



PLAYING IT **SAFE**

Annual Report on Campus Security and Fire Safety

2011–2012

Berklee
college of
music

Emergency Information

Call 911 first to report any significant event, and then advise Berklee Public Safety at 617 747-**2333** (if it is safe to do so).

Medical

Emergency: 911, then 617 747-**2333** (if it is safe to do so).

- State your name.
- State location of emergency: building, floor, and room number.
- Explain what happened.
- Stay on the line until told otherwise by the official.

Public Safety

Emergency: 911, then 617 747-**2333** (if it is safe to do so).

- Report all suspicious people/activity to the Public Safety Department.
- Always carry your Berklee identification badge.

Fire/Evacuations

Emergency: 911, then 617 747-**2333** (if it is safe to do so)

- Report fires by activating a fire pull station.
- Exit via the nearest approved exit.

When telephoning...

- State your name.
- State location of emergency: building, floor, and room number.
- State what happened.
- State if someone needs assistance leaving the building.
- Stay on the line until told otherwise by the official.

Get Out! Get Safe! Get Informed!

When you hear the fire alarm...

- Leave the immediate area where the hazard exists via the closest exit.
- Use the handrails and walk single-file on the right side of the stairs.
- Remain calm and quiet in order to hear additional instructions.
- Exit the facility and move away from the building or to a designated meeting site.
- Remain outside of the facility until instructed by emergency personnel to reenter.
- Cooperate with emergency response personnel.

A Message from the Director of Public Safety

Welcome! For more than 60 years, Berklee College of Music has developed into a world-renowned institution in the heart of a world-class city. Being situated in one of America's most historic and dynamic cities presents students, faculty, and staff with a vast array of cultural, academic, and athletic offerings.

Yet, while Boston abounds with opportunities to experience life in a vibrant environment, recent events in the United States and other places have reinforced Berklee College of Music's commitment to providing a safe and supportive environment for the study of music. In keeping with that goal, Berklee has revised existing procedures and created new ones to reflect today's security and safety issues.

While we are dedicated to maintaining our campus as a safe, secure, and welcoming place to live and learn, a truly safe environment can only be achieved with your active participation in the process. Each of us must assume personal responsibility by reporting crime and taking precautions to prevent ourselves from being victimized.

This publication represents one of our efforts to comply with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Additionally, it is meant to inform the campus community of the policies, procedures, and programs that exist at Berklee relating to crime awareness. Please read it carefully, and don't ever hesitate to call upon us for any assistance.

The members of the Berklee Public Safety Department wish you a productive, enjoyable, and safe academic year.

Please help us to help you.

A handwritten signature in black ink that reads "Roy J. Murphy". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Roy J. Murphy
Director of Public Safety
Berklee College of Music
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This annual publication represents one of Berklee College of Music's efforts to comply with the provisions of the Crime Awareness and Campus Security Act of 1990, which requires that the college must publish information with respect to campus crime statistics and campus security policies. Upon request, the college will provide an annual security report to any current student or employee and to any applicant for enrollment or employment.

Description of the Public Safety Department

The Berklee College of Music Public Safety Department (PSD) is responsible for campus safety, security, law enforcement, and emergency response on campus. It is the department's mission to provide a comprehensive program of services to help ensure the campus remains a safe environment in which to live, study, and work.

The department is made up of a hybrid model: a proprietary Berklee administration and command supplemented by a contracted security service. The department is headed by the director of public safety who reports to the vice president of administration. The command staff oversees a contingent of approximately 50 uniformed officers, who patrol the campus by foot and staff fixed posts. Officers are on duty at all times.

The entire PSD is located in the basement of 155 Massachusetts Avenue within the heart of the campus. This includes the Administrations Offices as well as the Control Center, which is staffed at all times.

Preparation of Report and Crime Statistics

The PSD prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act. An electronic copy of the report can be found on our website at berklee.edu/pdf/safety/playingitsafe.pdf. The report is prepared in cooperation with the BPD, Housing Office, and Student Affairs.

Each year, an email notification is made to all active students, faculty, and staff that provides the website to access the report. Copies of the report can also be obtained at the PSD office located in the basement of 155 Massachusetts Avenue or by calling 617 747-2682. All prospective employees and students are also eligible to receive the report.

