A MESSAGE FROM THE SENIOR DIRECTOR OF PUBLIC SAFETY

On behalf of Berklee College of Music ("Berklee" or the "College"), it is my privilege to present our 2015 Playing it Safe: Annual Security and Fire Safety Report. Our Annual Security and Fire Safety Report ("ASR") provides important information intended to help keep you safe and enhance your experience at Berklee.

As the Senior Director of Public Safety, I am responsible for the leadership, management, planning, organization, and administration of the Berklee Public Safety Department ("Public Safety" or the "Department"). In addition to coordinating safety and security services provided to the Berklee community, I am the College’s chief liaison with local, state, and federal law enforcement and safety agencies. It is also my responsibility to see that the College’s students, faculty, staff, and visitors recognize that the Department is a resource available to all members of the Berklee community.

While Boston abounds with opportunities to experience life in a vibrant environment, an urban setting always has the potential for unsafe conditions or situations. With that reality in mind, Public Safety is dedicated to maintaining our campus as a safe, secure, and welcoming place to live and learn. However, a truly safe environment can only be achieved with everyone’s active participation in the process. Public Safety serves in a leadership role working to enhance the safety and well-being of the Berklee community, but it is important to remember that primary responsibility for crime prevention and personal safety rests with the individual. Therefore, as a complement to our services and response, we encourage each person to take personal responsibility for her or his own safety, as well as for the safety of those around us. Your review of this report is an important first step in proactively contributing to our collective efforts to enhance safety and well-being in the Berklee community.

On behalf of Berklee, I thank you for choosing to study and work with us here at the College, and I encourage you to call upon the Public Safety Department whenever necessary. And please remember one fundamental rule of crime prevention: If you see something, say something.

Best wishes for a safe, healthy, and successful year at Berklee College of Music.

Roy J. Murphy, CPP
Chief of Police
**Emergency Contact Information**

**Berklee Public Safety**
- General Business: 617 747-2682
- Emergency: 617 747-2333 (Ext. 2333 on-campus)
- TTY Line: 617 747-3054 (Ext. 3054 on-campus)
- Email: publicsafety@berklee.edu

**Boston Police Department, Fire, and EMS**
- Dial 911

**Other College Resources**
- College Main Number: 617 266-1400
- College Website with Emergency Information: [www.berklee.edu/alerts](http://www.berklee.edu/alerts)
- Berklee Internet Radio Network (BIRN): [www.thebirn.com](http://www.thebirn.com)
- Berklee Public Safety Escort Service: 617 747-2682
- Counseling and Advising Center: 617 747-2310
  - counselingcenter@berklee.edu
- Peer Advising Program: 617 747-2349
  - peeradvising@berklee.edu
- Student Conduct and Community Standards: 617 747-2849
- Housing and Auxiliary Student Services: 617 747-2292
  - housing@berklee.edu

**Health Resources**

**Massachusetts General Hospital**
- Emergency Medicine: 617 7724-4100
- Medical Walk-in Unit: 617 726-2707
- Back Bay: 617 267-7171
- Psychiatric Services: 617 726-2994

**Harvard Vanguard Medical Associates**
- 617 421-1000

**Brigham and Women’s Hospital**
- 617 732-5636

**Beth Israel Deaconess Hospital**
- 617 754-2450

**Boston Medical Center**
- 617 414-4075

**Alcoholics Anonymous**
- 617 426-9444

**Narcotics Anonymous**
- 617 569-8792

**Local and National Rape Crisis Information**

**Boston Area Rape Crisis Center**
- 800 841-8371 (hotline) or 617 492-8306
  - [www.barcc.org](http://www.barcc.org)

**Rape Crisis Center of Central Massachusetts**
- 800 970-5905 (hotline) or 508 852-7600
  - [www.rapecrisiscenter.org](http://www.rapecrisiscenter.org)

**Massachusetts Coalition Against Sexual Assault and Domestic Violence/ Jane Doe, Inc.**
- 877 785-2020 (hotline) or 617 248-0922
  - [www.janedoe.org](http://www.janedoe.org)

**Rape Treatment Center at Santa Monica-UCLA Medical Center**
- 310 451-0042
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NOTICE OF NON-DISCRIMINATION

Berklee College of Music does not discriminate on the basis of race, color, religion, gender, gender identity, transgendered status, national origin, age, disability, military or veteran status, sexual orientation, genetic information, marital status, pregnancy, or any other characteristic protected by applicable law in employment, admission, or participation in any of its programs and activities. Nor does Berklee tolerate retaliation in any form in response to initiating a complaint, or participating as a witness in an investigation, of alleged discrimination or harassment.

Any inquiries or grievances may be directed to the Title IX Coordinator/Chief Equity Officer, the Vice President for Student Affairs/Dean of Students, and/or the Director of Employee Relations and Staffing in Human Resources, Berklee College of Music, 855 Boylston Street, Boston, Massachusetts 02199, (617) 747-2305.

