



**FITCHBURG STATE UNIVERSITY**

**CAMPUS POLICE**



## **ANNUAL SECURITY AND FIRE SAFETY REPORT**

January 1, 2014 - December 31, 2014

### **Clery Compliance Document**



**Police and Security Information \* Crime Statistics**

**Fire Safety \* Fire Statistics**



# Table of Contents

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Message from the Chief of Police .....	4
Introduction to This Report .....	5
Campus Safety and Security Policies and Procedures.....	6
FSU Police Department’s Mission Statement .....	6
Overview of the Fitchburg State University Police Department.....	7
Fitchburg State University Police Authority.....	7
Fitchburg State University Police Department Location.....	8
Voluntary Confidential Reporting.....	9
FSU Tips.....	9
What is Campus Security Authority?.....	10
Professional Standards.....	10
Providing a Safe Environment.....	11
Emergency Notifications and FSU/RAVE Alerts.....	12
Police Escort and Shuttle Bus Service .....	13
Code Blue ® Emergency Phones .....	14
Call Box Locations.....	14
Security and Access to Facilities.....	16
Maintenance of Campus Facilities.....	16
Contacting Police.....	17
Weapons on Campus .....	17
University Illegal Drug Policy .....	18
University Alcohol Policy .....	19
University Hazing Policy .....	22
Policy against Discrimination and Harassment .....	23
EAP (Employee Assistance Program).....	23
Residence Hall Rules and Regulations .....	24
Residence Hall Staff.....	24
Security in Students’ Rooms.....	24
Secured Entrances.....	24
Off-Campus Housing.....	24
Crime Prevention and Security Awareness Programming.....	25
Protecting Yourself.....	26
Protecting Personal and University Property.....	28
Programs Offered.....	30

## ***Table of Contents Continued***

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University Procedure for Responding to Sexual Assault.....	33
Massachusetts Sex Offender Registry Board.....	41
Investigation of Missing Persons.....	42
Campus Emergency Handbook.....	43
Purpose of an Emergency Response Protocol.....	43
Campus State of Emergency.....	43
Emergency Response.....	43
Definition of an Emergency.....	43
Emergencies Involving Harassment, Violence or Threats of Violence.....	44
Emergencies Resulting from Accident, Power Outage or Fire.....	49
General Medical Emergencies.....	51
Emergencies Resulting from Natural Forces.....	51
Emergency Evacuation Plans for Campus Buildings.....	53
Campus Map.....	62
Lock-down Procedures.....	64
Distinction between “Lockdowns” and “Shelter in Place” .....	65
Campus Crime Statistics .....	66
Specific Information about Classifying Crime Statistics.....	66
Definitions of Reported Crimes .....	66
2014-2012 Crime Statistics.....	69
2014-2012 Reportable Hate Crime Statistics.....	71
Fire Safety Report.....	76
Fire Safety.....	76
Fire Reporting Procedure.....	77
Whom Students and Employees Should Report That a Fire Occurred.....	77
Plans for Future Improvements in Fire Safety.....	78
Fire Definitions .....	84
Residential Fire Incident Statistics.....	85
Important Telephone Numbers.....	88

# Message from the Chief,



I would like to take this opportunity to welcome you and provide you with essential information about the Fitchburg State University Police Department and the services we provide.

Fitchburg State University is located in the City of Fitchburg which is a community of 41,000 people located in north-central Worcester County. The University is comprised of 3,500 undergraduate and 4,100 full and part time graduate students.

The Fitchburg State University Police Department works in collaboration with the Fitchburg Police Department and the Massachusetts State Police to ensure your safety while on campus. However, the responsibility of crime prevention can be greatly enhanced if it is shared by you and all members of the university community. We ask that you remain vigilant when on campus and contact the department if you observe suspicious behavior or note anything unusual.

Under the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, certain crime statistics and policies are mandated to be published. Fitchburg State University supports this initiative and makes every effort to make this information easily available to keep you informed and provide you with a safe environment thus contributing to your quality of life.

Please take this opportunity to review this report and pay particular attention to the various educational programs offered here. For additional information please visit our website at: <http://www.fitchburgstate.edu/offices/campus-safety/campus-police/>

*Karen J. Leary*

Chief of Police

## Introduction

The information in this brochure is provided to you as part of the Fitchburg State University's commitment to safety and security on campus and complies with the requirements of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings, or property owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

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

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

The full text of this report is available online at [www.fitchburgstate.edu](http://www.fitchburgstate.edu). This report is prepared in cooperation with local law enforcement, the department of Student and Academic Life and the Office of the President. These entities provide updated information on their educational efforts to comply with the Act.

## Campus Safety and Security Policies and Procedures

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

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

### Mission Statement

This Department exists as a service-orientated, professional police agency which provides for the safety and well-being of our university community.

Our most important priorities are protecting individuals from harm, either physical or emotional, providing assistance to people, and protecting property. The responsibilities of our officers go far beyond that of a traditional police officer whose principle role is to enforce laws and arrest individuals for prosecution.

While traditional law enforcement tends to be more reactive, our ultimate objective is to provide for the individual growth and education of our students. We are a proactive department with the major goal of our daily activity being the prevention of incidents and unlawful behavior.

We accomplish this mission by promoting the philosophy that the community exists to provide quality education to our students. Our objectives are accomplished by providing a variety of services and educational programs to the University community. Officers of this Department participate directly with students in their educational process by providing assistance and information to support their academic requirements.



## Fitchburg State University Police Department

Fitchburg State University's Police Department traces its origins to July 1, 1948, when the State Legislature authorized a single Watchman position for the campus. The first headquarters consisted of an in-box on the desk of the Assistant to the President.

The Fitchburg State University Police Department has grown substantially in the last 55 years with a firm commitment to community service delivery. Now located at 32 Clinton Street, we are a very different department. With its basic philosophy deeply rooted in service to the university community, the department is committed to maintaining the highest level of community policing. Officers patrol the campus by foot, bicycle, and cruiser 24 hours a day, 365 days a year.



The department consists of the Chief of Police, Deputy Chief, Operations Lieutenant, Administrative Lieutenant, Operations Sergeant, Administrative Sergeant, Detective Sergeant, and Twelve Officers. Our Dispatch Center consists of a Dispatch Supervisor and three dispatchers.

The Fitchburg State University's Police Officers are fully trained, licensed, and armed as Special State Police Officers under Massachusetts General Law c.22c, 63. Officers possess full police powers and are responsible for the prevention of crime, the detection and apprehension of offenders, the preservation of public peace, and the enforcement of all criminal laws and state statues as well as compliance with the policies and regulations of the university. Fitchburg State University Police Officers are also sworn in as special police officers for the City of Fitchburg.

To enhance safety on and off campus, the department operates a Student Security Escort Service during evening hours when classes are in session. These escorts are radio dispatched and patrol the campus as a team.



The Massachusetts State Police provide investigative support and a lockup facility for persons arrested on state property. The City of Fitchburg provides mobile patrols throughout the university area. The City also has a lockup facility available to the university. Fitchburg State University Police and Fitchburg Police maintain a close working relationship. Information concerning off-campus criminal incidents involving our students (as victims or subjects) is routinely provided to University Police. The same relationship exists with other area Police Departments. The Fitchburg Police Department

provides support to the university officers upon request, and its officers are available to testify at Student Conduct Board hearings.

Fitchburg State University Police Officers are graduates of a police academy conducted or sanctioned by the Massachusetts State Police, the Municipal Police Training Committee, or have met other requirements established by the Colonel of the Massachusetts State Police.

Annual in-service refresher training is provided to all officers as well as in-depth training in a wide array of specialized topics specific to crime prevention, community policing, sexual assault investigations, suicide prevention and detection, tactical medicine for emergency responders, and many other subjects related to campus law enforcement.

## Fitchburg State University Police Department Location

The Police Department maintains offices at 32 Clinton Street, located directly across from the Recreation Center. The department is open 24 hours a day, seven days a week. There is a full time dispatcher available to receive any calls and can be reached by the following telephone numbers:



**(978) 665-3111 Emergency** - This number is restricted to calls of an emergency nature, i.e., fire, medical emergency, suspicion of criminal activity, etc.

**Dial 911 or 3111** – Dial 911 or 3111 from any landline phone on campus and it will connect you directly with the Fitchburg State University Police Department.

**Dial 911** – Dial 911 from a cell phone and it will direct your call to the Massachusetts State Police where your call will be routed to the local police department.

**(978) 665-3595 Police Business Line** - This number is for calls of a non-emergency or routine nature, i.e., motor vehicle registration information, lost or found property information, etc.

All campus telephone calls received at the Dispatch Center indicate the phone number from which the call is initiated. More information of our Dispatch/Communication center can be found on our website:

[www.fitchburgstate.edu/offices/campus-safety/campus-police/communication-division/](http://www.fitchburgstate.edu/offices/campus-safety/campus-police/communication-division/)

### Daily Crime Log

The Police Department maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur within the department's patrol jurisdiction. This log is available for public inspection at the Fitchburg State University Police Department headquarters in dispatch and includes the nature, date, time and general location of each crime reported to the department.

### Prompt Reporting of a Crime or Emergency

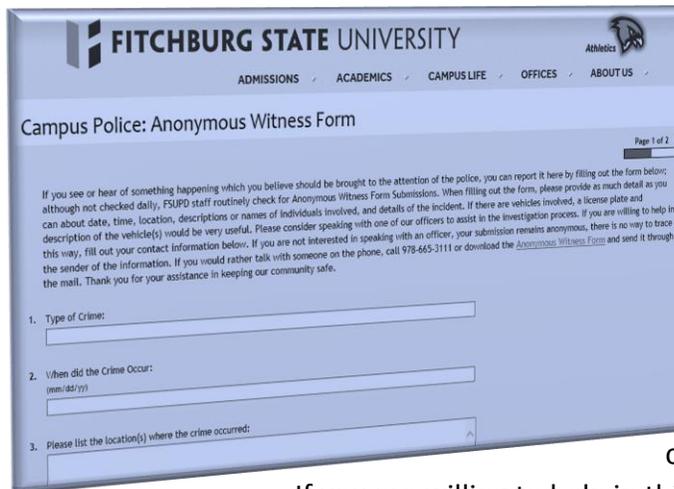
Community members, students, faculty, staff and visitors are encouraged to accurately and promptly report all crimes and public safety-related incidents to the Fitchburg State University Police Department.

## Voluntary Confidential Reporting

We encourage anyone who witnesses or has been a victim of a crime to immediately report the incident by calling 978-665-3111, 911, or for a non-emergency, (978) 665-3595. Police reports in the Commonwealth of Massachusetts are public records, and Fitchburg State University cannot hold reports of crime confidential. Confidential reports for inclusion in the annual disclosure of crime statistics can be made to other Campus Security Authorities.

## Anonymous Reporting

If you see or hear of something happening which you believe should be brought to the attention of the police, you can report it here by filling out the form below; although not checked daily, Fitchburg State PD staff routinely check for Anonymous Witness Form Submissions.



**FITCHBURG STATE UNIVERSITY** Athletics

ADMISSIONS / ACADEMICS / CAMPUS LIFE / OFFICES / ABOUT US

### Campus Police: Anonymous Witness Form

Page 1 of 2

If you see or hear of something happening which you believe should be brought to the attention of the police, you can report it here by filling out the form below; although not checked daily, FSUPD staff routinely check for Anonymous Witness Form Submissions. When filling out the form, please provide as much detail as you can about date, time, location, descriptions or names of individuals involved, and details of the incident. If there are vehicles involved, a license plate and description of the vehicle(s) would be very useful. Please consider speaking with one of our officers to assist in the investigation process. If you are willing to help in this way, fill out your contact information below. If you are not interested in speaking with an officer, your submission remains anonymous, there is no way to trace the sender of the information. If you would rather talk with someone on the phone, call 978-665-3111 or download the [Anonymous Witness Form](#) and send it through the mail. Thank you for your assistance in keeping our community safe.

1. Type of Crime:
2. When did the Crime Occur:  
(mm/dd/yy)
3. Please list the location(s) where the crime occurred:

You can find the online form [here](#).

When filling out the form, please provide as much detail as you can about date, time, location, descriptions or names of individuals involved, and details of the incident. If there are vehicles involved, a license plate and description of the vehicle(s) would be very useful.

Please consider speaking with one of our officers to assist in the investigation process.

If you are willing to help in this way, fill out your contact information below. If you are not interested in speaking with an officer, your submission remains anonymous; there is no way to trace the sender of the information.

If you would rather talk with someone on the phone, call 978-665-3111 or download the [Anonymous Witness Form](#) in PDF format and send it through the mail.

## FSU TIPS:

Members of the University can also submit tips through the Fitchburg State University Police MYPD App which offers the ability to submit tips named or anonymous as well as include pictures, GPS location.

## What is Campus Security Authority?

Campus Security Authority is a Clery-specific term that encompasses four groups of individuals and organizations associated with the institution.

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.



## Professional Standards



The Fitchburg State University Police department values the relationship developed over the years with the University community by providing the best overall experience to each individual we encounter. All members of the Fitchburg State University community can expect to be treated in a courteous and professional manner by each member of our department. Your feedback is valuable to our continued success. Should you have any concerns or compliments regarding an interaction with a member of the department please bring them to our attention by;

- Speaking to the on-duty police supervisor at the police station.
- Call and speak with, or email, the Deputy Chief of Police who oversees professional standards investigations.
- Address any written correspondence to: Chief of Police, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420.

## **Providing a Safe Environment**

### **Crime Log and Annual Security and Fire Safety Report Availability**

In compliance with the Massachusetts Open Police Log statute and the requirements of the Jeanne Clery Disclosure Act, there is a public police log and a Clery crime/fire log available 24 hours a day, of all reported incidents and crimes at Fitchburg State University Police Department located at 32 Clinton Street, Fitchburg, MA 01420. Fitchburg State University provides an electronic link to an annual report to all students and employees and to prospective students and employees upon request. A printed document will be provided without charge to anyone who requests one.

### **Timely Notice (Crime Alert)**

The Police Department notifies the University community concerning any incidents or crime that poses a serious or continuing threat to the community's safety and welfare by issuing a Crime Alert. The Chief of Police or designee assesses each reported crime to determine if a serious or ongoing threat to the University community exists.

If a threat exists, the Chief or designee writes and distributes the crime alert. Police Department personnel may consult with the Director of Public Relations, Dean of Students and/or the Executive Assistant to the President, if time permits.

**Crime Alerts** may also be posted by police and residence life in dormitories and academic/administrative buildings, if the email system is unavailable or if deemed appropriate by the Chief or designee of FSUPD.