Reporting Crimes or Emergencies

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents immediately or in a timely manner. To report a crime or an emergency, call 911 and/or the PSD at 617 747-2333 (extension 2333 on campus). Likewise, any incidents can be brought directly to any PSD member or to the office located in the basement of 155 Massachusetts Avenue. Crimes can also be reported to any Berklee faculty or staff member, who are then expected to report them to the PSD. The PSD will investigate all incidents when it is deemed appropriate, and some reports are forwarded to the Student Affairs Office for review. The PSD will also encourage community members to contact the Boston Police Department (BPD) or other authorities, when necessary, and will also contact those authorities when their assistance is needed.

Well-marked blue emergency phones are located throughout campus buildings, including both interior and exterior areas of the college. In addition, there are courtesy phones in campus buildings and classrooms that can be used to contact the PSD. The Control Center also has a TTY instrument that is available to assist our hearing-impaired community: 617 747-3054 (extension 3054 on campus).

The Counseling and Advising Center does not have a confidential reporting policy for its professional counselors in cases where persons may have information pertaining to crimes.

Law Enforcement Authority and Interagency Relationships

All Berklee PSD officers receive basic training related to campus security and law enforcement. All shift commanders and both the director and associate director have Massachusetts State Police special powers which include arrest powers on Berklee-owned, -leased, or -controlled property. They also have Suffolk County Sheriff powers that allow jurisdiction for any Berklee-related matters within Suffolk County. The shift commanders are licensed to carry OC spray and baton.

The PSD maintains excellent working relationships with the BPD; the Suffolk County District Attorney's Office; the Massachusetts State Police; other local, campus, state, and federal law enforcement agencies; and all appropriate segments of the criminal justice system. The PSD staff work closely with the investigators at BPD when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between the Berklee PSD and BPD.

Various members of the PSD participate actively in professional associations that enhance their proficiency in areas specific to their work responsibilities. Members of the department maintain active membership in the International Association of Campus Law Enforcement Administrators, the Massachusetts Association of Campus Law Enforcement Administrators, the American Society for Industrial Security, and the Massachusetts Chiefs of Police Association.

Access to Campus Facilities

With the exception of residence halls, most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, and during designated hours on weekends and holidays.

Exterior doors to all residence halls remain locked 24 hours a day. Access to residence halls is both controlled by electronic card readers and PSD personnel. Unlimited access is available to all authorized resident students via their Berklee ID card. Guests and visitors who wish to enter residence halls need to be properly authorized and signed in by the Housing Office. All residence halls are equipped with intrusion alarms that detect unauthorized access and doors that are propped open. These alarms are monitored at the PSD Control Center; and PSD officers are dispatched to investigate any reported alarm violations.

Maintenance and Security of Campus Facilities

Berklee maintains a strong commitment to safety and security. Common areas, pedestrian walkways, and building exteriors are well-lighted. The PSD and Physical Plant Department (PHP) staff routinely conduct inspections and surveys of exterior lighting on campus to identify lighting problems. The PHP gives high priority to maintenance of exterior lights in need of repair or replacement.

More serious maintenance problems are rectified immediately through communication maintained between the PSD and Physical Plant supervisors. Members of the campus community are encouraged to report any maintenance concerns to the PSD or the Physical Plant Department at 617 747-2359.

As a part of both routine and directed patrols, PSD officers inspect exterior doors on campus facilities. Doors are checked to ensure that their automatic closing and locking units are working properly. Exterior doors on all campus buildings are either automatically set to lock by the electronic system, or secured by PSD officers when appropriate. These officers also report door and security hardware operating deficiencies to ensure prompt repairs are made. Closed-circuit cameras routinely monitor many areas, including both interior and exterior, of the campus.

Crime Alerts and Reporting

The PSD will provide timely warning alerts to notify members of the community about serious crimes that occur on or near campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the PSD or to the BPD.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the director of public safety or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts.