PREPARATION OF ANNUAL SECURITY REPORT

The Clery Act

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly referred to as “the Clery Act”) requires all postsecondary educational institutions participating in federal Title IV student financial assistance programs to disclose certain crime statistics, safety related policies and procedures, fire safety information, and fire statistics in an annual security report (ASR). The Clery Act mandates that institutions publish their ASRs by October 1st each year.

In 2013, the Violence Against Women Reauthorization Act (“VAWA”) amended the Clery Act to require that schools collect crime statistics for three new crimes: domestic violence, dating violence, and stalking. Berklee first published its 2013 statistics for these crimes in its October 2014 ASR.

VAWA also now requires educational institutions to revise prior crime statistic disclosures, to delete the categories of non-forcible and forcible sex offenses reflected in prior years’ statistical charts, and to replace those categories with four categories of sex offenses: rape, fondling, incest, and statutory rape. Institutions also must now disclose statistics concerning crimes determined to be “unfounded” and as a result not reported in prior years’ reports. Pursuant to this new requirement, Berklee now publishes statistics concerning “unfounded” Clery Act crimes for the three-year period immediately preceding publication of the ASR.

Finally, institutions are now required to report two new categories of bias crimes: those based on gender identity, and those based on national origin. Berklee began publishing statistics concerning these additional categories in 2014.

Data Collection and Policy Review

The Department of Public Safety is charged with the responsibility of collecting the information and data necessary for the preparation of this Annual Security Report and publishing it by the October 1 deadline each year. That process requires multiple immediate, ongoing, and annual efforts involving outside law enforcement agencies as well as College-wide departments.

Preparation of the Annual Security Report includes gathering crime statistics from reports of crimes disclosed to and reported by those identified in the law as “campus security authorities” and local law enforcement agencies, and reconciling those statistics with Public Safety’s own statistics in order to avoid duplicate reporting. In addition, preparation of the ASR requires review of College policies and procedures concerning campus safety and disclosure of those policies and procedures in this report.

Publication and Notice of Availability

The College publishes its ASR on the Department of Public Safety website under the Annual Security and Fire Safety Report sub-heading at https://www.berklee.edu/public-safety/annual-security-fire-safety-report. Each year, an email notification advising of the report’s availability, summarizing its contents, and containing a direct link to a PDF version of the report is sent to all enrolled students, faculty, and staff. The Berklee community is further advised that paper copies of the report are available upon request by email to publicsafety@berklee.edu, or in person to the Public Safety Department, located
at 155 Massachusetts Avenue, Boston, Massachusetts, 02115.

Prospective employees and students similarly may obtain copies of the report through direct requests to the Public Safety Department.

PLANS FOR FUTURE IMPROVEMENTS TO CAMPUS SECURITY EFFORTS

The College continuously works to enhance safety on campus through assessment of existing resources and optimization of newly acquired capabilities.

THE PUBLIC SAFETY DEPARTMENT

Mission
Public Safety’s mission is to provide a comprehensive program of services designed to maintain and enhance the safety and well-being of the Berklee community, such that Berklee remains a safe place in which to live, work, and study. In furtherance of its mission, the Department provides direct law enforcement, security, and emergency response services to the Boston campus community, and consults with external location personnel to provide remote assistance with public safety issues affecting those locations.

Structure
The Department’s structure is a hybrid model that includes Department command staff personnel oversight of contract uniformed security officers who patrol the campus by foot and bicycle, and who are posted to fixed locations throughout the campus. Command staff and contract patrol officers are on duty 24 hours a day, 7 days a week, 365 days a year.

Training
All Berklee Public Safety officers receive basic training related to campus security and law enforcement. Shift commanders are trained and licensed to carry OC spray (pepper spray), a baton, and handcuffs. All officers are cross-trained with various other College departments to provide officers with exposure to and expertise in the unique demands of a college environment, the result of which is a deeper perspective and enhanced delivery of services to the Berklee community. Officers also receive various in-service trainings concerning performance of law enforcement functions.

Authority and Jurisdiction
The Commonwealth of Massachusetts recognizes the Department as a criminal justice agency, and its Senior Director, the Associate Director, and all shift commanders are “special state police officers” pursuant to Massachusetts General Laws Chapter 22C, §63. Under the statute, these officers have the same powers to make arrests “in and upon lands or structures, owned, used or occupied by such college as regular police officers.” Given Berklee’s urban environment, these officers are also appointed as Suffolk County deputy sheriffs to allow them to provide service in areas between Berklee properties, when necessary, to maintain the security of College property or to preserve the safety and well-being of the Berklee community.