Within the guiding principle of alerting the community to a threat, and whose timely dissemination will aid in the prevention of a similar crime, the following factors may be considered when evaluating whether to issue a Crime Alert:

- a. whether the crime represents an ongoing or continuing risk to current victims, or has the potential to create new victims;
- b. whether the crime occurred on campus, or is contiguous to campus;
- c. the credibility of reports received by the Fitchburg State University Police or other law enforcement agencies; or
- d. the nature of the crime(s) involved.

**Crime Alerts for the above listed crimes will not be sent if:**

- a. The suspect(s) are apprehended and the risk to students and employees has been mitigated by the apprehension.
- b. A report is not filed with Fitchburg State University Police or another police agency or campus official in a manner that would allow the posting of a “timely” warning. As a general guideline, a report that is filed with the Fitchburg State University Police or provided by an outside police agency several days after the date of the alleged incident may not provide the opportunity for a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.
- c. The posting of a “timely” warning would jeopardize law enforcement efforts.

**Emergency Notifications: Safety Alert**

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus, the Fitchburg State University Police Department will immediately notify the University community using a systemized emergency communications procedure (RAVE Alert Mass Notification System).

The University has developed an integrated and comprehensive procedure which includes all of the following emergency alert systems: cell phone text messages, emails, voice-mails, out-door mass notification system announcements using a siren voice alert system, indoor notification monitors, blue telephones, social networking sites, face to face communications and website notifications.

The Fitchburg State University Police will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.



## FSU Alert

Fitchburg State University participates in the **RAVE** alert system to provide immediate notification to the community upon confirmation of an incident or emergency that poses an immediate threat to the health or safety of the Fitchburg State University community.

The **RAVE** system is a service that allows University officials to reach students and staff with time-sensitive information during unforeseen events or emergencies.

When a criminal incident has occurred on campus or in the adjacent neighborhood, if a determination is made for notification several avenues are available:

- Fitchburg State University Alert System.
- Telephone calls to all residence halls, or immediate floor meetings called by staff. Posting of flyers in prominent locations throughout campus.
- Publishing a 24 hour police log that is available to all.
- Working with the Student Government Association to disseminate the information through the student network.
- Email.
- Social Media such as Facebook, Twitter, and MyPD, a free downloadable application for most phone and tablet platforms.



## Police Escort and Shuttle Bus Service

The Fitchburg State University Police Department request that students ask for escorts only when absolutely necessary and when no other options are available. Escorts are provided for safety reasons only, when the Shuttle is not in service. The shuttle runs continuous 15 minute loops from the Civic Center through campus. The shuttle service is free of charge.



### Shuttle Bus: Transportation Schedule

- Sunday from 4:30 p.m. to midnight
- Monday-Thursday from 6:30 a.m. to midnight
- Friday from 6:30 a.m. to 6:30 p.m.
- Weekday Holidays from 4:30 p.m. until midnight
- **Exceptions** Sundays preceding a Monday holiday - no service.

You can track the shuttle on the Fitchburg State University mobile site [m.fitchburgstate.edu](http://m.fitchburgstate.edu)

## Code Blue<sup>®</sup> Emergency Phones

CODE BLUE<sup>®</sup> emergency phones have been placed in or near all parking lots, outside of the main entrance of each residence hall, and the Upper Civic Center Shuttle Stop, as well as in the main Quadrangle and various locations along North Street. These phones ring directly into the Fitchburg State University Police Department. When using these phones, please remain calm and give clear details of the situation you are reporting.

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

## Location of Emergency Call Boxes

Call boxes are on campus at strategic spots throughout the campus. Look for the blue light on top. Push the button and you are immediately in contact with the University Police who will quickly respond to your call. These call boxes are for your safety and convenience.

<b>Mara Village #1</b>	Facing the volleyball court
<b>Mara Village #2</b>	Facing building #3
<b>Mara Village #3</b>	Facing Mara Quad
<b>Mara Village #4</b>	Facing Mara #5
<b>Mara Village #5</b>	Facing Mara #8
<b>Mara Village #6</b>	Facing Holman Street
<b>Mara Village #7</b>	Facing Cedar Street
<b>Mara Village #8</b>	Main entrance; Facing Highland Avenue
<b>Mara Village #8</b>	Ramp between Mara #6 & #8
<b>North Street Apts.</b>	North entrance by North Street #2 Lot
<b>Townhouses</b>	Facing Lower Cedar Street Lot



<b>Congress Lot</b>	At Entrance
<b>Hammond Building</b>	Facing Pearl/Myrtle Intersection North Street by Street Level Entrance
<b>Aubuchon Hall</b>	On Main Entrance Patio
<b>McKay B" Building</b>	McKay rear lot, near Cafeteria
<b>Weston Auditorium</b>	Main entrance
<b>McKay C" Building</b>	Main Doors
<b>Ross Street Lot</b>	Lot side near North Street
<b>North Street #2 lot</b>	Northernmost entrance to lot
<b>McKay Lower Lot</b>	At Entrance
<b>Elliot Athletic Field</b>	Entrance near locker rooms
<b>Cedar Street House</b>	Main entrance
<b>Recreation Center</b>	Next to front door, main entrance
<b>Wallace Civic Center</b>	Next to bus stop
<b>Edgerly Hall</b>	South stairwell; across from room #201
<b>Herlihy Hall</b>	Main Entrance
<b>Russell Towers</b>	Main Entrance
<b>Holmes Plaza</b>	Between Dupont & Edgerly
<b>Upper Cedar Lot</b>	Behind Mazzaferro entrance
<b>Service Center</b>	Right of Main Entrance

<b>Upper Weston Lot</b>	At Entrance
<b>Lower Weston Lot</b>	North End of lot
<b>McKay Front Lot</b>	On medium in front of the B wing entrance

### **Security and Access to Facilities**

The University and facilities are restricted to students, faculty, staff and guests and invites of the University, except when all or part of the campus is open to the general public for a designated purpose and time. On occasion access is limited to students and employees who have university OneCards.



The residence halls are locked 24 hours a day. Students have access only to their particular building. Guests of resident students must be escorted by their hosts at all times. All residential, academic and administrative buildings are routinely patrolled and are locked at designated times throughout the academic year. Most facilities are kept locked, and both key and electronic card access are restricted to individuals who obtain authorization. Individuals found on campus without a legitimate purpose are issued trespass warnings and directed to leave campus; failure to comply with a warning will result in arrest.

### **Maintenance of Campus Facilities**

A team of maintenance staff workers are employed by Housing and Residential Services in order to maintain the residence halls in the best possible condition within given resources. Students who need to request maintenance service in their room can submit a work order online through the School Dude system which is housed on the Capital Planning and Maintenance website: [Fitchburgstate.edu/offices/capital-planning-maintenance/](http://Fitchburgstate.edu/offices/capital-planning-maintenance/). Students can also call the Work Request Line at extension 4014.

In an emergency, students should contact a member of their building staff or the Office of Housing and Residential Services during weekdays. Emergencies that occur during evenings, weekends or holidays should be reported to the RA on duty or University Police at extension 3111.

## Contacting Police

Reports of illegal or criminal activity can be made by telephone (978) 665-3111, by using emergency call boxes located throughout the campus, or in person at the Fitchburg State University Police Department, located at 32 Clinton Street. All members of the university community are encouraged to promptly and accurately report all crimes to the Fitchburg State University Police.

Once a report is received, a police officer is dispatched to the location to take whatever action is needed. Response can range from gathering information or initiating an investigation, to making an arrest.

If a suspect is identified, charges may be filed by the Fitchburg State University Police Department. Serious criminal complaints are typically filed with the Fitchburg District Court, where they will be prosecuted. If the suspect is a student, charges may also be referred to the Student Conduct Board.

If a suspect in a serious crime is a student whose presence on campus poses a threat to the campus community, that person may be placed on interim restriction and barred from the university pending a disciplinary hearing.

If the suspect is not a student of the university and poses a threat to the campus community, a verbal warning against returning to campus is given, followed by a written trespass letter barring the person from university property pending prosecution of the case.

## Weapons on Campus

In accordance to the Fitchburg State University policy to provide a safe environment to the university, community weapons are prohibited on campus.



The General Laws of the Commonwealth of Massachusetts prohibit the possession of the following, on the campus of any college or university: any firearm, stiletto, dagger, dirk knife, any knife having a doubled-edge blade, a switch knife or any knife having an automatic spring release which has a blade of over one and one-half inches, a sling shot, black jack, metallic knuckles or knuckles of any substance with a similar effect as metallic knuckles. Only Fitchburg State University Police Officers and

other law enforcement officers are authorized to possess firearms on campus. The possession or storage of any dangerous weapon on Fitchburg State University property is unlawful and may lead to judicial/criminal action against offenders. The Commonwealth also requires anyone possessing a rifle or shotgun to have on his/her person either a Massachusetts Firearms

Identification Card or a Massachusetts License to Carry a Firearm. Firearms Identification Cards and Licenses to Carry a Firearm can be obtained by application to the Chief of Police of the Massachusetts municipality in which you reside. Out-of-state students should be cautioned that they must be in possession of a Massachusetts Firearms Identification Card or License to Carry a Firearm before bringing a firearm into the Commonwealth. Out-of-state students are also advised to become familiar with the firearm regulations of any state through which they travel before attempting the interstate transportation of a firearm. Pellet guns and BB guns are prohibited by law on campus. Replica guns and paintball guns are prohibited by policy. The Commonwealth of Massachusetts firearms laws are strictly enforced. In Massachusetts, conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence. The University will also take judicial action against students who possess firearms on campus.

Residents are permitted to carry pepper-spray, as long as they comply with Massachusetts law and register with the University Police. Laser pens are permitted as long as they are being used for their designed purpose. Improper use of laser pens will result in disciplinary action.

## **Drug-Free Schools and Communities Act**

### **Amendments of 1989 Public Law 101-226**

Fitchburg State University, in accordance with both federal legislation and existing university policy, is committed to providing a drug free, healthful, and safe environment for all faculty, staff and students. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on campus or as part of any university activity or business off premises is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including, dismissal (expulsion) of students, and referral for prosecution may result as deemed appropriate.

### **General Provisions**

The students and employees of Fitchburg State University shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances, drug paraphernalia or alcohol. Any individual who violates this prohibition will be subject to disciplinary action. Sanctions may include dismissal (expulsion) or termination of employment from the university, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program, as well as referral of the matter to law enforcement agencies for prosecution.

Students and employees are required to notify the university's Director of Human Resources (or designee), and, in the case of students, the Director of Financial Aid (or designee), within five days of being convicted of violating a criminal drug statute in the workplace.

# University Alcohol Policy

Fitchburg State University is a community dedicated to the academic, professional and personal development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regards to the university's alcohol policy is essential in enduring that Fitchburg State's environment is conducive to student learning and development. This alcohol policy assumes that any student who consumes alcohol accepts responsibility for their conduct. Being intoxicated will not be accepted as an excuse for conduct that violates the Code of Conduct. Any student found to allegedly violate this alcohol policy will be subject to disciplinary action.



The Fitchburg State University Police Department complies with, and will enforce, all federal and state laws which prohibit the use, sale and possession of illegal drugs. Further, Fitchburg State University Police will enforce Massachusetts laws regarding underage drinking as well as laws pertaining to the illegal possession, use and sale of alcoholic beverages. The sale or use of illegal drugs or alcohol is subject to University discipline as well as criminal prosecution. Information regarding the Universities sanctions concerning alcohol and drug violations can be found in the Student Handbook or Staff Handbook. You will be held accountable for the information found in the Handbook, so you should read it carefully and call the Dean of Student and Academic Life, FSU Police or the Human Resources Office with any questions.

Please refer to the Student Handbook for further information:

[http://www.fitchburgstate.edu/uploads/files/StudentConduct/Student\\_Handbook\\_Web.pdf](http://www.fitchburgstate.edu/uploads/files/StudentConduct/Student_Handbook_Web.pdf)

In addition to disciplinary consequences, there are a number of safety issues directly related to drug and alcohol consumption. The use of these substances will cause impaired judgment, which can lead to vulnerability or poor decision making. It is extremely common for drugs or alcohol to be factors in date rape or acquaintance rape incidents. Operating a motor vehicle while impaired by drugs or alcohol is not only a serious criminal offense, but poses a threat to your personal safety and others in the community as well.

# Controlled Substances—Uses and Effects on your body

## Narcotics (Heroin)

- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed appearance
- Highly addictive
- Signs of overdose or prolonged use include: Slow shallow breathing, clammy skin, loss of appetite and weight and possible death



## Depressants (Barbiturates, Tranquilizers)

- Addiction
- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Signs of overdose or prolonged use include: shallow breathing, clammy skin, weak and rapid pulse, coma and possible death

## Stimulants (Cocaine, Methamphetamine)

- Addiction
- Increased heart rate and respiratory rate
- Elevated blood pressure
- Decreased appetite, weight loss
- Blurred vision, dizziness, insomnia, anxiety
- Impaired decision making
- High doses can cause physical collapse, irregular heartbeat, stroke and possible death.

## Hallucinogens (LSD, PCP, Mushrooms)

- Hallucinations
- Confusion, panic, anxiety, depression and poor perception of time and distance
- Respiratory failure
- Death due to careless behavior

## Cannabis (Marijuana, Hashish)

- Increase in heart rate, bloodshot eyes, dry mouth and throat, increased appetite
- Interferes with memory, speech, coordination, motivation, and perception of time
- Increased risk of lung cancer, weakened immune system and affects to the reproductive system
- Impaired decision making which can lead to harm or death



### **Alcohol uses and effects on your body**

- Impairment of brain function, judgment, alertness, coordination and reflexes
- Attitude and behavioral changes such as uncharacteristic hostility or increased risk taking
- Inability to safely operate a vehicle
- When combined with other drugs, alcohol can intensify or alter the effect of the drug, cause nausea, sweating, severe headaches, convulsions and overdose
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, legal problems
- Health problems such as cirrhosis of the liver
- Birth defects and mental retardation in user's children

Students are encouraged to reflect very seriously upon their own attitudes and actions with regard to alcohol abuse and to seek out information and counseling assistance through the Fitchburg State University Counseling Services Office, Health Services Office, the Dean of Student and Academic Life, or other appropriate personnel.

Drug and Alcohol Abuse Education Programs are provided by The Fitchburg State University Counseling Services.

The Counseling Services Office offers confidential short-term counseling to enrolled students at no charge. Clinicians are available for individual, group and couples counseling, crisis intervention, educational programming, outreach workshops, and community referrals.