An alert may not be issued if:

- The subject(s) has been apprehended and the threat of imminent danger to community mitigated.
- If a report was not filed with PSD or if PSD was not notified in a manner that would allow the department to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning alert and updates may be distributed to the campus through any one or more of the following mechanisms:

Email Blast

The PSD will work in conjunction with the External Affairs Department (faculty and staff) and Student Affairs (students) to send notifications through the Berklee system.

Fliers

Fliers will be posted on the front of all academic buildings and residence halls affected by the incident(s).

Campus Cruiser

The PSD posts announcements related to crime prevention to this message board that can be accessed by any Berklee community member.

The PSD also prepares and maintains a daily incident log of all crimes reported to the department. This log is available for viewing, upon request, during normal business hours at the PSD administration office located in the basement of 155 Massachusetts Avenue.

Emergency Response and Emergency Notifications

In the case of a major crisis or catastrophic event, the PSD will follow the appropriate Standard Operating Procedures (SOPs) set forth by the director of public safety. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the PSD officers, the BPD, the Boston Fire Department (BFD), and local Emergency Medical Services who work together to manage the incident. Depending on the nature of the incident, other Berklee departments and other local or federal agencies could also be involved in responding to the incident.

When appropriate, the PSD will use the Berklee Emergency Notification System (BENS) to immediately alert the community of the threat. The message will contain information regarding the event, as well as instructions as to what steps to take to ensure safety. The system will send notifications to the affected population in the form of: campus email; voice message (to office, home, and cell phones); and text message. Fliers may also be posted on building entrances to supplement the above notifications. The information will also be posted by the Office of Communications on a dedicated page on berklee.edu/alerts. The system is tested on an annual basis to ensure proper functionality.

The director of public safety, or his/her designee, is responsible for confirming the threat, determining the appropriate segment that will receive the message, the content of the message, and the decision to send the notification. The director is also responsible for making the determination whether sending an emergency notification will compromise efforts to mitigate the emergency.

Evacuation Procedures and Testing

An unannounced evacuation drill is coordinated by the PSD at least once per calendar year for all residential facilities. A specific Emergency Evacuation Plan (EEP) is created for each building. The EEP provides the proper policies, procedures, and guidelines for occupants to follow during an evacuation. The EEP contains floor plans that show egress paths, stairwells, and exits, and are posted on each floor of the specific building.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation. In addition to educating the occupants of each building, the process also provides the college an opportunity to evaluate the efficiency of the EEP and to test the operation of fire alarm system components. Occupants are encouraged to report any deficiencies or provide any suggestions to the PSD.

Security Awareness and Crime Prevention

The PSD's goal is to eliminate or minimize opportunities for crime on campus, and to create an atmosphere in which the community becomes more responsible for its own safety and security. Below is a list of programs and services provided by Berklee and the PSD to promote crime prevention and security awareness.

Safety Escort Service

Berklee community members may request a safety escort whenever they are concerned for their safety. This is limited to areas within close proximity to the campus and availability is subject to current manpower. Escorts may be requested by calling the PSD at 617 747-2682.

New Student and Parent Orientation

Programs are provided for students and parents to inform them of the services provided by the PSD.

Emergency Intercoms/Telephones

Emergency intercoms and help phones are located both inside campus buildings and in exterior locations to provide easy contact with the PSD for emergencies.

Closed-Circuit Television Surveillance

Closed-circuit cameras located throughout campus are monitored by staff at the PSD Control Center at all times.

Rape and Sexual Assault Prevention Committee

This group meets regularly to promote rape awareness, education, and prevention.

Rape and Sexual Assault Prevention Booklet

The PSD's publication, *Rape and Sexual Assault: A Guide to Prevention, Reporting, and Changing the Culture on Campus*, is available. Contact the PSD to request a copy.

Rape Aggression Defense (RAD) Training

The PSD offers women this program of realistic, self-defense tactics and techniques designed to teach defensive concepts against various types of assaults. Visit berklee.net/ps for more information.

CPR and Standard First-Aid Training

Upon request, the PSD will provide groups with training from external instructors who are properly trained and certified by the American Red Cross or the American Heart Association.

Safety Articles

The PSD submits regular safety articles to Faculty/Staff News and Campus Cruiser, the Berklee community bulletin board.