Coordination with Local Law Enforcement
The Department maintains excellent working relationships with the Boston Police Department; Suffolk County District Attorney’s Office; Massachusetts State Police; other local, campus, state, and federal law enforcement agencies; and other appropriate segments of the criminal justice system. Public Safety works closely with external investigators from other law enforcement agencies when incidents arise that require joint investigative efforts, resources, crime-related reports, and sharing of intelligence. The Department has no written memorandum of understanding with any external agencies for investigation of crimes, monitoring recognized student housing facilities off-campus, or any other matters.

Monitoring Criminal Activity
The Department collaborates regularly with municipal, state, and federal law enforcement agencies, and with police and public safety departments from area colleges and universities, to share intelligence and crime prevention and response strategies. Public Safety receives regular information from the Boston Regional Intelligence Center. Each of these efforts is

1 For the full text of Chapter 22 C, §63, see https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter22C/Section63
designed to suppress crime, reduce fear, and improve quality of life.

**Dispatch Operations**
In addition to proactive policing patrols, the Department monitors various locations around the Berklee community through closed circuit television and monitoring of police radio frequencies of surrounding agencies. Public Safety also uses the Berklee Ethics Point Hotline (www.berklee.edu/ethicspoint-hotline) as a means of receiving and monitoring reports of crimes.

**Professional Affiliations**
The Department of Public Safety, through its officers, participates actively in professional associations that enhance proficiency in areas specific to College law enforcement and security functions. The Department is represented in the International Association of Campus Law Enforcement Administrators, the American Society for Industrial Security, the Massachusetts Chiefs of Police Association, and the International Association of Emergency Managers.

**Daily Crime Log**
The College publishes its daily crime incident log at the Berklee Public Safety Department, 155 Massachusetts Avenue, Boston, Massachusetts. Berklee’s Annual Security Report contains statistics concerning Clery Act crimes only and does not contain statistics concerning all incidents reported to the Department. The crime log, however, captures all incidents reported to the Department, both on and off campus.

The log contains information, including the location of the incident reported, the time and date of the report (and incident if known), the resulting action(s) by the Department or Boston Police officers, a brief description of the incident reported, and the disposition of the report to the extent it can be ascertained. Limited information may be temporarily withheld from the daily crime log if Public Safety determines release of the information would jeopardize an ongoing investigation or the safety of an individual.

Public Safety updates the daily crime log each business day with information concerning reports of crime made to the Department the prior day. Reports received on weekends and College holidays are recorded in the log on the next business day. Entries made within the last sixty days are updated as information becomes available. Portions of the log older than sixty days will be made available to the public within two business days of a written request.

**REPORTING CRIMES AND OTHER EMERGENCIES**

“If You See Something, Say Something”
Berklee students, faculty, staff, and guests are encouraged to promptly and accurately report all crimes and public safety-related incidents to the Department. Remember, reporting crimes helps in preventing them from happening again. When police arrive at the scene of a crime-in-progress within the first two minutes of receiving a call, the chances of apprehending a suspect are greatly increased. The odds of making an arrest decrease quickly as time passes. The Department uses the information provided by reporters of crimes to coordinate delivery of immediate responses and to track crime and related trends to develop specific ways to combat crime.

**Post-Incident Follow-up**
Public Safety will, depending on circumstances, investigate a matter, refer it to local law enforcement and provide related support, and/or refer it to the College for administrative review. The Department will assist a reporting party in securing appropriate local law enforcement resources at the reporting party’s request. A reporting party is also free to decline to report a matter to local law enforcement.

**Blue Phones**
Well-marked blue emergency phones are located throughout exterior and interior areas of the College to provide the community an immediate means of contacting the Department during an emergency. In addition, there are courtesy campus phones located in campus buildings from which callers may contact Public Safety by dialing 2333.

**How to Report a Crime in Progress or Other Emergency**
If you witness a crime or other emergency, immediately go to a safe place and call the Department if the incident occurs on-campus, or call 911 if the incident occurs off-campus. If the
matter concerns a crime, stay on the line, and tell
the dispatcher everything you can remember
about the suspect (his/her clothing and
appearance, vehicle, direction of travel, and
anything else that may be helpful to the
Department in their effort to apprehend the
suspect).

ACCESS TO AND SECURITY OF CAMPUS FACILITIES

Academic Buildings and Offices
Most academic buildings are openly accessible to
members of the campus community, guests, and
visitors during normal business hours and during
designated hours on weekends and holidays.
Where necessary or appropriate, buildings are
staffed by contract security personnel to enhance
safety and security. Where buildings are not
staffed at entrances, access is controlled by
electronic card readers and can only be obtained
by those with a currently activated Berklee
identification card. All buildings, with the
exception of residence halls, are regularly
patrolled. Any person who refuses to provide
identification to a uniformed security officer upon
request as a condition to entry of a Berklee
building and who subsequently enters, or who
enters a building following a security officer’s
lawful, appropriate directive to refrain from doing
so, will be subject to disciplinary action.