Counseling Services is located at:  
**Hammond Hall, Suite 317**  
**(978) 665- 3152**



### **Additional Relevant Resources:**

#### **Alcoholics Anonymous**

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. For a listing of local meetings you may visit <http://www.aa.org/>

**Adult Children of Alcoholics:** A listing of local meetings may be found at [www.adultchildren.org](http://www.adultchildren.org).

**Narcotics Anonymous:** This self-help group can be reached locally at (508) 756-2284. Additional information can be found at [www.na.org](http://www.na.org)

Please refer to the website for further information: [www.fitchburgstate.edu/counseling](http://www.fitchburgstate.edu/counseling)

## Policy against Hazing

In 1985, the Massachusetts legislature passed legislation entitled, An Act Prohibiting the Practice of Hazing, and amended the legislation in 1987 to increase the penalties for those who practice hazing. This legislation appears in Chapter 536 of The Acts of 1985 and in Chapter 665 of The Acts of 1987, and requires Fitchburg State University to certify that the university has adopted a disciplinary policy with regard to the organizers and participants in hazing. Accordingly, the following policy has been adopted: Hazing is defined as any conduct or method of initiation into any student organization, team, group, etc., whether on public property, which willfully or recklessly endangers the physical or mental health of any student or other person no matter how good the end result or intent. Such conduct includes but is not limited to:

- Applying any substance to a person's body or belongings, such as whipped cream or paint
- Forced listening to loud, repetitive music or recordings
- Whipping, paddling or other beating
- Personal servitude
- Pranks such as streaking, panty raids, scavenger hunts, etc.
- Forced or coerced wearing of conspicuous clothing not normally in good taste, such as togas
- Extended deprivation of sleep, adequate study time, rest or extended isolation
- Forced or coerced branding/tattoos
- Deprivation of food or water
- Forced calisthenics
- Exposure to settings or conditions that adversely affect the physical health or safety of any student or which subjects such student or other person to extreme mental anguish
- Individual or group interrogations
- Involuntary consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person



Hazing is banned in any form as a practice by an organization, group or team, etc. using the Fitchburg State University name, or claiming to act in any way under the supervision of Fitchburg State University. Any individual or organization found responsible of practicing hazing, in any form, is subject to penalty, including dismissal from Fitchburg State University, and, in the case of a recognized student organization, loss of recognition. An individual in an alleged violation of the Hazing Policy may not use consent as an acceptable reason for participation. Anyone with knowledge that another person is the victim of hazing shall immediately report such act to the dean of Student and Academic Life or designee.

Fitchburg State University shall issue to every student organization, team, group, etc. which is recognized by Fitchburg State University or is known to exist as an unaffiliated student group, student team or student organization a copy of the Fitchburg State University Hazing Policy and Chapter 536 of The Acts of 1985 and in Chapter 665 of The Acts of 1987, as well as the Massachusetts Hazing Compliance as stated in, <http://www.lawlib.state.ma.us/source/mass/cmr/cmrtext/610CMR5.pdf> .

## Policy against Discrimination and Harassment

It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended, the Civil Rights Act of 1964 as amended, Title IX of the Educational Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402, Vietnam Era Veterans Re-adjustment Assistance Act of 1974, the Civil Rights Restoration Act of 1988, The Americans with Disabilities Act of 1990 (ADA), the Civil Rights Act of 1991, and pertinent laws, regulations, and Executive Orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, the Commonwealth of Massachusetts, and other applicable state and federal statutes.

Inquiries concerning the application of, or compliance with the laws and regulations prohibiting such discrimination should be addressed to:

**Jessica Murdoch**  
Assistant Vice President  
Human Resources and Affirmative Action Designated Coordinator for Title IX  
Section 504 and Title II of the ADA.  
(978) 665-3172

For inquiries regarding sex, gender, disability, age, race, color and/or national origin, you may also contact:

**U.S. Department of Education**  
Office of Civil Rights  
33 Arch Street, 9<sup>th</sup> Floor  
Boston, MA 02119-1424  
Telephone (617) 289-0111, FAX: (617) 289-0150  
TDD: (877) 521-2172, Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## EAP (Employee Assistance Program)

The Employee Assistance Program or "EAP" is a pre-paid benefit that provides short-term counseling and, when needed, referral services to Fitchburg State University faculty and staff, and their household members. This free service is provided by E4 Health, a leader in the field of EAP/Work-Life and Wellness programs. The EAP is staffed by licensed counselors who respond quickly to your request for help in a caring, respectful and confidential manner.

Please seek EAP counseling for help with relationship difficulties, parent-child worries, workplace issues, trauma, alcohol or drug use, domestic violence, or emotional distress, or any other concern that is a barrier to health and well-being. Many people consult the EAP just to be reassured that what they are experiencing is a typical response to a concern such as job loss, divorce or the serious illness or death of a loved one. The EAP does not replace or prevent you from accessing the mental health benefits of your own medical insurance.

**Financial Difficulties** - If you are experiencing problems with credit card debt or other financial difficulties, the EAP can help you get started with American Consumer Credit Counseling. You will get help recovering your financial health, setting up emergency budgets, negotiating with creditors or considering the personal bankruptcy process.

**Legal Questions** - Through the EAP, you can speak with an attorney over the phone for 30 minutes at no cost to you. For more complex legal matters, you will be referred to an attorney for a face-to-face consultation. The first 30 minutes are free. Subsequent fees are discounted by 25%. This has become a popular benefit and provides help with trusts, wills, small claims, divorce, custody and child support, consumer complaints and other personal legal issues.

All of these services are available to you and your household members simply by calling the toll free number, 800-828-6025. Licensed, trained counselors are available 24/7 to take your call.

## **Residence Hall Rules and Regulations**

The residence halls are governed by rules and regulations for the benefit of the entire University community. It is very important that ALL students and guests abide by the rules set forth in the *Code of Conduct and Discipline Process Handbook* and the *Fitchburg State University Student Handbook* and terms of the *Housing Occupancy Agreement* while living on or visiting campus or attending University related programs or events. These rules have been developed for the safety and security of all. These publications can be found here: [www.fitchburgstate.edu/campus-life/student-services/office-of-student-conduct-mediation-education/campus-policies/](http://www.fitchburgstate.edu/campus-life/student-services/office-of-student-conduct-mediation-education/campus-policies/)

## **Residence Hall Staff**

Each residence hall has a designated Residence Director (RD) and a staff of student Resident Assistants (RAs). RDs and RAs receive comprehensive training before each academic year begins. This training includes how to handle various emergencies ranging in scope from psychological and health concerns, to fire evacuations, sexual misconduct or violence, vandalism, alcohol and other drug abuse, disorderly conduct, etc. The Director and Associate Director of Housing and Residential Services supervise the RD staff, which in turn provides direct supervision to the RA staff. Members of the professional staff are available to assist students during normal business hours. There is an RD on Duty each evening in addition to RAs on duty in every hall to assist students. RAs on duty provide extra support by touring the residence hall floors on a regular basis during designated hours.

## **Security in Students' Rooms**

Each residence hall student room access is controlled by a card swipe mechanism. Students can access their room by swiping their University issued One Card. All rooms have screens and lockable windows. Anyone found to be removing or tampering with screens on any building may face serious disciplinary proceedings and/or criminal charges. All student room doors are posted with a warning against leaving the doors unlocked at any time.

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

## **Secured Entrances**

Residents and guests enter all residence halls through designated main entrance doors. All other doors are alarmed and designated for emergency use only. Any individual found responsible for using or tampering with any emergency sounding device or door will face disciplinary action and/or criminal complaints.

## **Off-Campus Housing**

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

## Crime Prevention and Security Awareness Programming



University police officers participate in presentations at all orientations for new students and parents. Crime prevention tips are given, and students are strongly encouraged to report all crimes and suspicious activity.

During freshman orientation, police officers talk to students about ways to avoid conflict and protect themselves. Special attention is given to the issue of Sexual Assault, Harassment, Domestic Violence and Stalking. Similar presentations are given to resident assistants, who are often the first to learn of problems in the residence halls.

The Rape Aggression Defense System, otherwise known as R.A.D. is one of the best women's self-defense courses available. RAD is a program of realistic self-defense tactics and techniques. It is a comprehensive self-defense course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defensive training. RAD is not a martial arts program. Our courses are taught by certified instructors and provide you with a workbook/reference manual.



Each fall, Crime Prevention brochures are distributed throughout campus. In addition, representatives from University Police, Counseling, Health Services, and the Office of Student and Academic Life make presentations to various academic departments.

## What You Can Do To Protect Yourself

Your involvement is essential to the prevention of crime on campus. Disinterest or complacency are the prime contributors to the success of crime. The police cannot be everywhere at once. We are dependent on you to recognize and report incidents that are suspicious in nature or criminal.

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business-Monday through Friday, and for limited designated hours on Saturday, Sunday and holidays. Facilities are maintained, and their security monitored in the interest of the campus.

### Residence Halls and Private Residences

- Keep the door(s) to your residence and windows accessible from the outside locked at all times. Report defective locks on windows and doors IMMEDIATELY to the Capital Planning and Maintenance website: [www.fitchburgstate.edu/cpm](http://www.fitchburgstate.edu/cpm) Students can also call the Work Request Line at extension 4014.
- Never sleep in an unlocked room or house.
- Do not put your names and address on key rings.
- Do not keep your residence and vehicle keys on the same ring.
- If you lose the keys to your residence, have the lock(s) changed. On campus residents should notify the Police immediately.
- Require visitors to identify themselves before you open your door. Off-campus residents should require official identification from all repair service personnel.
- Do not let strangers use your phone.
- If you receive obscene or harassing telephone calls or several calls with no one on the other end, immediately notify the Fitchburg State University Police.
- If you find your room has been entered, **DO NOT GO INSIDE**. Go to a neighbor and call the Fitchburg State University Police (University Housing) or the Fitchburg Police Department (Private residence). If you are already inside, **DO NOT DISTURB THE SCENE/TOUCH ANYTHING**.

### Walking alone

- If possible, avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
- Use well-lit and busy sidewalks.
- Learn the location of emergency phones on campus.
- Carry a cell phone, whistle or a personal alarm to alert people that you need help.
- When walking to your car, carry your keys ready in hand.
- When being dropped off at your residence by a taxi, friend or family, ask the driver to wait until you get inside.
- When getting out of a car at a mall, rest stop, etc., take a look around to make sure that you are not being followed.
- Call the Fitchburg State University Police Department for a student security escort to your vehicle or building.

## Athletic Facilities

- Avoid using athletic facilities alone, especially after dark or during off hours.
- Use the “buddy system.” Work out with a friend, and make arrangements to go to and from the gym together.
- Confine your running and jogging to the daylight hours and to open well-traveled areas.
- Avoid showering alone in the locker room. Shower back at your residence.
- Avoid bringing cash, wallets, watches, or other valuables to the athletic facilities.
- Avoid storing your valuable sports equipment in your locker.
- Keep your locker locked whenever unattended.
- Report suspicious persons and incidents of theft to the Fitchburg State University Police Department.



## Elevators

- If while waiting for an elevator, you find yourself alone with a stranger, let them take the elevator and wait for its return.
- If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.
- Always stand near the control panel, where you have access to the alarm and floor buttons.

## Driving

- Do not pick up hitchhikers.
- Whenever possible, limit traveling to well-lit, well-traveled roads.
- Keep your windows closed and doors locked.
- When stopped at traffic lights or stop signs, keep your vehicle in gear. If threatened, sound your horn and drive away as soon as possible.
- If your vehicle breaks down, signal for assistance by raising your hood. Stay inside your vehicle with your windows and doors locked. If a roadside Samaritan stops, roll down your window just enough to talk and ask that he/she call police if you were unable to do so. If the person appears to be a threat, sound the horn and flash your lights.
- If you think you are being followed, keep out of desolate areas. Look for a place where there are people, then stop and let the vehicle pass you.
- If the vehicle continues to follow, drive to the nearest location where you can get assistance (gas station, shopping center, police or fire station, etc.)
- If you are followed into your driveway or parking lot, stay locked inside of your vehicle until you can identify the occupants of the vehicle. If threatened, sound your horn to draw attention.
- When parking at night, choose a well-lit area. Before getting out of your vehicle, check for people loitering.
- Always remove your ignition keys. Lock the vehicle whenever it is unattended.
- Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

## Protecting Personal and University Property

Lock your door every time you leave your room or office. Engrave expensive equipment and valuables. The Fitchburg State University Police Department has an engraving program (See Operation Identification on page 29). Don't store your purse or wallet in an unlocked desk drawer. Don't leave your belongings (books, gym bags, backpacks, laptops, cell phones, coats, etc.) unattended in the library, cafeteria, hallways, locker rooms, or classrooms.

### If You Are Working Late

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

### Residence Halls and Private Residences

- Avoid bringing large amounts of cash or valuables to campus or your residence.
- Keep items of value out of sight.
- Never lend your key to your residence.
- Do not hide keys under mats, above doors, in mailboxes, or anywhere else they can be easily found. If you live in a dorm, take your room key to the shower with you. Do not leave it with your clothing.
- For private residence, when having duplicate keys made, have them made in your presence.
- When leaving for vacation, store valuables out of sight.
- Check with your family insurance agent to determine if your property is covered under your parents' homeowner's insurance. If not, consider purchasing your own.



### Private Residences

- When leaving your residence unattended, give the appearance of occupancy.
- Do not leave notes advertising your absence (Gone to get the mail, I'm over at the neighbors, be right back, etc.).
- When gone after dark, leave a light or radio/television on.
- Make sure all of your windows and doors are locked.
- Leave shades and blinds partly open.
- Close the garage door.
- Stop all deliveries (mail, newspapers, etc.).
- Inform your neighbors you are leaving and ask them to keep an eye on your residence.
- Notify the police department and request a residential patrol.
- If leaving for a summer or winter vacation, have someone cut your lawn or shovel your driveway.

## Offices and Laboratories

- Keep all offices and laboratories locked when not in use.
- Make sure that all locks are in working order.
- Keep desks, cabinets, etc., locked when not in use.
- Avoid bringing valuable personal property with you.
- Petty cash should be kept at a minimum.
- Women should keep their pocketbooks locked up, and men should not hang up coats or jackets with wallets or other valuable items in the pockets.
- Before leaving your office or laboratory, make sure there is no one left in the area and then secure the room.
- Watch out for your fellow co-workers areas as well. If you notice a door or window was left unsecured, please secure it. If you are unable to do so, notify the Fitchburg State University Police who will dispatch an officer to the area.
- Report any suspicious persons or activity to the Fitchburg State University Police immediately.