Residence Hall Safety and Security Floor Programs

Crime prevention programs are scheduled throughout the academic year for each campus residence hall. These presentations take place at “floor meetings” and are coordinated by the Housing Office.

Drug and Alcohol Policies

In addition to maintaining strict compliance with all state and federal laws, Berklee has its own drug and alcohol policies. The following acts are prohibited on college premises or at Berklee-sponsored activities and events:

- Distribution, possession, or use of any illegal drug and/or the use, possession, or distribution of any controlled substance without legal authorization
- Providing alcoholic beverages to individuals under 21 years of age
- Possession of alcoholic beverages by individuals under 21 years of age
- Illegal possession of an open container of an alcoholic beverage
- Public intoxication
- Driving while intoxicated
- Drinking alcoholic beverages in an unlicensed public place

In addition to disciplinary sanctions imposed through college procedures, including suspension or expulsion from the college, students and employees may face criminal prosecution and imprisonment under federal and state laws. The Student Bulletin lists details of felony and misdemeanor crimes and subsequent disciplinary actions for students. College staff members may be disciplined under the human resources progressive discipline process initiated by their department head. Faculty members may be disciplined by their respective department head. Faculty and staff members are not excluded from prosecution under federal and state laws merely by virtue of their employment.

Berklee recognizes that there are serious health risks associated with the misuse and abuse of mind-altering drugs, including all controlled substances and alcohol. These risks include, but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys, and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; diminished immune system; and death.

The Counseling and Advising Center provide assessment and referral services to students. These same offices serve as informational and educational resources for alcohol- and other drug-related matters. Information about educational materials and programs offered is available from the Counseling and Advising Center at 617 747-2321.

Sexual Assault Policies

Addressing the issue of on-campus sexual assault is a PSD priority. Several programs promote campus awareness, self-defense, and rape awareness, and presentations to community members address the issues surrounding rape and sexual assault. Victims are urged to report any incident of sexual assault to the PSD as soon as possible, regardless of where the offense took place and whether or not the victim knows the offender. The PSD works closely with the victim to ensure appropriate medical care and counseling, and will assist the victim in notifying the appropriate off-campus law enforcement authorities, if applicable.

Should a victim choose to pursue criminal prosecution, it is essential that evidence of a sexual assault be preserved for proof of a criminal offense. Hospital emergency room personnel are trained in obtaining and securing evidence of a sexual assault during a medical evaluation. By going to the hospital, the victim is under no obligation to report the crime to the authorities. It is important to have evidence collected at a hospital, however, even if the victim does not

choose to criminally prosecute. The victim may change her or his mind later, and the evidence can be held for up to six months.

Victims of sexual assault may contact any area hospital that is close to campus; the PSD or the Housing Office can help arrange transportation to the hospital. Victims of sexual assault are encouraged to contact the PSD to receive the booklet *Rape and Sexual Assault: A Guide to Prevention, Reporting, and Changing the Culture on Campus*.

Another valuable resource is the Boston Area Rape Crisis Hotline. Operators offering 24-hour service can direct you to an appropriate resource and answer any questions you have about surviving sexual assault. All available phone numbers are located at the end of this booklet.

If a victim chooses to report a sexual assault, there are several options: the PSD (617 747-2333), the BPD (911 or 617 343-4911), or the Suffolk County District Attorney's Office (617 619-4000). Victims may also choose to pursue the case through the college's judicial system. There are strict laws governing the protection of a victim's name during a criminal process. A victim's name will not be released by the PSD without first consulting the victim. Contact the PSD if you have any questions about how to proceed with criminal prosecution.

Should a victim decide to take his or her case through the Berklee judicial process, there are many possible routes. If available, the accuser will be afforded the opportunity to change their dorm living arrangement (if applicable). On-campus disciplinary action includes punishments up to and including suspension and expulsion from the college. However, in fairness to all parties involved, both the accuser and the accused will be afforded the same opportunity to have others present during a campus disciplinary proceeding; each party will also be informed of the outcome of any campus disciplinary proceeding that alleges sexual assault. Contact the vice president for student affairs or consult the Student Bulletin (Handbook) (berklee.edu/pdf/parents/bulletin.pdf) for further information on the internal judicial process.