Residence Halls
Entrances to all residence halls are staffed by
contract security officers and locked 24 hours a
day, accessible only upon clearance through
electronic card readers. Unlimited access is
available to all authorized resident students with
activated Berklee identification cards. Guests and
visitors who wish to enter residence halls must
receive prior authorization and must register with
the Housing Department. All residence halls are,
at minimum, partially equipped with intrusion
alarms that detect unauthorized access and doors
that are forced or held open. These alarms are
monitored at the Public Safety Control Center.
Officers are dispatched to investigate any open
door alarms and reported violations.

Access Inspections
Officers inspect exterior doors to campus
buildings during routine and directed patrols.
Doors are checked to confirm that their
automatic closing and locking units are working
properly. Exterior doors to all campus buildings
are either automatically set to lock by the
electronic system or secured by officers when
appropriate. These officers also report door and
security hardware operating deficiencies to
coordinate prompt repairs. Closed-circuit
cameras continually monitor many areas,
including both interior and exterior portions of
the campus.

Maintenance of Campus Facilities
Berklee Public Safety and the College’s Physical
Plant Department (“PPD”) work closely to
monitor the safety of the campus and to address
areas of potential concern. The College, through
collaboration between the PPD and the
Department, undertakes to ensure that common
areas, pedestrian walkways, and building
exteriors are well-lit to reduce the likelihood of
criminal activity and enhance safety. Public
Safety and PPD conduct regular inspections and
surveys of the campus and its environs to
determine and address potential security issues.
PPD gives priority to repairs related to security
concerns. Community members are encouraged
to report any security-related maintenance
concerns to the Department at (617) 747-2333
(x2333), or PPD at (617) 747-2359 (x2359).

SECURITY AWARENESS AND CRIME PREVENTION

Public Safety’s goal is to eliminate 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, services, committees, and
technologies designed to raise awareness of
crime, enhance prevention efforts, and improve
quality of life for all members of the Berklee
community.

Emergency Guide App
The Emergency Guide App is available to all
Berklee community members and is designed to
help guide users through emergency situations.
This tool provides recommendations for steps to
take and contacts to make behind easily
accessible and identifiable icons that are
categorized by specific situations.

Safety Escort Service
Members of the Berklee community may request
a safety escort whenever there is a concern for
their safety or security. Personal safety escorts are available 24 hours a day and may be requested by calling Public Safety at (617) 747-2682 (x2682). The service is subject to availability of officers and is limited to areas on or near campus.

New Student and Parent Orientation
New student orientation presents an ideal opportunity to both educate captive audiences about the realities of studying in an urban environment, and to prepare newcomers for the awareness and prevention mindset that contributes to enhancement of personal safety. Public Safety provides presentations to new students and parents to educate them about the services provided by the Department and the College as well as some general safety tips to follow on an ongoing basis.

Emergency Intercoms/Telephones
Emergency intercoms and help phones are located both inside campus buildings and in exterior locations to provide easy contact with the Department in an emergency. Public Safety responds to calls from these phones, regardless of whether a caller remains on the line, to ensure that each call placed from one of these phones receives appropriate follow-up.

Closed-Circuit Television Surveillance
The Department monitors closed-circuit cameras located in various locations throughout campus 24 hours per day, 7 days a week, 365 days each year. These cameras are designed to give heightened visibility to Public Safety both for proactive prevention and quickened law enforcement response.

Care Assessment Response Evaluation Success (CARES)
The CARES team exists to help students in distress who may be experiencing challenging or difficult life circumstances while in school. The team consists of staff members from areas around the College who are dedicated to supporting the success, achievement, and well-being of every member of the student body. They provide resources to those struggling, and when a student faces difficulties that may result in aggressive or disruptive actions, they proactively seek to ensure the student’s safety and the safety of those around that person.

Be Smart, Stay Safe
Berklee Public Safety annually publishes an easy to use booklet containing various general safety and security tips. All community members are urged to review the booklet for tips to enhance personal and community safety.

Rape and Sexual Assault Prevention Booklet
Public Safety has created a publication titled Rape and Sexual Assault: A Guide to Prevention, Reporting, and Changing the Culture on Campus, which is available at https://www.berklee.edu/public-safety/rape-sexual-assault-prevention-booklet. Paper copies are available upon request.

CPR and Standard First-Aid Training
Public Safety routinely provides various community groups with training through external instructors trained and certified by the American Red Cross or the American Heart Association in providing CPR.

Safety Articles & Tips
Public Safety regularly submits safety-related articles to both the Faculty/Staff Email Newsletter and the Student Email Newsletter to raise crime prevention awareness. The Department also leverages social media to distribute similar information through Facebook, Twitter, and other media outlets.