## Motor Vehicles

- Report all suspicious persons or vehicles seen around the parking areas of the Fitchburg State University Police Department.
- Keep your vehicle locked and the windows rolled up tightly.
- Never leave your vehicle running when unattended.
- When parking, choose a well-lit, heavily traveled area.
- Packages, luggage, and other valuables should be locked in the trunk.
- Electronic accessories should be marked with identifiable numbers and registered under Operation Identification and placed in a secure area, not clearly visible to the public.

## Bicycles

- Always lock your bicycle around the frame and through both wheels to an object such as a telephone pole, sign or lamppost, bicycle rack, etc.
- If you must leave your bicycle outside, choose a well-lit, heavily traveled location.
- Find out if your bicycle is covered under your parents' insurance policy. If not, consider purchasing insurance on your own.
- Invest in a good bicycle lock.



## Programs Offered

**OPERATION IDENTIFICATION** is a nationwide crime prevention program. The program involves the permanent marking of valuables with a unique number, symbol or combination, recording of identification information, and affixing a decal to the exterior of your residence warning potential thieves that the property is registered with the police. This program not only deters theft by making stolen property more difficult to sell and easier to identify, but also expedites insurance claims in the event of a loss.

The program is open to all members of the Fitchburg State University community, and all students, faculty and staff are encouraged to participate.

Operation Identification works as follows:

- Come to the Fitchburg State University Police Department during business hours and you will be provided with the following:
- An electric engraver and/or diamond pen. You will be required to sign for these items and return them within two days.
- A property inventory sheet on which you record identification information for each item of value.
- Operation Identification warning decal(s) which can be affixed to the entrance(s) of your residence.
- Engrave your number on all moveable items of value.
- Methodically inventory the contents of each room and record pertinent identification information on the property inventory sheet.
- Return the electric engraver and/or diamond pen, along with your completed inventory sheet to the Fitchburg State University police department. The property sheet will be kept on file for your future reference in case of loss.

**FITCHBURG ANTI-VIOLENCE EDUCATION (FAVE)** is a campus-wide effort to prevent interpersonal and relationship violence, and sexual assault, and support those affected by violence. In collaboration with all University departments and offices, FAVE seeks to create a safe and respectful community for all members by providing educational programming and training opportunities, promoting victim services, and reviewing policy. FAVE originated from a grant from the U.S. Department of Justice Office on Violence against Women, through the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program. The project is co-directed by Erin Travia, Elizabeth Walsh, and Brenda Coleman. For information about FAVE, please contact Brenda Coleman, [bcoleman@fitchburgstate.edu](mailto:bcoleman@fitchburgstate.edu).

**DRAWING THE SHADES** is a play written by April L. Elliott about sexual assault. It tells the true stories of four students at Virginia Commonwealth University; each story is unique and told from the perspective of the survivor. For several years, incoming students have seen the program at orientation and have described it as both powerful and enlightening. Annual performances of the play will be part of the mandatory educational program for incoming first-year and transfer students.

**ASK FIRST, KISS SECOND CAMPAIGN** is a social marketing campaign focusing on the importance of obtaining consent when engaging in any type of sexual contact. Along with messages about consent, Hershey's kisses and other items are distributed as part of the campaign at various times during the year, including Rock the Block, Halloween, and Valentine's Day. Additional social marketing campaigns are developed each year.



**TAKE BACK THE NIGHT** is a program sponsored by Counseling Services every April. Drawing hundreds of students, faculty, and staff each year, the program increases awareness about the prevalence of sexual assault, encourages victims to share their story and seek help, and demonstrates community-wide support for survivors.

**WHITE RIBBON DAY** is an annual event that invites all members of the community to participate in efforts to end violence against women. Participants wear white ribbons to symbolize their support of the program, and pledge never to commit, condone, or remain silent about violence against women.



**BYSTANDER TRAINING** In support of Fitchburg State University's anti-violence commitment, the university has been conducting bystander training for students, faculty and staff. Our bystander training program, [Bringing in the Bystander ©](#) is based upon the principle that all members of the community play an important role in preventing interpersonal and relationship violence and sexual assault. This training helps participants to recognize the scope and causes of these forms of violence and to develop the skills to effectively and safely intervene to prevent acts of violence. It includes a PowerPoint presentation and hypothetical scenarios to explore these issues.

### **RAD (Rape Aggression Defense)**



**What is RAD?** Rape Aggression Defense System is one of the best women's self-defense courses available. RAD is a program of realistic self-defense tactics and techniques. It is a comprehensive self-defense course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defensive training. RAD is not a martial arts program. Our courses are taught by certified instructors and provide you with a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous personal growth.

**Who can take the Class?** University female students and employees as well as female friends of students and employees. All ages are encouraged and welcome.

**Why RAD?** The RAD Systems curriculum is taught at over 400 colleges/universities and police departments across the United States and Canada. It is the only self-defense program ever to be endorsed by the International Association of Campus Law Enforcement Administrators (IACLEA). RAD sets the national standard in self-defense instructor certification; and is internationally recognized for its programming quality and organizational commitment to excellence. RAD Systems balances the needs of women to acquire self-defense education in a relatively short period of time with the lifelong commitment required for physical skill mastery.

**The RAD Class** is taught over a period of 12 hours that consist of four evening classes of 3 hours each. The first class is an overview and discussion on risk reduction and prevention. The next two classes consist of learning and practicing physical defense moves. The final class is a simulation of an attack. This is the class where everything the student learns comes together.

The students must attend all four classes to complete the course. Simulation is strictly voluntary and the students can still complete the class if they choose not to volunteer; but they must be present. The vast majority of women who perform the simulation leave with a feeling of empowerment.

### **The Student Security Team**



The Student Security Team provides additional security and safety escorts upon request to and from any point on campus and the immediate neighborhood. The Student Security Team operating hours are between 8PM -1 AM. After 1AM when Student Security is not on duty and there is no MART Shuttle, safety escorts will be provided by the University Police Department. Although Student Security Team members have no police authority, they are equipped with 2-way radios, which enable them to report instantly all incidents involving suspicious or criminal activity. All students, male and female, are strongly encouraged to use this service.

### **First Responders**

The Fitchburg State University First Responders provide Fitchburg State University with emergency medical care during the regular school year and during special events year-round. The squad is open to Fitchburg State University students interested in the emergency medical field.



# Sexual Assault

## University Procedure for Responding to Sexual Assault

Fitchburg State University prohibits any member of the University community, male or female, from sexually assaulting another employee, student or other person having dealings with the institution.

The University Community defines sexual assault including, but not limited to rape, as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Also prohibited is contact with a person who is unable to consent. Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.

Sexual physical contact includes the intentional touching of another person on the area of the body generally recognized as a private part of the body, or touching any part of another person's body with a private part of one's own body. An unwarranted touch may be considered sexual physical contact no matter how slight it is.

A person who is unable to consent includes, but is not limited to any person under the age of 16; anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious, or for any other reason unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

At times, students are hesitant to report the occurrence of sexual assaults to University officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with violations of the alcohol and/or drug policy. While the University does not condone these behaviors, the University can prioritize the need to address instances of sexual assault. Accordingly, in these cases, the University may not pursue disciplinary action against a student who, in good faith, is the complainant of a sexual assault in connection with the reporting of an incident, or against students named as witnesses to the incident.

Use of alcohol or any other drug to render another person mentally or physically incapacitated as a precursor to or part of a sexually assault, as previously defined, is prohibited.

The University urges victims to come forward with a report of any incident. An array of police, medical, psychological, administrative and disciplinary services are in place and immediately available to students reporting a sexual assault. FSU is committed to supporting students' exercise of informed choice among these services and insuring anonymity within the confines of legal requirements to report a sexual assault.

Off-campus support and legal/court services may play important roles and FSU provides support services to students who choose to seek criminal or civil prosecution as well as disciplinary action under FSU's Student Discipline System.

A full description of the Fitchburg State University Sexual Assault policy and procedure can be found at the following links:

[http://www.fitchburgstate.edu/uploads/files/Human\\_Resources/employeepolicies\\_web.pdf](http://www.fitchburgstate.edu/uploads/files/Human_Resources/employeepolicies_web.pdf)

[http://www.fitchburgstate.edu/uploads/files/StudentConduct/Student\\_Handbook\\_Web.pdf](http://www.fitchburgstate.edu/uploads/files/StudentConduct/Student_Handbook_Web.pdf)

In accordance with the Campus Sexual Assault Victims' Bill of Rights, which was signed into law by President Bush as a part of the Higher Education Amendments of 1992, (Public Law: 102-325, section 486(c), survivors are entitled to the following rights:

- The survivor will have the same opportunity to have others present during campus disciplinary proceedings as the accuser.
- The survivor will be informed of the outcome of any campus disciplinary proceeding.
- Survivors have the option of notifying municipal and/or campus law enforcement of a sexual assault.
- On-campus counseling is available to the survivor.
- Reasonable accommodations in the survivor's academic and living arrangements may be made upon request.

In accordance with the Campus Security Act, anonymous statistics of sexual assaults will be maintained by the Dean of Student and Academic Life and reported to the Fitchburg State University Police Department.

Survivors of sexual assault may report an assault to University Police as follows:

### **Informal Report**

Survivors of sexual assault may informally report a sexual assault to University Police. University Police will inform the survivor of his/her rights and options. A police investigation will not be conducted.

### **Criminal Complaint**

Survivors of sexual assault may make a criminal complaint of sexual assault with University Police. University Police will inform the survivor of his/her rights and options. A police investigation of the assault will be conducted. Survivors will be a part of the decision process with regards to prosecution. If the investigation indicates that the case should be prosecuted, the case may be referred to the District Attorney for prosecution, regardless of the survivor's wishes. This would be rare, but could occur if a crime was particularly brutal or if there were unusual circumstances, which require prosecution to protect the community.

Survivors may choose to orally report a sexual assault without pressure to submit a written report. Written reports may be submitted to Public Safety 24 hours a day, seven days a week.

Students interested in submitting an incident report involving allegations of sexual assault are encouraged to contact the Dean of Students and Academic Life about available options.

### **Incident Response Team**

The purpose of the Incident Response Team is to address the safety needs of the FSU Community while protecting the survivor's right to privacy and insuring the integrity of any police investigation or college disciplinary action.

The Sexual Assault Response Team will be composed of at least the following:

- Chief of Police
- Dean of Student and Academic Life
- Director of Counseling Services
- Director of Student Conduct
- Title IX Coordinator

Other members of the FSU Community may be included as needed for a given set of circumstances.

If the Dean of Student and Academic Life and the Chief of Police determine that a reported incident of sexual assault represents a potential danger to the FSU Community, the Incident Response Team will be convened. A potential danger to the FSU Community includes the following:

- a pattern of behavior by the respondent reported or known to the university;
- egregiousness of the incident;
- ongoing or potential risk to the safety of the University community.

If a potential danger to the FSU Community is found to exist, a safety notice to the FSU Community may be released and other steps will be taken to ensure public safety. Notice of any situation affecting the safety of the FSU Community and the Incident Response Team's recommendations will be provided to the President of the University or designee and will be distributed by the Director of Public Relations.

Although the survivor will not be present at the Incident Response Team meetings, the survivor's rights to anonymity will be respected by all members and overseen by the Dean of Student and Academic Life. Furthermore, the Dean of Student and Academic Life will keep the survivor informed of the Team's actions, either directly when the survivor has spoken with the Dean of Student and Academic Life or indirectly through the contact person who reported the assault to the Dean of Student and Academic Life.

### **Overview of the Sexual Assault Protocol**

This protocol is based on the following understanding of sexual assault:

- Sexual assault is a single term covering a range of coercive behaviors, which violate both Commonwealth statutes and the [FSU Anti-Violence Policy](#). The common element of these behaviors is the use of coercion, force or threat of force to obtain sexual contact against a person's will. The type of coercion may range from psychological threat, to coercion due to a survivor's physical or mental helplessness to physical violence with or without weapons. The type of contact may range from unwanted sexual touching to intercourse or other sexual penetration. The perpetrator of sexual assault may often be known to the survivor. The experience may severely traumatize the survivor even when no physical force was used in the coercion.
- Survivors of sexual assault need clear boundaries and role definitions in those who offer help because their personal boundaries have been violated. Survivors need to know what services are available and who provides them. Similarly, survivors need to know what is outside the scope of any given provider's services and they need to know that providers will stay safely in their roles.
- Survivors of sexual assault need clearly defined choice points and options because they have been in a powerless position and denied choice. Survivors need a chance to reestablish a sense of personal control.
- "Time is of the essence" for survivors of sexual assault in several ways. "Time is short" in the sense that survivors are likely to be in a crisis and in need of immediate support. Time is also short for securing evidence for possible prosecution. On the other hand, survivors need time and ongoing emotional support in a constructive way.

- Trust in others may have been severely damaged so all helping efforts should respect the survivor's need for safety and control. Those providing services must be clear about the boundaries of confidentiality in their communications because any outside communication may be experienced by the survivor as another violation of trust. Problem-solving efforts and strong recommendations may be perceived as blaming and further attack. In general, the survivor needs to be heard, needs to be respected, needs to understand options and needs to move at his or her own pace through the process of recovery.

## **Requirements for Reporting Sexual Assaults**

All institutional officials with significant responsibility for campus and student activities have reporting obligations under the Campus Security Act. Any reports of sexual assault (not the name of the survivor) must be reported to the Dean of Student and Academic Life. Following a report of a sexual assault, the Dean of Student and Academic Life will report only what information is necessary in order to collect Clery crime statistics. The purpose of the report is to assist in maintaining statistics as required by law. The survivor's name will not be included in the report. The Dean of Student and Academic Life will coordinate with departments to follow-up on the services they provided for each incident without the departments' disclosing the survivor's name. Such follow-up with departments will ensure consistent implementation of this protocol and generate feedback necessary for future revisions of the protocol. Such follow-up will also help departments stay informed about evolving services available at FSU and the Fitchburg community.

### **Protocols & Confidentiality**

Specific protocols for several campus departments are provided as well as a general protocol for faculty members and other FSU employees. Within each protocol, the boundaries of confidentiality, services offered by the department, options and choices available to the survivor and statements about services offered by associated departments are specified.

