth,23 Seminary Ave	Y	Y	Y	Y	Y
Campus Center, 131 Woodland	Y	Y	Y	Y	Y
Carpenter, 174 Woodland Rd	Y	Y	Y	Y	Y
Case, 188 Woodland Rd	Y	Y	Y	Y	Y
Chandler, 77 Maple St	Y	Y	Y	Y	Y
Cushing, 173 Woodland Rd	Y	Y	Y	Y	Y
East Hall, Woodland Rd	Y	Y	Y	Y	Y
Forest Suites, 33 Forest Ave	Y	Y	Y	Y	Y
Gardner, 204 Woodland Rd	Y	Y	Y	Y	Y
Haskell, 5 Vista Ave.	Y	Y	Y	Y	Y
Hoag, 132 Woodland Rd	Y	Y	Y	Y	Y
Holt, 53 Seminary Ave.	Y	Y	Y	Y	Y
Karandon, 145 Woodland Rd	Y	Y	Y	Y	Y
Keever, 69 Maple St.	Y	Y	Y	Y	Y
McClelland, 6 Studio Rd	Y	N	Y	Y	Y
Mott, 19 Berkeley Place	Y	Y	Y	Y	Y
Ordway, 85 Maple St.	Y	Y	Y	Y	Y
North Hall, 117 Woodland Rd	Y	Y	Y	Y	Y
Pickard, 62 Maple St.	Y	Y	Y	Y	Y
Rockwell, 68 Studio Rd	Y	Y	Y	Y	Y
Saunders, 150 Woodland Rd	Y	Y	Y	Y	Y
Spence, 15 Vista Ave	Y	Y	Y	Y	Y
Van Winkle, 10 Studio Rd	Y	N	Y	Y	Y
West Hall, Woodland Rd	Y	Y	Y	Y	Y
Woodland, 216 Woodland Rd	Y	Y	Y	Y	Y