Residence Hall Safety and Security Floor Programs
Public Safety coordinates with Residence Life to provide ongoing outreach throughout the academic year to each campus residence hall during resident floor meetings. Although the frequency of Berklee’s crime prevention programs varies throughout a given year based on a number of factors, at least one program per semester is offered to aid in the effort to enhance community safety.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS
The Clery Act requires colleges and universities to issue “timely warning” to the campus community regarding any Clery Act crime that is reported to campus security authorities (or to local law enforcement where local law enforcement
informs the institution of the incident); occurs within the school’s Clery geography; and is deemed to represent a serious or continuing threat to the College community. The Clery Act also requires colleges and universities to issue “emergency notification” to the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of employees or students. “Timely warnings” and “emergency notifications” are each discussed separately below.

**Timely Warnings**

Berklee, through the Public Safety Department, issues timely warnings concerning Clery Act crimes that occur on the College’s Clery geography, where those crimes pose an immediate, continuing, and ongoing threat to the safety of the campus community. The decision to issue a timely warning is made on a case by case basis in light of all known circumstances surrounding a crime, including factors such as the nature of the crime reported, whether there exists a continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. A “timely warning” may not be issued if the subject(s) is apprehended and the threat of imminent danger to the community has been mitigated; if a report was not filed with the Department; or the Department was not notified in a manner that would allow it to post a “timely” warning to the community. These circumstances will be evaluated on a case-by-case basis.

The process the College will follow when issuing, or determining whether to issue, a timely warning is simple and designed to expedite decision making and notification to the community. Upon receiving a report that may result in the issuance of a timely warning, Public Safety command staff will analyze the incident and consult, when necessary, with other College departments (e.g., Student Affairs, the College’s Title IX coordinator, etc.). This consultation may be conducted in person, via telephone, email, or text messaging, and is undertaken for the purpose of discussing relevant facts, the level of threat to the community, whether a timely warning will be issued, and the content of any timely warning notice.

All crime should be reported directly to the Berklee Public Safety Department, particularly where an incident may involve the need for issuance of a timely warning. All reports of crimes to the Department may be made on a confidential, anonymous basis. The College does not release the names of victims when issuing timely warnings. Berklee’s close working relationship with the Boston Police Department provides for cooperation in the Boston Police Department’s informing the College about reported crimes that may warrant timely warnings.

**Emergency Notifications**

Public Safety receives information through offices and departments on campus, local municipal law enforcement, email, and/or text messages, and other media sources. If the Department confirms, based on information received from these sources, or any others, that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the Berklee campus, the College will, through Public Safety, without delay and taking into account the safety of the community, determine the content of an emergency notification and activate some or all of the systems described below to communicate an appropriate warning (i.e., an emergency notification) unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

In determining an appropriate communication, the College will take into account several factors, including, but not limited to, the building or segment of the population threatened, the nature of the threat, and the credibility of the information received. The message will contain information regarding the event, as well as instructions as to what steps to take to enhance safety. The system will send notifications to the affected population in the form of email, voice message, text message, and/or social media. The information also may be posted by the Communications Department on a publicly available webpage on www.berklee.edu/alerts, which is accessible to the larger community. The system is tested on an annual basis to ensure proper functionality. Follow up messages are sent to the Berklee community using some or all
of the above-listed communication systems when such instructions are required and/or emergency conditions have abated.

Timely warnings (issued when pertinent information becomes available) and emergency notifications (issued upon confirmation of a significant threat) will be issued to the College community through any means appropriate, including any or all of the following:

Email Blasts to staff, faculty, and currently registered students affected or potentially affected by the threat, containing pertinent information and related safety tips.

Fliers posted on the fronts of academic buildings and residence halls in areas affected by the incident(s).

Social Media postings to the College, Public Safety, or other department social media pages.

SMS/Text Messages to phone numbers of community members who have registered their numbers for the emergency contact database.

Voice Messages to phone numbers of community members who have registered their numbers for the emergency contact database.

EVACUATION PROCEDURES AND DRILLS

Emergency Evacuation Plan
A specific Emergency Evacuation Plan (“EEP”) is created for each building, which provides the proper policies, procedures, and guidelines for occupants to follow during an evacuation. The EEPs contain floor plans that show egress paths, stairwells, and exits, and are posted on each floor of the specific building.

Drills/Testing
Public Safety coordinates and oversees unannounced evacuation drills at least once per calendar year for residential facilities and other buildings to the extent appropriate. The purpose of evacuation drills is to prepare building occupants for an organized evacuation. The process also provides the College an opportunity to evaluate efficiency of evacuation procedures and to test emergency notification system components. Occupants are encouraged to report any deficiencies or provide any suggestions to the Department by email to publicsafety@berklee.edu.

Sheltering in Place
If an incident occurs and the buildings or areas in or near your location become unstable, or if the outdoor air becomes dangerous due to airborne toxins or irritating substances, it is usually safer to remain indoors because leaving your immediate location may expose you to the danger outside. Thus, to "shelter in place" means to make a shelter of the building you are in, and, with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter in Place" Guidance
If an incident occurs and the building you are in is not damaged, stay inside and seek an interior room until you are informed by emergency responders that it is safe to exit. If the building in which you are located is damaged, follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated the building, immediately seek shelter in the nearest safe Berklee building. If Public Safety, Boston Police, or Fire Department personnel are on scene, follow their directions.