### **Students under the Age of 18**

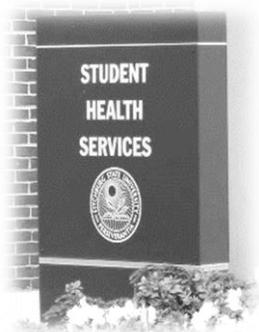
Massachusetts General Law Chapter 119, Section 51A, requires certain college staff, who, in their professional capacity, have reasonable cause to believe that a student under the age of 18 is suffering physical or emotional injury resulting from sexual abuse which causes harm or substantial risk of harm to the student's health or welfare, to report sexual assault to the Department of Social Services for investigation.

### **Housing and Residential Services**

Because of the profound impact that sexual assault has on the survivor and the residence hall community, Resident Assistants (RAs) are required to report a sexual assault to their Resident Directors and may be required to share information with senior Student and Academic Life staff or University Police on a "need to know" basis only. Beyond these specific contacts, RAs are required to keep this information in the strictest confidence.

Resident Directors are required to report a sexual assault to the senior administrator on call and the counselor on duty and may be required to share information with senior Student and Academic Life staff or University Police on a "need to know" basis only. Beyond these specific contacts, Resident Directors are required to keep this information in the strictest confidence.

The Director/Associate Director of Housing and Residential Services are required to report a sexual assault to the Dean of Student and Academic Life and may be required to share information with senior Student and Academic Life staff or University Police on a “need to know” basis only. Beyond these specific contacts, the Director/Associate Director of Housing and Residential Services are required to keep this information in the strictest confidence.



### **Health Services**

Contacts with Health Services are confidential. Health Services staff are not required to report a sexual assault. However, Health Services staff may at their discretion choose to anonymously make a good faith report, not including personally identifiable information, for inclusion in Clery Crime Statistics.

### **Counseling Services**

Contacts with Counseling Services staff are confidential; however, counseling services staff may at their discretion choose to anonymously make a good faith report, not including personally identifiable information, for inclusion in Clery Crime Statistics.

### **University Police**

University Police officers are required to report a sexual assault to the Chief of the University Police and the counselor on duty and may be required to share information with senior Student Affairs staff or University Police on a “need to know” basis only. Beyond these specific contacts, University Police officers are required to keep this information in the strictest confidence within the confines of the law.

The Chief of the University Police is required to report a sexual assault to the Dean of Student and Academic Life and may be required to share information with senior Student Affairs staff on a “need to know” basis only. Beyond these specific contacts, the Chief of the

University Police is required to keep this information in the strictest confidence within the confines of the law.

In accordance with the Campus Security Act, anonymous statistics of sexual assaults will be maintained and reported by the University Police. Survivors of sexual assault may report an assault to University Police as follows:

**Informal Report:** Survivors of sexual assault may informally report a sexual assault to University Police. University Police will inform the survivor of her/his rights and options. A police investigation of the assault will not be conducted.



**Criminal Complaint:** Survivors of sexual assault may make a criminal complaint with University Police of a sexual assault. University Police will inform the survivor of her/his rights and options. A police investigation of the assault will be conducted. Survivors will be a part of the decision process with regard to prosecution. If the investigation indicates that the case should be prosecuted, the case may be referred to the District Attorney for prosecution regardless of the survivor's wishes. This would be rare, but could occur if a crime was particularly brutal or if there were unusual circumstances that require prosecution to protect the community.

Survivors may choose to orally report a sexual assault without pressure to submit a written report. Written reports may be submitted to University Police at any time.

### **Dean of Student and Academic Life**

In accordance with the Student Right-to-Know and Campus Security Act, the Dean of Student and Academic Life will statistically report any sexual assaults to University Police for record keeping and reporting purposes.

### **Faculty Members and Campus Departments**

Because of the profound impact that sexual assault has on the survivor and the FSU community, faculty members and other university employees are encouraged to report a sexual assault to the Dean of Student and Academic Life. After normal business hours, faculty members and other college employees should report this information to University Police. Faculty members and other university employees may be requested to share information with senior Student Academic Life staff and University Police on a "need to know" basis only. Beyond these specific contacts, faculty members and other college employees should keep this information in the strictest confidence. Unless specifically asked by the survivor, faculty members and other university employees are asked to withdraw from the intervention process at this point.

Please refer to the Student Handbook for further information regarding response and resources available: [www.fitchburgstate.edu/uploads/files/StudentConduct/Student\\_Handbook\\_2014-2015](http://www.fitchburgstate.edu/uploads/files/StudentConduct/Student_Handbook_2014-2015)

### **Resources**

#### **Confidential Support and Resources**

- Confidential support, meaning the information you share will be kept secret [subject to certain limitation] is available on and off campus.
- Students are encouraged to contact Counseling Services (978) 665-3152 or Health Services (978) 665-3643 for confidential support on-campus.
- Employees are encouraged to contact the Employee Assistance Program (EAP) at 1-800-828-6025 or any of the hotline numbers below.

Confidential support is available off-campus through the national hotline of RAINN (Rape Abuse, & Incest National Network) at 1-800-656-HOPE, National Domestic Violence Hotline at 1-800-799-7233. Resources and hotline numbers are also located on the FAVE (Fitchburg Anti-Violence Education) website at [www.fitchburgstate.edu/fave](http://www.fitchburgstate.edu/fave).

## On Campus Resources

### Counseling Services

Hammond Hall, Suite 317  
(978) 665-3752

### Student Health Services

Russell Towers, Side Entrance  
(978) 665-3643

### University Police

32 Clinton Street  
(978) 665-3111

### Human Resources

Sanders Administration, Suite 202  
(978) 665-3172

### Housing and Residential Life

Aubuchon Hall, Side Entrance  
(978) 665-3219

### Employee Assistance Program

24 Hour Hotline  
(800) 828-6025

### Student and Academic Life

Sanders Administration, Suite 204  
(978) 665-3130

### Fitchburg Anti-Violence Education

Program (FAVE)  
[www.fitchburgstate.edu/fave](http://www.fitchburgstate.edu/fave)

## Off Campus Resources

### Fitchburg Police Department

20 Elm Street; Fitchburg, MA 01420  
(978) 345-9648 (Non-Emergency Number)

### HealthAlliance Hospital-Leominster

60 Hospital Road; Leominster, MA 01453  
(978) 466-2000 (Non-Emergency Number)  
HealthAlliance Hospital provides emergency medical services and treatment 24 hours a day seven days a week.

### UMASS Memorial Medical Center-Worcester

119 Belmont Street, Worcester, MA 01605  
(508) 334-1000 (Non-Emergency Number)  
A Sexual Assault Nurse Examiner (SANE) is available to conduct evidence collection, a rape kit, at UMASS Memorial Medical Center in Worcester, University Police, Health Services, and/or Pathways for Change can assist in arranging transportation to UMASS Memorial Medical Center or HealthAlliance Hospital.

### YWCA of Central Massachusetts/Battered Women's Resources

(978) 537-8601 (Hotline)

### Pathways for Change (Rape Crisis Center of Central Massachusetts)

(800) 870- 5905

### RAINN [Rape Abuse & Incest National Network]

(800) 656-4673 (Hotline)  
[www.rainn.org](http://www.rainn.org) (On-Line Chat Live)

**National Suicide Prevention Lifeline**

(800) 273-8255 (Hotline)

**National Domestic Violence Hotline**

(800) 799-7233 (Hotline)

United States White House Initiative to Combat Sexual Assault on College Campuses

[www.notalone.gov](http://www.notalone.gov)

## **COLLECTION OF ANNUAL CRIME STATISTICS**

The Fitchburg State University Police Department is the centralized reporting authority for Fitchburg State University. The Police Department collects statistics from the Dean of Student and Academic Life’s Office, Health Services, and the Counseling Center for the annual report. Statistical information of alcohol, drug and weapons referrals is compiled through the Dean of Students and Academic Life and The Fitchburg State University Police records.

The Fitchburg State University Police additionally collect statistical information from the City of Fitchburg Police Department and the Massachusetts State Police for all publically held properties adjacent or contiguous to the campus as defined by federal law.

Fitchburg State University does not recognize any off campus student organizations and does not collect statistical data from private off campus student activities.

The Title IX Coordinator collects data from confidential reports of sexual assault and rape and forwards those statistics to the University Police. Fitchburg State University Police report statistical information to the Title IX Coordinator to prevent counting incidents more than once.

Fitchburg State University report crimes using the definitions as described in the Federal Bureau of Investigation’s Uniform Crime Reporting program. Fitchburg State University also reviews all crimes for manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, religion, sexual orientation, gender, ethnicity, or disability. Statistics are reported for those reportable crimes that are also Hate Crimes.



## **ALL CRIMES SHOULD BE REPORTED TO THE FITCHBURG STATE UNIVERSITY POLICE**

### **Campus Sex Crimes Prevention Act**

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

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

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

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

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

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

### **How to Inquire**

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

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

In an effort to provide the Fitchburg State University community with the most up-to-date Sex Offender Registry Information, we are providing the web site and location of the Massachusetts Sex Offender Registry Board and the City of Fitchburg Police Department contact information.

#### **The Commonwealth of Massachusetts**

Sex Offender Registry Board

P.O. Box 4547

Salem, MA 01970

(978) 740-6400

[www.state.ma.us/sorb](http://www.state.ma.us/sorb)

#### **Fitchburg Police Department**

20 Elm Street

Fitchburg, MA 01420

(978) 345-9648

[www.fitchburgpolice.com](http://www.fitchburgpolice.com)

### **Penalties for Improper Use of Sex Offender Registry Information**

Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in the house of corrections or by a fine of not more than \$1,000.00 or by both such fine and imprisonment.

## Missing Persons

"Suzanne's Law" amends Section 3701 (a) of the Crime Control Act of 1990 so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center of the Department of Justice.

"Suzanne's Law" is named after Suzanne Lyall, a student at State University of New York at Albany, who has been missing since 1998. Previously, police were only mandated to report missing persons under the age of 18. This law was signed by President Bush as part of the national Amber Alert bill on April 30, 2003, requires police to initiate prompt investigation into missing young people.



The Fitchburg State University Police Department policy has always been to initiate very aggressive investigations of reported missing persons. Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Fitchburg State University Police Department.

The Fitchburg State University Police will investigate any report of a missing person that is filed by someone with knowledge of that student being missing or otherwise not where she/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, Dean of Students and Academic Life or Residential and Housing Services staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing. The police will conduct an initial investigation to determine if the person appears to be missing, or has simply changed their routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Police officers will check the person's access records, class schedules, interview fellow students and faculty, and use other 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 she/he is safe.

### STUDENTS UNDER AGE 18 AND NOT EMANCIPATED

For any student under the age of 18 who is not emancipated, the University must 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 UNDER THE AGE OF 21

For students under the age of 21, Suzanne's Law requires that student to be entered into the national missing persons database as soon as it is determined that student is missing. Should a student be determined missing for more than 24 hours, the following will occur:

- Police will notify the Dean of Student and Academic Life.
- Police will again contact the student's parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person.



# FITCHBURG STATE UNIVERSITY

## Campus Emergency Handbook

### **Purpose of an Emergency Response Protocol**

A campus-based Emergency Response Protocol is necessary:

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

### **Campus State of Emergency**

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

### **Emergency Response**

During a campus emergency, the Fitchburg State University Police Department will take appropriate and immediate measures necessary to meet the emergency and to protect persons and property. The Chief of University Police or designee will immediately notify the University President regarding the emergency. The EOCT will be activated depending on the level of emergency designated by the University Police Chief or designee. The level of the emergency and instructions will be communicated with the University community through the University Police Department in conjunction with the University's Chief of Staff/General Counsel and the President by one or all of the following:

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

### **Definition of an Emergency**

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

**Localized Emergency:** Localized emergencies impact only a small part of the University community and do not impact the overall functioning of Fitchburg State University.

A localized emergency may not require the intervention of the EOCT as a whole but may require certain members of the team to be involved as necessary. Examples include a small, localized fire, an isolated power failure, or a hazardous material spill of small proportion.

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

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

## **Emergencies Involving Harassment, Violence, or Threats of Violence**

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

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

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

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

### **Harassment**

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

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

- Do not tolerate verbal or physical harassment from anyone. Do not give out personal information about yourself or others (co-workers or students). Information you should protect include your home address, class schedule, or telephone number.
- Those using web-based social networking sites such as Facebook, Twitter, and Instagram should not include private information such as phone numbers and addresses in profiles.
- Report civil protection orders (“No Contact Orders”, “Restraining Orders” or “Harassment Prevention Orders”) to University Police. The University Police Department will request a copy of the order. If you encounter a stranger whose actions appear to be suspicious:
  - Establish eye contact and ask if you can help him or her.
  - Do not physically confront the person. Keep a safe distance.
  - Do not let anyone block your access to an exit.
  - Do not let anyone into a locked building or office.
  - Do not block the person’s access to an exit.
- Note the person’s travel direction, clothing, body type (weight and height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercing, tattoos, etc.

### **Active Shooter Incident**

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

- If possible, exit the building immediately.
- Notify anyone you may encounter to exit the building immediately.
- Unless otherwise indicated by emergency response personnel, report to your building assembly area (see evacuation plan). This should be done only if it is reasonably safe to do so. Otherwise, it may be better to leave the campus.
- Call 3111 from any campus phone; from a cell phone dial 978-665-3111. Give the dispatcher the following information:
  - Your name and location.
  - Location of the incident (be as specific as possible).
  - Number of shooters (if known).
  - Identification or description of shooter.
  - Number of persons who may be involved.



**Make the Fitchburg State University Police Department a speed dial function on your cell phone. SECONDS COUNT!**

If you are directly involved and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- Cover the door windows. Keep quiet and act as if no one is in the room.
- Do not answer the door.
- Notify University Police at 3111 (from a cell phone dial 978-665-3111).
- Give the dispatcher the following information:
  - Your name and location (be as specific as possible).
  - Number of shooters (if known).
  - Identification or description of shooter.
  - Number of persons who may be involved.

Wait for local police or University Police to assist you out of the building.

If you find yourself directly confronted with an armed individual who is threatening to commit or has committed violence, the following guidelines should be used to the extent possible and warranted by the circumstances of the situation:

- Remain as calm as possible; be cooperative and patient.
- Remember that time is your best weapon; offer to listen.
- Don't judge or argue with perceptions.
- Treat each concern as important and valid. A person in crisis will only respond to someone who is willing to listen and who understands, is respectful, and non-threatening.
- Maintain polite eye contact; keep gestures and body language open and non-threatening. Use a low, soft, slow voice when you speak. Do not make sudden moves--request permission of the person before you make any moves.
- Be truthful--to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his/her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she has helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, and what was said. Pay attention to details about the space you are in. If you are released or decide you must escape, this information may be needed by police to ensure the safety of others.