Sex Offender Information

In compliance with the Federal Campus Sex Crime Prevention Act, current sex offender information for students or employees of the college can be obtained through the BPD (District 4). Call 617 343-4250 or write to 650 Harrison Avenue, Boston, Massachusetts 02116-6199 to request information. The Sex Offender Registry Board (SORB) can also be accessed through the mass.gov website at mass.gov/sorb.

Community Responsibility

The cooperation and involvement of students, faculty, and staff in their own safety and security is crucial to maintaining a safe campus environment. All members of the Berklee community can assume responsibility for their own safety and well-being, and for the security of their belongings by taking simple, common-sense precautions. The PSD makes every effort to protect, serve, and care for everyone in the community, but the college cannot help those unwilling to help themselves. The PSD hopes that all members of the community form a partnership built on mutual respect and cooperation, and through this partnership ensure a safe and secure learning, living, and working environment.

Fire Safety in Residential Facilities

The PSD, in conjunction with the Physical Plant Department, administers a program of regular inspection, testing, and maintenance of college premises to ensure compliance with applicable fire and life safety codes and standards, conducting regular egress drills and offering a variety of educational and training programs in fire safety and prevention techniques for students, faculty, and staff. 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.

Reporting a Fire

If you discover or suspect a fire, activate the nearest fire alarm pull station. Then call the PSD at 617 747-2333 (extension 2333). Provide the controller the specific location of the fire and any other pertinent information. If your residence hall is equipped with tamper covers over pull stations, be aware that:

- Pulling the tamper cover to gain access to the fire alarm pull station will activate the tamper alarm only and will not report the alarm.
- After pulling the tamper cover you must proceed to pull the lever on the fire alarm pull station. By doing so, the building alarm will sound.

Fire Suppression Systems

All residence halls are equipped with automatic fire sprinkler systems. A water sprinkler fire suppression system comprises sprinkler heads, associated piping, controls, and water under pressure. In the event of a fire, the sprinkler heads are designed to activate at a predetermined temperature. Do not hang items or material from the sprinkler head, which may activate or interrupt the spray pattern of the device. Do not tamper with any associated components of the water sprinkler fire suppression system.

Smoke Detectors

All residence halls are equipped with addressable fire alarm systems. When a device is activated or tampered with, a signal is sent with the room number of the device to the fire alarm panel. Tampering with a smoke detector is a violation of law and could result in an electrical shock.

All fire alarms will result in the notification of the Boston Fire Department (BFD). In the 150 Massachusetts Avenue building, both the BFD and the PSD Control Center will receive the alarm and respond appropriately. In both the 270 Commonwealth Avenue and 98 Hemenway Street buildings, the alarms are monitored by a third party, who notifies the BFD and PSD of an alarm.

Tampering with or damaging any fire safety systems is a serious offense and can result in criminal prosecution and/or college disciplinary action.

Preventing Fires

All cooking appliances, except microwave ovens, are prohibited from dormitory rooms. This includes hotplates, hotpots, toaster ovens, popcorn poppers, and any other appliances whatsoever. Open flames and space heaters are not allowed. In an emergency situation only, Physical Plant will provide an approved space heater for temporary heating purposes.

Cooking is allowed only in apartments and residence hall kitchens. When cooking, remember the following:

- Keep ovens clean at all times.
- Turn on smoke exhaust fans.
- Do not leave the oven or other appliances unattended while they are in operation.
- Use only UL-listed appliances.
- If a pan of grease or a deep-fat fryer catches on fire, immediately turn off the heat, cover the burning pan with a lid if possible and, if available, throw baking soda into the flame. Do not try to extinguish the fire with water, flour, sugar, or other materials. Never try to carry a cooking utensil with burning liquid.
- Do not open the door of your apartment or residence hall kitchen to clear cooking smoke. Instead, open a window. Otherwise you will set off the hallway smoke detectors and create a false alarm.