How You Will Know to "Shelter in Place?"
A shelter in place notification can come from several sources, including the Public Safety Department, the Boston Fire Department, or the Boston Police Department. In addition, notification of a need to shelter in place may come over the radio or television or by any of the communication methods mentioned above.

How to "Shelter in Place"
No matter where you are, the basic steps to shelter in place will generally remain the same. Should the need to shelter in place ever arise, follow these steps unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly
or follow instructions from emergency personnel on the scene.

- Locate a room to shelter inside. It should be an interior room above ground level without windows (or with the least number of windows).
- Shut, lock, and tightly seal windows and exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Turn on a radio or TV, listen for further instructions, and to the extent possible, monitor the internet from a computer or phone.

**MISSING PERSONS POLICY**

Berklee College takes the safety and well-being of its students very seriously. The College’s missing persons policy has been developed to assist in locating students who reside in on-campus housing and who have been determined by the College to be missing.

All members of the Berklee community are encouraged to notify the Berklee Public Safety Department immediately when they believe a student is missing. The College, acting through its various departments, offices, and employees, **shall notify** the Berklee Public Safety Department immediately in all cases of missing persons reported to any employee or official of the College. In all cases, the Public Safety Department will notify the Dean of Students directly of any missing student report.

On-campus resident students may confidentially identify an individual to be notified within 24 hours following an official determination that the student is missing. The Housing Department collects this information, and students may update or change emergency contact information at any time by contacting Housing. In addition, all students may provide the College with confidential contact information that may be used to reach the student in the event of an emergency. Housing is required to obtain emergency contact information for any student under the age of 18 years who will reside on-campus.

The Berklee Public Safety Department will investigate the circumstances of a student’s reported absence. If Public Safety officially determines that the student is missing, it will notify appropriate external law enforcement agencies and the missing student’s emergency contact within 24 hours of reaching such determination, unless the local law enforcement agency was the entity that made the determination that the student is missing. If the missing student is under the age of 18 and is not an emancipated minor, the College will notify the student’s custodial parent or legal guardian immediately in addition to notifying any additional contact person designated by the student.

It is important to note that confidential missing persons contact information registered pursuant to this policy will be accessible only by authorized campus officials, and it may not be disclosed except to law enforcement in furtherance of a missing persons investigation.

**ALCOHOL AND OTHER DRUGS**

Berklee recognizes that the misuse and abuse of alcohol and drugs can be detrimental to the health, safety, learning, and well-being of individuals, as well as to the Berklee community. Therefore, the College offers substance abuse prevention programming for its community members and will identify other resources and provide assistance for students, faculty, and staff who have or develop problems with alcohol or other drugs (“AOD”). Following are some examples of Berklee’s available substance abuse resources:

**Berklee Chooses**

At the beginning of each semester, this workshop is open to all students and provides basic alcohol awareness education.
Resident Assistant Training
The Housing Department trains each resident assistant ("RA") in basic assistance with alcohol-related problems and issues.

Counseling and Advising Center
In addition to the above programs and trainings, the Counseling and Advising Center ("CAC") provides assessment and referral services to students. For more information about any educational materials and programs, contact the CAC at (617) 747-2321 or http://www.berklee.edu/counseling-and-advising-center.

In compliance with the Drug Free Schools and Communities Act, Berklee’s Drug and Alcohol policies can be found in Policy Handbook for Students at http://www.berklee.edu/policy-handbook-students.

Substance Use Policies
Berklee is committed to providing a safe, productive, and healthy environment in which all members of the Berklee community can learn, work, and grow from a wealth of varying experiences. The College is determined to establish and maintain working, living, and learning conditions that are free from the negative effects of AOD abuse. With this goal in mind, the College encourages responsible decision-making regarding the use of legal drugs (alcohol, tobacco, pharmaceuticals, etc.). Berklee and all members of its community are responsible for observing and complying with federal, state, and local law, together with all College policies concerning the use of AOD. These policies apply to conduct on the Berklee campus as well as at any College-related activities, regardless of whether such conduct occurs on or off campus.

Massachusetts and federal law prohibits possession, transportation, and/or distribution of illegal drugs by any person. Massachusetts law also prohibits individuals under the age of twenty-one (21) years from purchasing, possessing, and/or transporting alcoholic beverages. Violations under either set of laws may result in fines, imprisonment, and loss of certain privileges (for example, driving). Berklee policy is consistent with Massachusetts law and further prohibits students from becoming intoxicated both on and off campus at College-related activities.

The unlawful possession, use, or distribution of illicit or prescription drugs or alcohol by any student or employee on Berklee property, or as part of or in connection with any College activity, is prohibited. In addition, students, faculty, and staff are responsible for ensuring their guests adhere to the College’s AOD policy and, when appropriate, will be held accountable for violations committed by their guests.