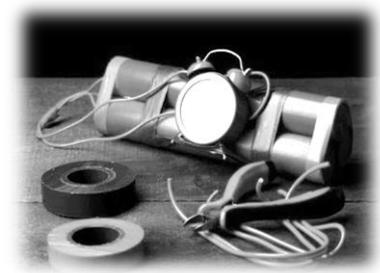
Please review the Option Consideration video to better understand how to respond to an Active Shooter incident:

<http://www.dhs.gov/video/options-consideration-active-shooter-preparedness-video>

## **Bomb Threat**

If you receive a bomb threat over the telephone:

- Be calm--do not panic.
- On display-type telephones, note the number from where the call is coming. Note the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine, if possible, the sex and age of the caller and note any identifying attributes such as an accent, a lisp, or a background noise. Attempt to question the caller.
- Immediately notify your supervisor and the University Police Department at 3111.
- Complete a Bomb Threat report form, available from University Police. The on-duty University Police shift supervisor will direct the following: notify the appropriate responders (Fire Department, Fitchburg Police Department) and campus staff (President's Office, Dean of Resident and Academic Life's Office).



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

- The University Police department shift supervisor will direct the search in such a manner that all areas of the threatened facility is methodically searched.
- All available University Police officers will be dispatched to conduct a discreet search of the location involved.
- Maintenance personnel will be asked to assist in the search on a volunteer basis.
- Radios will not be transmitted within 500 feet of the threatened facility. A location outside the area will be designated for pre-search instruction and searchers can monitor their radios for instructions during the search.
- The search will include all rooms, locked and unlocked (unless otherwise directed by the University Police Department shift supervisor), all unlocked cabinet doors and drawers, classroom furniture, trash receptacles, shelves and ledges, and all other unsealed containers (boxes and crates).
- If a suspicious item is discovered, it will not be touched or moved. University Police will coordinate the securing of a safe perimeter pending the arrival of personnel equipped and trained to remove the threat.

## **Threatening Behavior and Classroom Disturbances**

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

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

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

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

### **Contaminated Mailings**

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

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



If you receive a package you feel to be suspicious:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover
- Leave the room and CLOSE the door or section off the area to prevent others from entering.
- Call the University Police.
- Wash your hands with soap and water to prevent spreading any contaminant to your face.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling. SHOWER with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- List all people who were in the room or area when this suspicious letter or package was received. Give this list to law enforcement officials for follow-up investigations and advice.
- Note: Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.

- If you have reason to believe that a room or area on campus has been contaminated by AEROSOLIZATION (a small device triggered, warning that air-handling system is contaminated, or warning that a biological agent has been released in a public space):
- Turn off all local fans or ventilation units in the area.
- LEAVE the area immediately.
- CLOSE the door or section off the area to prevent others from entering (i.e., keep others away).
- Report the incident to University Police and your supervisor.
- List all people who were in the room or area. Give this list to law enforcement officials for further investigation.

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

## **Emergencies Resulting from Accident, Power Outage, or Fire**

### **Aircraft Crash**

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

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

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

- Alert emergency search and rescue crews or anyone within shouting distance of your location.
- If a telephone is available, attempt to call University Police at extension 3111 (or 978-665-3111 from a cell phone) and report your location.
- If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants, and heat.
- If you are injured, tend to your wounds.
- Remember, the first priority during any emergency is life safety. Help is on the way.

If an airplane crashes near campus:

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

## Power Failure

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

- Contact University Police at 3111 from any telephone on campus (or 978-665-3111 from a cell phone) and give your name, telephone number, location, and nature of the emergency.
- University Police will notify appropriate university officials.
- Representatives of the Capital Planning and Maintenance will verify the failure and its cause.
- In cases where power failures will affect classes, residence halls, or other university activities for extended periods, the University EOCT will be notified to respond to campus.



## Fire

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

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

If Trapped:

- Alert emergency responders of your location by whistling, shouting, or using an object to beat on walls or floor in a rhythmic manner.
- If a telephone is available, call extension 3111 (or 978-665-3111 from a cell phone) and notify University Police of your location. You may also place an article of clothing or other device to use as a signal in a window, if a window is available.
- Stuff material in door cracks to minimize smoke and try to stay low near the floor where heat, smoke, and contaminants may be less.
- If you are injured, tend to injuries.

## General Medical Emergencies

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

- Stay calm.
- Dial 3111 (or 978-665-3111 from a cell phone) and explain the type of emergency, the location of the victim, and the condition of the victim. Let the dispatcher know of any safety hazards—chemical spill, fire, fumes, etc. Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely, or has chest pain. These all cause the dispatcher to summon an ambulance.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if he/she is not moved.
- Do not give the victim anything to eat or drink.



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

### Accidental Poisoning

Call University Police immediately in the case of poisoning:

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



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

### Animal Bites

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

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

# Emergencies Resulting From Natural Forces

## Earthquake

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

If Inside:

- Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available—be cautious of swinging doors and people traffic. Avoid outside or high use doorways.
- Stay away from windows and objects that could fall.
- If in a theater or lecture hall, stay in your seat or get under it, if possible. Protect your head with your arms.
- When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
- Proceed to a designated assembly point, or if unsafe, an alternate assembly point.
- Remain for further instruction.
- Instructors and supervisors:
- Notify University Police of anyone unaccounted for from your area.

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

If Outside:

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

Always:

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

## Flood



If you encounter high water, do the following:

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

## **Tornado Warning**

When a tornado warning is issued by the National Weather Service, University Police will activate the emergency notification system(s). All individuals on campus should proceed to the nearest designated shelter. Persons already in a building should stay in that building and go to the nearest designated shelter area. Those outside should immediately enter the nearest building and proceed to the nearest designated shelter area. Note: only resident students have card access to the residence hall to which they are assigned.

During a tornado or other weather crisis, persons who are not resident students or students who are not near their residence halls should seek shelter in classroom or administrative buildings.

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

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

All others should:

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

Places to avoid during a tornado emergency include:

- All outside walls, elevators, and windows of buildings.
- Any low-lying area that could flood.
- Vehicle—these should not be used for shelter.
- Building areas with a large roof span.

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

## **Emergency Evacuation Plans for Campus Buildings**

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

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

**The following instructions apply to evacuation of SPECIFIC campus buildings:  
Only re-enter when told to do so by a uniformed officer of the University Police Department**

<b>Conlon Hall Fine Arts</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• When descending stairs, use the handrail.</li> <li>• Move quickly to either the Lower Weston Lot or the Lower Ross Street Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Conlon Hall Communications Media</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•DO NOT USE THE ELEVATOR</li> <li>•When descending stairs, use the handrail.</li> <li>•Move quickly to either the Volley Ball Court in the Mara Complex or the Lower Ross Street Lot.</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Weston Auditorium</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• Move quickly to the Lower Weston Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Antonucci Science Complex</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• DO NOT USE THE ELEVATOR</li> <li>• When descending stairs, use the handrail.</li> <li>• Move quickly to either the Main Quad staying at least 500’ from the building or across the street on the grassy area in front of Herlihy Hall.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Sanders Administration</b>  <b>Sanders Administration Continued</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• When descending stairs, use the handrail.</li> <li>• Move quickly to either the Main Quad staying at least 500’ from the building or across the street on the grassy area in front of Mara Village #1</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Mazzaferro Center</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• When ascending stairs, use the handrail.</li> <li>• Move quickly to either the Sanders Lot</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Anthony Student Service Center</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• Move quickly to the Main Quad staying at least 500' from the Building</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Dupont Facilities</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• Move quickly to the Main Quad staying at least 50' from the Building.</li> <li>• If at the Lower level move to grassy area in front of Herlihy Hall.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Percival Hall</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>•Move quickly to the Main Quad staying at least 500' from the Building</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Edgerly Hall</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>•Move quickly to the Main Quad staying at least 50' from the Building</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Edgerly Hall Continued</b>	<ul style="list-style-type: none"> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>

<b>Thompson Hall</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• DO NOT USE ELEVATOR</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Main Quad staying at least 50' from the Building</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Miller Hall</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•DO NOT USE ELEVATOR</li> <li>•When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>•Move quickly to the Main Quad staying at least 50' from the Building</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Hammond Hall</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•DO NOT USE ELEVATORS</li> <li>•When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>•Move quickly to either the Hammond Quad staying at least 500' from the Building or the North Two Lot</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Holmes Dining Commons</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•Move quickly to the Main Quad staying at least 50' from the Building</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>McKay Complex B &amp; C Wing</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> </ul>

<b>McKay Complex B &amp; C Wing Continued</b>	<ul style="list-style-type: none"> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Front Main Lot staying at least 500’ from the Building.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>McKay Complex A Wing</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• DO NOT USE ELEVATOR</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Front Main Lot staying on the other side of the Medium. Teachers should take their students to either the Upper Rear lot and line students up by class for a head count.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Wallace Civic Center</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• When ascending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Civic Lot staying at least 50’ from the Building.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Landry Arena</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>• When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>• Close, but do not lock doors.</li> <li>• When ascending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Wallace Civic Center side of the lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Exercise and Sports Science</b>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•DO NOT USE ELEVATOR</li> </ul>

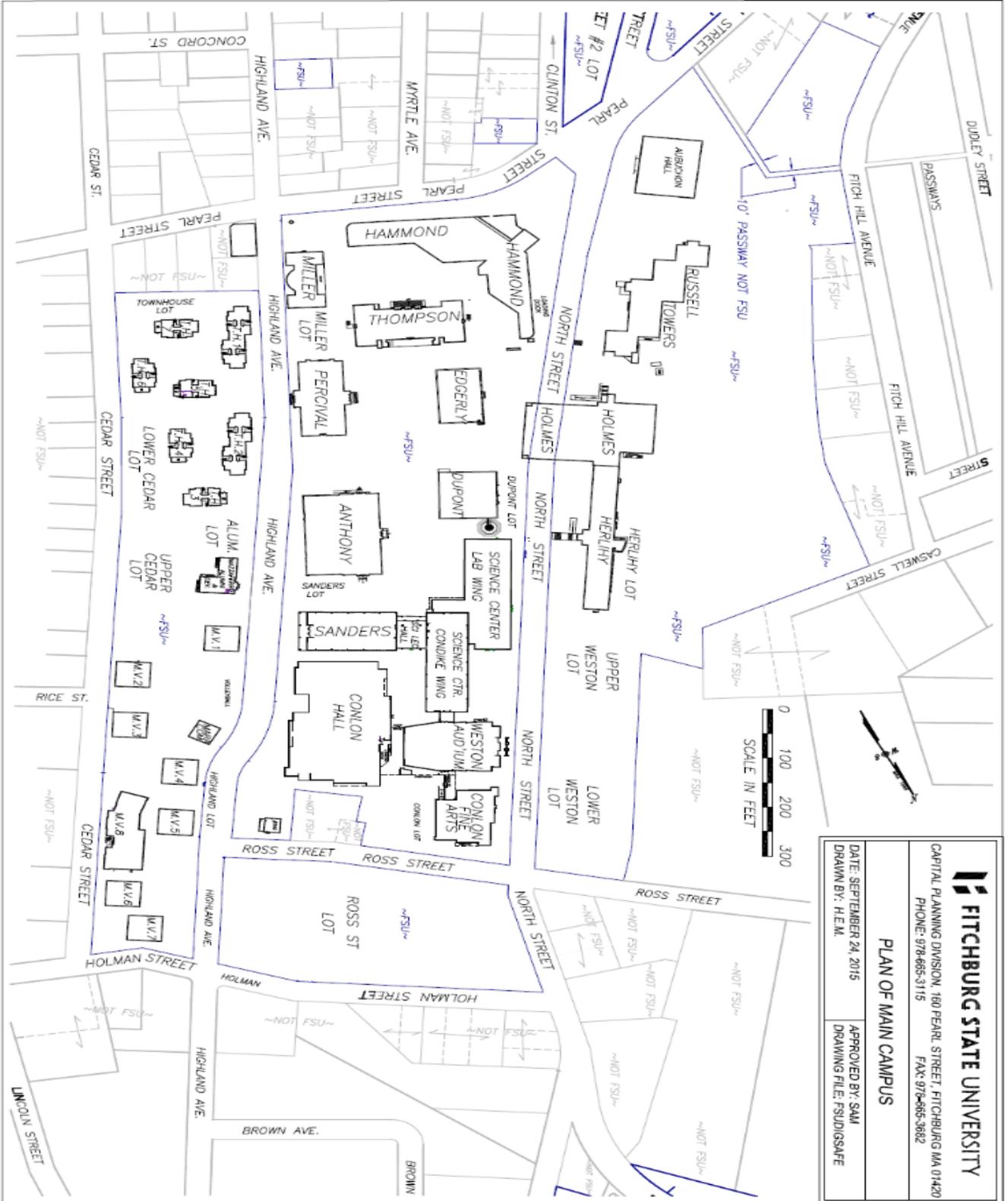
<p><b>Exercise and Sports Science Continued</b></p>	<ul style="list-style-type: none"> <li>•When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>•Move quickly to the North One Lot.</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>Recreation Center</b></p>	<p>When an emergency is declared, walk to nearest exit.</p> <ul style="list-style-type: none"> <li>•When leaving an office, take only your wallets and handbags. Do not stop to gather other personal belongings.</li> <li>•Close, but do not lock doors.</li> <li>•DO NOT USE ELEVATOR</li> <li>•When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>•Move quickly to the North One Lot or the Green One Lot away from the building.</li> <li>•Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>University Police Station</b></p>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• Move quickly to the stairs of the University Police Station</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>Aubuchon Hall</b></p>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to either the front of Hammond Hall or to the North Two Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>Russell Towers</b></p>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> </ul>

<p><b>Russell Towers Continued</b></p>	<ul style="list-style-type: none"> <li>• Move quickly to either the front of Hammond Hall or to the North Two Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>Herlihy Hall</b></p>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to either the Science Lot or to the Dupont Parking Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>Townhouse Apartments #1,2,3,or 5</b></p>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to either the Academic Side of Highland Avenue or to the Miller Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>Townhouse Apartments 4,6, &amp;7</b></p>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to either the Upper Cedar Lot or to the Miller Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<p><b>Mara Village 1,2,3</b></p>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Upper Cedar Lot.</li> </ul>