Additional Fire Prevention Guidelines

- Plug all types of multiple plug adapters directly into wall outlets. Do not use more than two extension cords in a single multiple-plug adapter. Check cords for wear and have faulty appliances repaired or removed from the residence.
- Flammable and combustible liquids are prohibited in all residence halls. This includes charcoal briquettes, lighter fluids, gasoline, benzene, propane, alcohol, cleaning fluids, oil-based paints, and thinners.
- All types of open flames including candles and incense are strictly prohibited in all campus buildings.
- Combustible waste should be disposed of as soon as possible. Trash and garbage should be emptied in the proper refuse containers, not left in corridors or hallways since this may delay building egress.
- Room furnishings should not obstruct or hamper any access to an exit. All doors must be able to swing freely in their full range of motion.
- Motorcycles, mopeds, gasoline engines, or engine parts are prohibited.
- Do not drape any type of combustible material over lamps or other electrical fixtures.
- Do not prop open fire doors. Closed fire doors are designed to prevent smoke and fire from spreading.
- Do not use flammable decorations at anytime, including during the holiday season. Live trees or combustible ornaments are not permitted.
- Do not hang any items from the ceiling as they may interfere with the designed spray pattern of the sprinkler system or the path of heat and smoke to a fire detection device.

Escaping From a Fire

As soon as the fire alarm sounds, exit immediately. Touch your door to test its temperature. If it is hot, put towels or clothing around the doorframe to prevent smoke from entering. Open your window and wave something white to attract attention.

If the door is cool, evacuate your room as soon as possible. Go to the nearest exit. *Do not wait* for a staff person to tell you to leave. It is your responsibility to evacuate the building in a quick and orderly fashion. If there is smoke in the hall, stay low and proceed to the nearest exit. There are two exits on every floor. Do not panic if one of the exits is blocked: proceed to the next one.

- Stay calm. Do not run or shout.
- Do not use an elevator. It must be kept clear for use by emergency personnel.

You should assemble at the designated meeting site for the building. For the 150 Massachusetts Avenue building, it is in front of 130 Massachusetts Avenue. For the 270 Commonwealth Avenue building, it is in front of 280 Commonwealth Avenue. For the 98 Hemenway Street building, it is in front of 108 Hemenway Street. Do not attempt to reenter the building until the BFD or PSD has declared the emergency over.

Fire Drills

Fire drills are conducted each year to familiarize everyone with the sound of the alarms, building egress routes, and designated meeting spots outside the building. Use the emergency exit locations to evacuate the building safely. Failure to evacuate when the fire alarm sounds is not only dangerous but punishable by a fine and/or other disciplinary action.

Fire extinguishers are located in all campus buildings. These are to be used only for their intended purpose, and should not be removed at any other time. Extinguishers are to be used only by trained personnel.

Fire Safety Education

Fire safety education programs are scheduled throughout the academic year for each campus residence hall. These presentations take place at “floor meetings” and are coordinated by the Housing Office.

Plans for Future Improvements in Fire Safety

Berklee intends to remain on-task in regard to its prevention strategies (education, inspections, fire drills, and device maintenance), and will continue to upgrade fire alarm systems throughout the campus. A deferred maintenance program replaces/upgrades existing fire alarm systems that are approaching their service life expectancy. Whenever buildings undergo major renovations, the life safety systems, fire detection, and fire suppression systems are replaced with current code-compliant systems.

Procedures for Missing Students Residing on Campus

If a member of the Berklee community has reason to believe that a student who resides in on-campus housing is missing, the PSD, Student Affairs, or Housing Offices must be notified. The PSD will generate an incident report and initiate an investigation in order to attempt to locate the missing student utilizing a wide range of electronic resources as well as making personal contact with friends, classmates, coworkers, and relatives. If the PSD determines that a student is missing and has been missing for more than 24 hours, the BPD and the person designated as the student’s emergency contact will be notified no later than 24 hours after the student is determined to have been missing. If the missing student is under the age of 18 and is not an emancipated individual, Berklee will notify the student’s parent or legal guardian immediately after the PSD has determined that the student has been missing for more than 24 hours.

In addition to registering the name of a person as an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Berklee in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Berklee will notify that individual no later than 24 hours after the student is determined to have been missing for 24 hours. Students who wish to identify a confidential contact for this purpose can do so through the Housing Office. This contact information will be registered confidentially and will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation.