Students or student organizations found to have violated alcohol or drug laws, or campus policies relating to AODs, are subject to a variety of disciplinary actions, which include, but are not necessarily limited to, one or more of the following: written warnings; fines; required participation in AOD educational programs; community service; parent notification; loss of residence hall and College privileges; referral for substance abuse and treatment; probation or suspension from College housing, specific programs, or the College as a whole; and prosecution by the appropriate federal, state, and/or local authorities.

The Policy Handbook for Students lists details of felony and misdemeanor crimes and subsequent disciplinary actions for students arising from drug and alcohol violations. College staff members may be disciplined under the human resources discipline process and faculty members may be disciplined by their respective departments. Faculty and staff members are not excluded from prosecution under federal and state laws merely by virtue of their employment.  

CAMPUS SECURITY AUTHORITIES

Federal law requires the College to disclose statistics concerning the occurrence of certain crimes enumerated in the Clery Act that occur within the College’s Clery geography and that are reported to College campus security authorities.

("CSAs"). Under the law, CSAs include any member of the Berklee Public Safety Department; any individual who has responsibility for campus security, but who is not a member of the Department (e.g., contract security officers); any individual identified by the College as someone to whom a crime should be reported; and any College official who has significant responsibility for student and campus activities.

Examples of the College’s CSAs include, but are not limited to, the following:

- Berklee Public Safety Department;
- Contract security staff;
- Dean of Students;
- Title IX Coordinator;
- Resident Directors;
- Resident Assistants;
- Student Activities Director;
- Director of Student Wellness and Health Promotion; and
- Director of Community Standards.

A CSA is not required to disclose to the Department confidential information concerning an incident, such as information that would identify a victim of a crime who wishes for his or her identity to remain confidential. However, CSAs are required to inform the Department of the existence of all known incidents, including confidential incidents, so that those incidents can be recorded as statistics and, where appropriate, disclosed in the College’s Annual Security Report.

If a reporting party does not consent to the disclosure of his or her identity to Public Safety, CSAs are expected to inform the Department of the reporting party’s wish for confidentiality and to report the incident for statistical purposes only without disclosing identifying information. Berklee will maintain confidentiality under this framework to the extent permissible under law and consistent with the College’s obligation to investigate allegations and provide accommodations.

Professional counselors acting in those roles are not campus security authorities, and the law specifically exempts them from the responsibility to report to Public Safety crimes disclosed to them.

The College urges all community members who are not CSAs to report any criminal incident to Public Safety or law enforcement for the geographical jurisdiction in which an incident occurs, particularly where a victim is unable to do so themselves. In the event an individual chooses not to report to the Department, the College urges the person to at least disclose the occurrence of the incident to a campus security authority so it may be counted, as appropriate, in the College’s Annual Security Report.

**SEXUAL MISCONDUCT**

**Statement of Policy on Sexual Misconduct**

Berklee College of Music’s Non-Discrimination, Harassment, and Sexual Misconduct Equity Policy and Process (the “Policy”) expressly prohibits acts of discrimination, harassment, and sexual misconduct, including, but not limited to, sexual assault or harassment, domestic violence, dating violence, and stalking. Such acts are serious violations of Berklee community values and are strictly prohibited by the College. The College’s Policy can be viewed in its entirety here.

Berklee adheres to all federal and state civil rights laws barring discrimination, including but not limited to Title IX and Title VI of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act, and the Massachusetts Equal Rights Law. Berklee is committed not only to compliance with these mandates, but to promoting a culture that is in line with the values these civil rights laws envision. To that end, the Policy is intended to address and resolve complaints involving any legally protected characteristic with a unified policy and centrally administered processes that are equally applicable to all members of the Berklee community.

**Complaint Process Overview**

A complaint that this Policy has been violated will be addressed through the College’s Equity Complaint Process. The Equity Complaint Process applies regardless of the status of the parties involved, who may be students, faculty,
administrators, or staff. Complaints made to the College by third parties against any Berklee community member are also subject to the Equity Complaint Process. While the College may choose to pursue complaints by a Berklee community member against third parties or former community members, disciplinary action can generally only be taken against an individual as long as he or she is enrolled, employed, or otherwise involved with the College.

The Chief Equity Officer serves as Title IX Coordinator and oversees this policy and implementation of the Equity Complaint Process for responding to complaints of discrimination, discriminatory harassment, sexual harassment, sexual assault, and other violations of this policy. In addition to coordinating the equity process generally, the Title IX Coordinator is charged with the responsibility of coordinating Berklee’s efforts to comply with its obligations under Title IX, including addressing complaints of sexual misconduct, coordinating investigations, overseeing sanctioning, and providing appropriate interim measures for the Berklee community.