<b>Mara Village 1,2,3 Continued</b>	<ul style="list-style-type: none"> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel</li> </ul>
<b>Mara Village Common, 4,5,8</b>	<ul style="list-style-type: none"> <li>• When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>• DO NOT USE ELEVATOR.</li> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Upper Ross Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Mara Village 6,7</b>	<ul style="list-style-type: none"> <li>• When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the Upper Ross Lot by taking the Mara 8 Stairs or walking up Highland Avenue.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>North Street Apartments</b>	<ul style="list-style-type: none"> <li>• When fire alarm sounds, immediately walk to nearest stairwell.</li> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the grassy area close to the Exercise Science Building or across the street to North One Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>Cedar House</b>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.</li> <li>• Move quickly to the parking lot of the Highland Ave Baptist Church across the street on Cedar Street.</li> </ul>

<b>Cedar House Continued</b>	<ul style="list-style-type: none"> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>145 North Street</b>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• Move quickly to the stairs of the University Police Station</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>
<b>350 Highland Ave</b>	<p>When fire alarm sounds, immediately walk to nearest stairwell.</p> <ul style="list-style-type: none"> <li>• When leaving, do not stop to gather personal belongings, other than key/One Card and immediate essentials.</li> <li>• Close door.</li> <li>• Move quickly to the Upper Ross Street Parking Lot.</li> <li>• Keep streets, fire lines, hydrant areas, and walkways clear for emergency vehicles and personnel.</li> </ul>





 <b>FITCHBURG STATE UNIVERSITY</b>	
CAPITAL PLANNING DIVISION, 100 PEARL STREET, FITCHBURG MA 01420 PHONE: 978-665-3115 FAX: 978-665-3682	
<b>PLAN OF MAIN CAMPUS</b>	
DATE: SEPTEMBER 24, 2015 DRAWN BY: H.E.M.	APPROVED BY: S.M.I. DRAWING FILE: FSUJDGSAFE

## Accessibility by Building

Building	Accessible Areas
Anthony	All - Ramp
New Science Building	All - Grade Entrances
Conlon Ind. Arts	All - Elevators
Conlon Fine Arts	All - Grade Entrance & Passway
Dupont Facilities	All - Grade Entrances
Edgerly Hall	All - Stair Lift
Hammond Library	All - Grade Entrance/Elevators
Holmes Dining	Yes - Ramp and bridge
Mazzaferro Center	Yes - Ramp & Elevator
McKay School	All - Grade Entrances/Elevators
Miller Hall	First Floor - Ramp
Percival Hall	All – Ramp & Elevator
Recreation Center	All - Ramp & Elevator
Sanders Admin	All - Grade Entrances
Thompson Hall	All - Elevator with exterior acc.
Weston Auditorium	Yes - Ramp

## LOCK DOWN PROCEDURES

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

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

Any member of the campus community who believes weapon related violence is taking place should dial 3111 (or 978-665-3111 from a cell phone) immediately.

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

Once a Lock-Down order is given:

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

Police Response:

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

Situation Resolved:

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

This Lock-Down plan remains fluid and may be changed during an emergency.

## DISTINCTION BETWEEN “LOCKDOWNS” AND “SHELTER IN PLACE”



**LOCKDOWNS:** A lockdown occurs when occupants of the University are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises and officials expect that these measures will minimize risk exposure of the occupants to the criminal element. Lockdowns necessitate a law enforcement response and immediate intervention. While responsibility for determining an immediate lockdown rests primarily with that University Police, both the University officials and law enforcement officials are strongly encouraged to confer with one another during this process. This will help ensure safe and efficient handling of University lockdown events.

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



However, it may be prudent to move all of the occupants to another part of the University to further minimize the risk of exposure.

### OTHER SOURCES OF INFORMATION ON CAMPUS

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

## CRIME STATISTICS

The crime statistics found in this report represent alleged criminal offenses reported to the Fitchburg State University Police authorities and/or local law enforcement agencies. Therefore, the data collected does not necessarily reflect prosecutions or convictions for crimes. Because some statistics are provided by non-police authorities, such as Housing and Residential Services and the Office of Student and Academic Life, who use Maxient reporting system, the data are not directly comparable to data from the FBI's Uniform Crime Reporting System which only collects statistics from police authorities. The fire statistics are reported only by institutions with an on-campus student housing facility or facilities, and the fire statistics are for those facilities only.

This report contains a glossary that provides definitions for the various crime, fire, and geographic categories presented in the reports. Please note that valid comparisons of campus statistics are possible only with study and analysis of the conditions affecting each institution.

The statistics provided in this report covers the following areas:

- On Campus
- Residence Halls
- Non-Campus Buildings and Property
- Public Property on and Immediately Adjacent to Campus
- As well as Hate Crimes

## Clery Definitions

The Clery Act is provided to assist in the classification of crimes. Clery definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR) as required by the Clery Act regulations.

**Murder and Non-Negligent Manslaughter**-The willful (non-negligent) killing of one human being by another. This includes death or injuries received in a fight, argument, quarrel, assault or commission of a crime.

**Negligent Manslaughter**-The killing of another person through gross negligence

**Forcible Sex Offense**-Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Non-Forcible Sex Offenses**-Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

**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. Sexual penetration means 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, or by a sex-related object.

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

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

**Statutory Rape-** Non-forcible sexual intercourse with a person who is under the age of consent.

**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.

**Burglary-**The unlawful entry of a structure to commit a felony or a theft. This includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; and safecracking.

**Motor Vehicle Theft-**The theft or attempted theft of a motor vehicle.

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

**Larceny-theft-**The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Hate Crimes-**Offenses and crimes involving bodily injury due to prejudice of race, gender, religion, sexual orientation, ethnicity/national origin, disability.

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

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

**Arrest**-Persons processed by arrest, citation or summons. An arrest has occurred when a law enforcement officer detains an adult with the intention or seeking charges against the individual for the specific offense(s) and a record is made of the detention. A juvenile should be counted as "arrested" when the circumstances are such that if the individual were an adult, an arrest would have been counted.

**Referred for Disciplinary Action**-The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Illegal Weapons Possession**-The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosive, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. This also includes the manufacture, sale, or possession of deadly weapons; carry deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and attempts to commit any of the above.

**Drug Law 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. The relevant substances include: opium, or cocaine, and the derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturate, Benzedrine).

**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. This includes: The manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; under age possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

# Crime Report

## Statistics for 2014, 2013, and 2012

Reported Crimes	Year	On-Campus	Residential Facilities	Non-Campus	Public Property	Crimes Reported by Fitchburg Police*
<b>Murder / Non-negligent Manslaughter</b>	<b>2014</b>	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
<b>Negligent manslaughter</b>	<b>2014</b>	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
<b>Rape (formerly categorized as <i>Forcible</i>)</b>	<b>2014</b>	1	1	0	0	0
	2013	2	2	0	0	0
	2012	1	0	0	0	0
<b>Fondling (new category)</b>	<b>2014</b>	0	0	0	0	0
	2013	-	-	-	-	-
	2012	-	-	-	-	-
<b>Incest (new category)</b>	<b>2014</b>	0	0	0	0	0
	2013	-	-	-	-	-
	2012	-	-	-	-	-
<b>Statutory Rape (formerly categorized as <i>Non-Forcible</i>)</b>	<b>2014</b>	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
<b>Robbery</b>	<b>2014</b>	0	0	0	0	0
	2013	1	0	0	0	0
	2012	1	0	0	0	0
<b>Aggravated Assault</b>	<b>2014</b>	6	3	3	0	0
	2013	0	0	0	0	0
	2012	2	1	0	0	0
<b>Burglary</b>	<b>2014</b>	8	0	8	0	0
	2013	10	5	0	0	0
	2012	17	13	0	0	0
<b>Motor Vehicle Theft</b>	<b>2014</b>	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
<b>Arson</b>	<b>2014</b>	0	0	0	0	0
	2013	0	0	0	0	0
	2012	1	0	0	0	0

# VAWA (Violence Against Women Act)

Reported Crimes	Year	On-Campus	Residential Facilities	Non-Campus	Public Property	Crimes Reported by Fitchburg Police*
<b>Domestic Violence</b>	<b>2014</b>	8	6	0	0	0
	2013	4	4	2	0	0
	2012	2	2	2	0	0
<b>Dating Violence</b>	<b>2014</b>	1	1	0	0	0
	2013	1	0	1	0	0
	2012	1	1	0	0	0
<b>Stalking</b>	<b>2014</b>	5	5	0	0	0
	2013	0	0	0	0	0
	2012	1	1	2	0	0
<b>Violations Leading to Arrests</b>						
<b>Weapon Violations</b>	<b>2014</b>	2	0	0	0	0
	2013	1	0	0	0	0
	2012	1	1	0	0	0
<b>Drug Violations</b>	<b>2014</b>	3	0	0	0	0
	2013	2	0	0	0	0
	2012	1	0	0	0	0
<b>Liquor Violations</b>	<b>2014</b>	2	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
<b>Violations Leading to Judicial Referrals</b>						
<b>Weapon Violations</b>	<b>2014</b>	0	0	0	0	0
	2013	5	5	0	2	0
	2012	6	5	0	1	0
<b>Drug Violations</b>	<b>2014</b>	45	39	0	7	0
	2013	18	18	0	10	0
	2012	51	36	0	11	0
<b>Liquor Violations</b>	<b>2014</b>	136	135	0	2	0
	2013	143	142	0	8	0
	2012	215	208	0	13	0

## Reported Hate Crimes On Campus

Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder / Non-negligent Manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Negligent manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Simple Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Larceny-Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Intimidation	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0

## Reported Hate Crimes On Campus Student Housing Facilities

Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder / Non-negligent Manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Negligent manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Simple Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Larceny-Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Intimidation	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0

## Reported Hate Crimes Non-Campus

Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder / Non-negligent Manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Negligent manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Simple Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Larceny-Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Intimidation	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0

## Reported Hate Crimes Public Property

Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder / Non-negligent Manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Negligent manslaughter	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Fondling	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Incest	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Statutory Rape	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Robbery	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Burglary	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Arson	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Simple Assault	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Larceny-Theft	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Intimidation	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2012	0	0	0	0	0	0	0	0

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# Fire Safety Report

## **FIRE SAFETY**

The Fitchburg State University Police Department and Capital Planning and Management work together with the Fitchburg Fire Department to ensure that Fitchburg State University is in compliance with all fire and life safety codes and standards. All residence halls meet or exceed local and national fire safety codes and are equipped with modern fire alarm systems including smoke detectors and sprinkler systems. In addition, all fire extinguishers are inspected on a regular basis.

Smoking: All Fitchburg State University Academic, Administration, Athletic, and Residential Halls are smoke free. This includes all student rooms, hallways, and common areas. As posted there is no smoking within 25' of any building on campus.

## **Fire Safety Equipment**

Fire alarm systems and fire safety equipment are provided for the protection of the residents. The fire extinguishers, smoke detectors, fire alarm horns, pull stations, and emergency exit signs are critical to the safety equipment.

## **IMPORTANT PHONE NUMBERS**

### **Fitchburg State University Police Department**

(978) 665-3111 Emergency

### **Capital Planning and Management**

(978) 665-3115

(978) 665-3230

### **Environmental Health and Safety**

(978) 665-3756

## FIRE REPORTING PROCEDURES

The following general procedures should be followed if you discover a **FIRE**:

Smoke is the greatest danger in a fire. As you evacuate, or if you are trapped, always stay near the floor where the air is less toxic. **STAY LOW!**

In advance, familiarize yourself with fire extinguisher locations, exits, and alarm pull stations.

- Close the door to the room involved. This will contain the fire.
- Activate the closest fire pull station.
- Call the Fitchburg State University Police when it is safe to do so.
  - Outside phone: (978) 665-3111
  - Campus phone: 3111
- Awaken any sleeping roommate
- Feel the door knob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate.
- Get on your knees or belly and stay low always making way to the nearest marked exit.
- Alert others as you exit.
- **DO NOT USE ELEVATORS!**
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible.
- Stay back at least 500 feet or more from the building.

If trapped during a fire:

- Shout at regular intervals to alert emergency crews of your location.
- Find a window and place an article of clothing outside of it to use as a marker for rescue crews.
- If there is no window, stay near the floor where the air is less toxic.

### Whom Students and Employees Should Report That a Fire Occurred

Per federal law, The Fitchburg State University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Fitchburg State University Police Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Fitchburg State University Police **(978) 665-3111**

Fitchburg State University Housing and Residential Services **(978) 665-3219**

Fitchburg State University Capital Planning and Maintenance **(978) 665-3115**

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## Plans for Future Improvements in Fire Safety

Fitchburg State University will be partnering with the Fitchburg Fire Department to improve our educational program on fire safety. These programs will include:

- In room hazards such as candles, extension cords, and electrical fires.
- Maximum occupancy hazards
- Proper evacuating of a building
- Hazards of smoking inside a dorm room

## EMERGENCY PROCEDURES

General Procedures for Students and Employees in case of a Fire

All faculty, staff, and students are required to evacuate the building during a fire alarm.

### EVACUATION PROCEDURE

- When evacuating the building, use the most direct means of egress possible.
- Before opening the door, feel the door with the back of your hand. If the door is hot, or you can see fire or smoke in the corridor, do not pass through. Stay in the room. Pack towels (wet if possible) under the door to prevent smoke from entering. Telephone Fitchburg State University Police and report your location.
- If the door is cool, open it slowly. If there is no smoke, proceed to the nearest exit. If the smoke is light, crawl low to the closest exit. If you encounter smoke along the way, choose an alternate escape route. Make sure the doors close behind you to prevent the spread of smoke.

### Evacuation Plan for Persons with Disabilities

- If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
- If the occupant, resident, or visitor is located above the ground floor, DO NOT USE THE ELEVATOR. Stay in your office or room, or see specific examples below.
- Call the Fitchburg State University Police at (978) 665-3111 and give the dispatcher your name, exact location, room number, and telephone number. Remain by the phone until contacted by the Fitchburg State University Police. Firefighters will assist persons who are unable to evacuate.
- Persons with hearing impairments can be assisted out of the building, providing that they are made aware of the activation of the fire alarm.
- Persons with visual impairments can be safely helped out of the building, provided that a person is there to assist them, and that most of the other building occupants have already left the building. The evacuation of persons with disabilities at the same time as everyone else might increase the risk of accident or otherwise endanger all persons trying to vacate the building.
- Persons with mobility impairments should most often remain in their rooms until assisted by the Fire Department. Untrained occupants should not attempt to carry people from the building. This could cause stairway restriction for other evacuees and may also result in serious injury to the parties involved as well as others.

## **INFRACTIONS**

### **Failure to Evacuate**

Except for emergency response agencies (i.e., Fitchburg Fire Department, Fitchburg State University Police), all occupants in the building will evacuate when a fire alarm has been activated. Individuals or groups failing to evacuate will be subject to disciplinary action.