General Safety Tips

Although the Berklee campus is reasonably safe, crime can happen anywhere and safety can be compromised at any time. No one set of guidelines can completely protect you, but following the tips below can minimize your chances of being victimized. You should always trust your own instincts and follow the rules of common sense, in addition to following these tips.

Residence Hall Security

- Never prop a door open. Doing so could result in uninvited and unauthorized persons entering the residence hall.
- Always lock your room, even if you’ll only be gone for a minute. Never leave money, jewelry, or other valuables out in the open, even if you are present.
- Get to know others around you and watch out for each other. Report any suspicious persons to the PSD.
- Do not leave notes where anyone can read them stating where, when, or how long you will be gone.

- Close your drapes and blinds at night.
- Always ask who is at the door before you open it.
- Notify professional staff if there are maintenance or lighting deficiencies that may compromise building security.

While You are Out and About

- Communicate nonverbal cues (body language) that you are calm, confident, and know where you are.
- Stay in well-lighted, busy areas.
- When using public transportation, follow these rules: use a busy, well-lit bus stop; sit near the driver; and don't sleep.
- Don't be afraid to tell someone who is harassing you to leave you alone in a firm, loud voice.
- Trust your instincts—if something or someone makes you uneasy, get out or away.
- Walk or jog with a companion.
- Keep your car locked at all times.
- Avoid flashing cash or valuables.
- Have your key prepared in hand as you approach your car, dorm, or apartment.
- Call the PSD for a personal safety escort if you feel concerned for your safety while on campus.

Rape and Sexual Assault Prevention

Rape and sexual assault are not topics people want to talk about, but they are realities in our society. Berklee takes pride in its commitment to maintaining and promoting the safety and security of all members of the college community. Here are some facts about rape and sexual assault you should know:

- No means no! No one deserves or asks to be raped.
- Rape is an act of violence and power. It is not motivated by sexual desire, but by the desire to overpower and dominate. Sex is the weapon.
- Rape is always the perpetrator's fault, never the victim's fault.
- A rape occurs in the United States every six minutes.
- Sixty to 80 percent of all rapes are committed by someone the victim knows.
- Rape occurs among all classes, races, and age groups. No one is immune.
- Every year, one in four women on a college campus is raped.
- One out of three women will be raped in her lifetime.
- Half of all rapes occur during the day.
- Rape happens in the woman's place of residence in more than half of all cases.
- One out of five boys is sexually assaulted by age 18.

Online Social Networking

The internet has opened up a whole new world of resources and information. It has also created an entire new social arena. While social networking sites allow us to communicate with others in a new way, there are risks. As usual social barriers are removed, it can be easy to let your guard down.

Despite what you might think, you really do not know the person on the other side of the computer. Use common sense and limit what you disclose. Never share your full name, Social Security number, phone number, address, or credit or bank account numbers. Also, think about the nature of the information you share. Will you be comfortable with family members, future employers, or school admissions officials seeing the info and photos you are posting? Information posted online should be considered permanent. The following are safety precautions to follow:

- Carefully consider your screen name—don't pick anything that could identify you.
- Do not post photos or videos of you or your friends.
- Do not accept files or downloads from people you don't know.
- Be wary of online friends who want to meet in person.
- Limit your friend or buddy list to people you know.
- Consider password-protecting your social networking page to control access.
- Before participating in social networking, review the safety and privacy policies.
- Report any problems to the webmaster or moderator, or, if needed, to the local police.

Crime Statistics

Convinced that an informed public is a safety-conscious public, Berklee provides all information related to the safety and security of the campus community. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following statistics are provided for your information.

By Geographical Location

Offense	Year	On Campus	Residential Facility	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0
Sex Offenses—Forcible	2010	0	0	0	0
	2009	1	1	0	0
	2008	0	0	0	0
Sex Offenses—Non-Forcible	2010	0	0	0	0
	2009	1	1	0	0
	2008	1	0	0	0
Robbery	2010	0	0	0	2
	2009	2	0	0	3
	2008	2	0	0	0
Aggravated Assault	2010	0	0	0	2
	2009	9	3	0	0
	2008	5	0	0	2

By Geographical Location (continued)

Offense	Year	On Campus	Residential Facility	Non-Campus	Public Property
Burglary	2010	8	0	1	0
	2009	22	10	10	0
	2008	18	9	4	0
Motor Vehicle Theft	2010	0	0	0	1
	2009	0	0	0	1
	2008	0	0	0	0
Arson	2010	0	0	0	0
	2009	0	0	0	0
	2008	0	0	0	0

Number of Arrests and Referrals

Year	Arrest				Judicial Referral			
	On Campus	Resident Facility	Non-Campus	Public Property	On Campus	Resident Facility	Non-Campus	Public Property
Weapons Violation								
2010	0	0	0	0	2	0	0	0
2009	0	0	0	1	0	0	0	0
2008	0	0	0	0	1	1	0	0
Liquor Law Violation								
2010	1	0	0	0	30	27	0	0
2009	0	0	0	0	76	76	0	0
2008	0	0	0	0	94	94	0	0
Drug Law Violation								
2010	1	0	0	2	51	46	0	0
2009	1	0	1	0	44	44	0	0
2008	0	0	0	0	41	41	1	0

Hate Crimes

There were no reported hate crimes for the years 2010, 2009, and 2008.

Fire Statistics

Residential Facility	150 Massachusetts Avenue	98 Hemenway Street	270 Commonwealth Avenue
Total Fires	0	0	0
Fire Number	NA	NA	NA
Date of Fire	NA	NA	NA
Time of Fire	NA	NA	NA
Cause of Fire	NA	NA	NA
Injuries Treated at Medical Facility	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	NA	NA	NA
Report Number	NA	NA	NA
Full Sprinkler System	Yes	Yes	Yes
Number of Evacuation Drills (2010)	1	1	1

Important Phone Numbers

Berklee Public Safety Emergency Numbers

On campus	2333
Off campus	617 747-2333

Berklee Public Safety Non-Emergency Numbers

On campus	2682
Off campus	617 747-2682
Satellite phone	254 241-0208
Email	publicsafety@berklee.edu
TTY phone	617 747-3054

Other Telephone Numbers

Berklee Counseling and Advising Center 617 747-2310
(Monday–Friday, 9:00 a.m.–5:00 p.m., all types of counseling available)

Police (Boston)* 911

Fire Department* 911

Ambulance (Boston)* 911

*Public Safety will be notified automatically when calls are made from a Berklee phone.

Boston Medical Center Emergency 617 414-4075
617 414-4076
617 414-4077

Beth Israel Deaconess Medical Center 617 667-7000
Psychiatric Services 617 632-7720
(Monday–Friday, 9:00 a.m.–5:00 p.m.)

Psychiatric Admissions 617 632-8822
(24 hours)

Massachusetts General Hospital 617 726-2000
Acute Psychiatric Services 617 726-2994
Emergency Walk-In 617 726-2994

Boston Area Rape Crisis Center 617 492-7273

Massachusetts Poison Information Center 617 232-2120

Samaritans 617 247-0220
(depression, loneliness, suicide)

Alcoholics Anonymous 617 426-9444

Narcotics Anonymous 617 569-8792

Berklee College of Music

1140 Boylston Street
Boston, Massachusetts 02215-3693, U.S.A.
berklee.edu

Campus Map



- 1 1140 BOYLSTON STREET
- 2 855 BOYLSTON STREET
- 3 899 BOYLSTON STREET
- 4 921 BOYLSTON STREET
- 5 939 BOYLSTON STREET
- 6 1090 BOYLSTON STREET
- 7 1096 BOYLSTON STREET
- 8 1108 BOYLSTON STREET
- 9 7 HAVILAND STREET
- 10 22 FENWAY
- 11 100 MASSACHUSETTS AVENUE
- 12 130 MASSACHUSETTS AVENUE

- 14 150 MASSACHUSETTS AVENUE
- 15 155 MASSACHUSETTS AVENUE
- 16 161 MASSACHUSETTS AVENUE
- 17 171 MASSACHUSETTS AVENUE
- 18 186 MASSACHUSETTS AVENUE
- 19 18 BELVIDERE STREET
- 20 101 BELVIDERE STREET
- 21 270 COMMONWEALTH AVENUE
- 22 98 HEMENWAY STREET

* Back Bay campus only; the 25 Fordham Road facility in Allston not shown.