Fitchburg State Residence Halls are required to hold a fire drill each semester and all occupants of the building are required to participate. Failure to participate can result in disciplinary action. Students who fail to vacate the residence hall during a fire alarm are subject to disciplinary action.

### **Fire Department Access**

Persons who intentionally block or otherwise hamper the duties of the Fitchburg Fire Department or Fitchburg State University Police Department during a fire or medical emergency will be subject to disciplinary action, fines, or expulsion from University housing and/or criminal prosecution.

- Fines for obstructing emergency response agencies range from \$100 to \$500.

### **Fire Detection and Suppression Equipment Tampering**

Fire alarm systems and fire safety equipment are provided for the protection of the residents. The fire extinguishers, smoke detectors, fire alarm horns, pull stations, and emergency exit signs are critical safety equipment. Tampering with fire safety equipment can result in criminal prosecution, disciplinary action and/or housing occupancy agreement termination. Where fire sprinklers exist, all sprinkler heads must remain free of obstructions to allow them to operate properly. Nothing may be attached, or placed against any part of the sprinkler system, this includes piping.

- The minimum fine for tampering with fire detection and suppression equipment is \$100.

### **False Alarms**

Any person who, without proper justification, turns in a false fire alarm by activating a fire alarm pull station or calling in a report of fire may be punished with disciplinary action, fines, or expulsion from University housing, and/or criminal prosecution.

- The range of fines for false alarms is \$100 to \$500.

### **Malicious Burning of Building Component(s) or a Building**

Any person who knowingly sets fire to components of a building (i.e. doors, bulletin boards, and furniture) and/or the building itself will face disciplinary action, fines, or expulsion from University housing, and/or criminal prosecution.

- Fines for malicious burning shall range from \$100 to \$500.

### **Smoke Bombs and Bomb Threats**

Any person who possesses and/or activates a smoke bomb in a building without the permission of the Fitchburg State University Police, or any person who initiates a bomb threat, will be subject to disciplinary action, fines, or expulsion from University housing and/or criminal prosecution.

### **Fire Hydrants and Fire Lanes**

No vehicle except for emergency response apparatus or cars shall park in designated fire lanes or in front of a fire hydrant. Fitchburg State University shall not be responsible for any damage to a motor vehicle that obstructs the response of the Fitchburg Fire Department or other emergency response agency.

## Fire Hazards

Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids and other similar items are not allowed in buildings other than those facilities specifically designed for that intended purpose and shall be removed at the owner's expense.



### Explosives, Fireworks and Flammables

The possession and/or storage of fireworks, explosives, gun powder, ammunition, any flammables or material which may jeopardize the safety of others is strictly prohibited.

Any person possessing and/or discharging fireworks on campus will face disciplinary action, fines, or expulsion from University housing, and/or criminal prosecution.

### Exit Doors

Using an Emergency Exit in a non-emergency situation may result in a fine and disciplinary action.

## Fire Drills

Fire Drills at Fitchburg State University will be conducted at least once during the academic year. Fire Drills are performed to familiarize occupants in the building with the sound of the fire alarm, to verify that the system is functioning properly, and to test the evacuation systems for faculty, staff and students.

### Inspections/Fire Drills

Most residence hall fires start in a student room. The cause of the fire could be careless disposal of smoking material, cooking equipment, candles, or improper lights and wiring. Wastepaper baskets, sheets, futons, wall hangings, and furniture are fuel sources for a potential fire; if ignited, each will allow smoke and flame to spread throughout the room, floor, or building.

If during a scheduled fire drill or fire alarm, the Fitchburg State University police or Resident Directors discover any of the above items located in a student's suite the items will be confiscated.

Posters, pictures, and knick-knacks can make a resident feel more at home. Decorations are encouraged as long as they do not create health or fire hazards or damage to the room. Candles are not permitted, even if unburned. Alcohol bottles may not be used for decorations or storage. Tapestries are permitted if they have been fireproofed and are labeled as such. No items may be hung from the ceiling or attached to the outside of student room doors. Nails, screws, and tacks on or in the walls, furniture or fixtures are prohibited. Only masking tape, double stick tape, or poster putty may be used on surfaces. Residents can bring additional furniture, but remember all additional furniture and decorations are subject to the approval of room/suitemates.

## ROOM ENTRY

The Office of Housing and Residential Services respects the student's rights for privacy within the group living-learning environment and will strive to protect and guarantee this privacy. This policy is designed to ensure only legal and appropriate entry into a resident's room by specifically authorized staff, and to define the conditions under which authorized personnel may enter a student's room.

Rooms may be entered under the following conditions:

- To provide room maintenance inspections, repair service or perform a safety inspection.
- When there is reasonable cause to believe that University regulations or laws are being violated.
- For an emergency situation that requires that the room be entered.
- When a resident vacates a room for a break period, authorized personnel may enter a room to provide room maintenance inspections, repair service or to perform safety inspections.

Illegal materials or items in plain view will be removed if they are noticed in the course of a room maintenance or vacation inspection, or in response to a violation of University or departmental policy. The resident will receive written notification of this action if confiscation of property is required when the student is absent.

A student's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the residents ample opportunity to open the door. If no response is received, the room may be entered under the four conditions listed above. Before entering a room with the use of a key, staff members will identify themselves.

Authorized University staff members who may enter a student's room are administrative housing staff members, Resident Directors, Resident Assistants and inspection, maintenance, custodial, and safety personnel.

## APPLIANCES

For health, safety and sanitation considerations, only the following appliances are authorized for use in the residence halls: small electrical appliances that have a completely enclosed heating element and are UL approved (i.e. coffeemakers and popcorn poppers); and, small microwaves and refrigerators that meet the residence hall specifications:

### Refrigerators

- Maximum size, internal dimensions of less than 4.0 cubic feet.
- Maximum of 2 running amps. Remember, your refrigerator must be **unplugged** during semester break periods.

### Microwaves

Maximum wattage, less than 1000 watts.

Appliances that are not permitted in the student rooms are electric skillets, toaster ovens, electric blankets, hot plates, items with exposed heating elements, air conditioners, and halogen lamps. The high potential of fires and damage from these items make these provisions necessary.



## Candles, Open Flames Devices, and Smoking

Open flame devices (except for cigarette lighters and matches) are prohibited in residence halls. Candles, incense, and similar items may not be burned or lit in any residence hall. If lit or previously burned candles or incense are found or reported they will be confiscated.

Smoking is prohibited in all academic buildings and residence halls. Smoking is not permitted in buildings or within 25 feet of a building entrance or air intake. Do not dump smoking materials into plastic waste containers or dumpsters without properly extinguishing them with water.



## Holiday Decorations



In accordance with the Massachusetts Fire Prevention Regulations, the following decorative items shall not be permitted in the Fitchburg State University buildings and residence halls:

- Candles
- Christmas or other sawn trees (except UL or FM approved artificial Christmas or decorative trees)
- Christmas or other decorative wreaths (except UL or FM approved artificial Christmas or decorative wreath)
- Corn stalks or shucks
- Cotton or confetti
- Dry moss or leaves
- Hay or straw
- Paper streamers
- Sawdust or wood shavings
- Tree branches or leaves

Only UL or FM-approved lighting for indoor use can be used in academic and residential buildings. If used, the lights cannot be run over ceiling tiles or grids, or through walls or doorways. The lights must be hung below the ceiling using non-conductive material (i.e., string or tape). Not more than three sets of lights can be attached to a single extension cord. Lights must be turned off when the area is left unattended.

## Electrical Extension Cords

Electrical Cords (primary and extension) must not pass through walls, floors, or above suspended ceilings.

Electrical Cords (primary and extension) cannot be beneath carpets or across corridors or fire escapes. This type of placement could cause a fire or be responsible for a personal injury accident. If temporary wiring is required, the cord must be run along the wall, not across an aisle or overhead. It must be held up with a non-conductive material such as string or tape, and may not run above a concealed space such as a drop ceiling.

Electrical and mechanical closets and rooms are hazardous locations. They are not to be used for general storage and they must be kept clean at all times to reduce the risk of fire.

Electrical panels shall be properly maintained. In accordance with the Massachusetts Electrical Code, there must be at least three square feet of space around any and all electrical panels, boxes, disconnects, fuses, and other associated equipment.

Students having questions about electrical closets, disconnects, panels, rooms, or service should contact the Capital Planning and Maintenance Department at (978) 665-3115 or (978) 665-3230.

### **Fire Doors, Escapes, and Exits**

For health and safety reasons, all means of egress and their components must be properly maintained at all times in accordance with the requirements of the State Building and Fire Prevention Regulations. A means of egress shall include but is not limited to corridors, doorways, fire escapes, and stairwells. They incorporate an “exit access” (corridors and stairs that lead to an exit), and “exit” (the door itself), and the “exit discharge” (the exterior side of the door, which could include a fire escape, another building, or sidewalk).



Each corridor and stairwell in our residence halls has the following equipment: emergency lighting, exit signs, fire extinguishers, fire alarms, and smoke detectors.

- Tampering with or otherwise damaging the above referenced equipment can result in a fine ranging from \$100 to \$500.

The corridors in the residence halls are required to be free of hazard and obstructions. Corridors, fire escapes, hallways, and stairwells cannot be used for the placement or storage of combustible material (i.e. boxes, cardboard and/or paper), bicycles or furniture, waste receptacles, or any other item or equipment that would hinder a safer means of egress or firefighting operations.

Corridors, fire escapes, hallways, and stairwells cannot be used as runways for extension cords, telephone wires, or television cables that could create a personal injury hazard.

Fire escapes cannot be used for storage of grills, regardless of size or fuel.

Fire doors in corridors and stairwells cannot be chocked open (except smoke-activated fire doors that close when the fire alarm is activated).

- Fine for obstructing a means of egress is \$25





## **FIRE DEFINITIONS**

**The following definitions are applicable to this section:**

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

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

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

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

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

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

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

### Fire Safety Systems

Fire Safety Measures	Aubuchon Hall	Cedar House	Herlihy Hall	Mara Village	North Street Apartments	Russell Towers	Townhouse
Fire Alarm Monitoring Fitchburg State	X	X	X	X		X	X
Fire Alarm Monitoring Fitchburg Fire Dept.	X	X	X	X	X	X	X
Sprinkler System Full Building	X	X	X	X		X	
Sprinkler System Partial Building					X		X
Smoke Detection	X	X	X	X	X	X	X
Heat Detection	X	X	X	X	X	X	X
Fire Extinguishers	X	X	X	X	X	X	X

## Fire Statistics for On Campus Residential Facilities

Building	Drills per Year	Alarm Activations			Fires		
		2012	2013	2014	2012	2013	2014
<b>Aubuchon Hall</b> 234 North Street	1	12	9	24	0	0	0
<b>Cedar Street House</b> 30 Cedar Street	1	2	1	7	0	0	0
<b>Herlihy Hall</b> 320 North Street	1	7	5	7	0	0	0
<b>Mara Village #1</b> 299 Highland Ave	1	0	6	3	0	0	0
<b>Mara Village #2</b> 210 Cedar Street	1	1	1	0	0	0	0
<b>Mara Village #3</b> 220 Cedar Street	1	3	0	2	0	0	0
<b>Mara Village #4</b> 329 Highland Ave	1	1	0	0	0	0	0
<b>Mara Village #5</b> 339 Highland Ave	1	3	1	0	0	0	0
<b>Mara Village #6</b> 250 Cedar Street	1	0	0	1	0	0	0
<b>Mara Village #7</b> 260 Cedar Street	1	0	0	0	0	0	0
<b>Mara Village #8</b> 349 Highland Ave	1	4	2	4	0	0	0
<b>Mara Village Common</b> 319 Highland Ave	1	2	1	0	0	0	0
<b>North Street Apartments</b> 185 North Street	1	0	0	0	0	0	0
<b>Russell Towers</b> 260 North Street	1	5	4	6	1	0	0
<b>Townhouse #1</b> 241-243 Highland Ave	1	9	8	16	0	0	0
<b>Townhouse #2</b> 261-263 Highland Ave	1	4	3	1	0	0	0
<b>Townhouse #3</b> 170 Cedar Street	1	2	1	3	0	0	0
<b>Townhouse #4</b> 158 Cedar Street	1	1	0	2	0	0	0
<b>Townhouse #5</b> 152 Cedar Street	1	0	0	0	0	0	0
<b>Townhouse #6</b> 150 Cedar Street	1	0	3	6	0	0	0
<b>Townhouse #7</b> 140 Cedar Street	1	1	3	6	0	0	0

## Reported Fires

	Year	Campus Total	Residential Facilities	Non-residential Facilities
Fire	2014	0	0	0
	2013	1	0	1
	2012	5	1	4
Fire Related Injury	2014	0	0	0
	2013	0	0	0
	2012	0	0	0
Fire Related Death	2014	0	0	0
	2013	0	0	0
	2012	0	0	0
Fire related Property Damage	2014	0	0	0
	2013	1	0	1
	2012	2	1	1

## Fire Calls

Year	Aubuchon Hall	Cedar Street House	Herlihy Hall	Mara Village	North Street Apartment	Russell Towers	Townhouse Complex
2014	0	0	0	0	0	0	0
2013	0	0	0	0	0	0	0
2012	0	0	0	0	0	1	0

## Important Phone Numbers

University Police	(978) 665-3111 or Ext.3111
Dean’s Office	(978) 665-3130 or Ext. 3130
Health Services	(978) 665-3643/3894 or Ext.3643 / 3894
Counseling Services	(978) 665-3152 or Ext.3152
Capital Planning and Maintenance (Facilities)	(978) 665-3115 or Ext. 3115
Housing & Residential Services	(978) 665-3219 or Ext 3219
Disabilities Services	(978) 665-4029
City of Fitchburg Police Department	(Non-Emergency) (978)345-9648
City of Fitchburg Fire Department	General Calls (978)345-9660
	Fire Prevention 978-345-9672
	Fire Alarm office 978-345-9678
City of Fitchburg Emergency Services	911
HealthAlliance Hospital Leominster	(978) 466-2000
Massachusetts Poison Control	(888) 222-1222
Massachusetts Emergency Management Agency (MEMA)	(508) 820-2000
Massachusetts State Police—Leominster Barracks	(978) 537-2188
Massachusetts State Police Bomb Squad	(508) 820-2121
Massachusetts Hazardous Materials Response Program	(877) 385-0822
American Red Cross—Leominster	(978) 537-3339



**FITCHBURG STATE  
UNIVERSITY**

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**CAMPUS POLICE**

Report Revised 9/28/2015