The College, as well as state and federal law, prohibits retaliation against any person who, in good faith, reports, assists in reporting, or participates in an investigation of possible discrimination, harassment, or sexual or gender-based misconduct. Retaliation against an individual for reporting a complaint or concern about a violation or suspected violation of this policy, supporting a complainant, or for assisting in providing information in the context of an investigation or disciplinary proceeding pursuant to this policy is a serious violation of Berklee’s policy and will be subject to discipline pursuant to this policy and the Equity Complaint Process. Incidents of suspected retaliation should be reported to the investigator assigned to the matter or to any individual identified below in the Formal Reporting to the College section. The College encourages individuals who have been subjected to a violation of this Policy to talk to somebody about what happened – so they can get the support they need, and so the College can respond appropriately.

Inquiries about this policy and procedure should be made to:

Dr. Christopher Kandus-Fisher
Chief Equity Officer/Title IX Coordinator
Associate Vice President of Student Affairs
921 Boylston, Boston, MA 5th Floor
617-747-2330
ckandusfisher@berklee.edu

Policy Definitions
The following definitions apply to the College’s Policy. Legal definitions follow in this report.

Sexual Assault is actual or attempted sexual contact with another person without that person’s consent, whether by an acquaintance or by a stranger, and is a form of sexual violence. There are many degrees and forms of sexual assault including, but not limited to, the following:

- **Non-consensual Sexual Intercourse or Rape.** Any form of sexual intercourse (anal, oral, or vaginal) with any object without consent. Intercourse includes but is not limited to: vaginal penetration, however slight, by a penis, object, tongue or finger; anal penetration, however slight, by a penis, objects, tongue or finger; or mouth-to-genital contact.

- **Non-consensual Sexual Contact.** Non-consensual sexual contact involves intentional and unwelcome sexual touching, however slight, usually but not necessarily involving contact with genitals, breasts, groin, or buttocks by a body part or object, that is without consent. Sexual touching includes but is not limited to: intentional contact with someone’s breasts, buttocks, groin, or genitals; touching someone else with any of these body parts; making someone touch you or themselves on these same body parts; or intentional physical contact in a sexual manner, even if it does not involve contact with or by these body parts.

Sexual Violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into this category, including
but not limited to, acts of non-consensual sexual contact and non-consensual sexual intercourse such as rape, sexual assault, sexual battery, sexual coercion, forcible sodomy, forcible oral copulation, sexual assault with an object, forcible fondling, and threat of sexual assault. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Consent is giving clear permission, by words or actions, to engage in mutually agreed-upon specific sexual contact. It must be informed, voluntary, and mutual, and can be withdrawn at any time. Consent is an active and on-going choice to knowingly, and without pressure, engage in a sexual encounter.

Relationship Violence (also known as Dating Violence or Domestic Violence) refers to actual or threatened violent or manipulative behavior by a person who is currently or was previously in an intimate, dating, or domestic relationship with the person subject to such behavior. Relationship violence can also involve domestic violence committed by a person with whom the person subject to the violence shares a child or domicile in common. The existence of a relationship will be gauged by its length and type, and frequency of interaction.

Stalking is defined as a persistent, unwanted or unwelcome, and repeated course of conduct that would cause a reasonable person to become fearful for the person’s safety or the safety of another, or suffer substantial emotional distress. Stalking includes “cyber stalking,” a form of stalking over an electronic medium such as the internet, social networks, blogs, cell phones, texts, or other similar devices. Such modes of contact may be used to pursue or harass someone when it is unsolicited, unwelcome, or unwanted conduct from the stalker.

What to Do if you Suspect You Have Been Assaulted

- **Immediately**

For any individual subject to or witness to physical violence of any type, the first step is always the same: *get to a safe place as soon as possible and call a trusted friend or advocate.* Any individual subject to physical violence should seek medical attention. Take care to preserve any evidence of the incident, even if there is uncertainty whether a claim will be filed or legal action will be taken. The importance of doing so cannot be overstated. This may assist in proving that a criminal offense occurred or be helpful in obtaining a protection order, should the individual choose to do so later.

- **Assess your options**

If any individual has been subject to or witnessed any type of discrimination, harassment, sexual or gender-based misconduct, or any other conduct prohibited by this Policy, the following options are available:

- Seek confidential support and counseling from the Personal Counseling Staff located in the Counseling and Advising Center (617-747-2310) and other confidential resources listed in this policy. An after-hours confidential resource (personal counseling staff) can be accessed by calling Public Safety at (617-747-2333).

- Report the incident to the College or file a complaint with the College, so it may investigate and provide protective and remedial measures, by contacting Berklee’s Chief Equity Officer/Title IX Coordinator, Dr. Christopher Kandus-Fisher, 617-747-2330, ckandusfisher@berklee.edu, any Deputy identified herein, or one of the other College reporting sources identified below.

- Notify law enforcement authorities and file a criminal complaint by calling Berklee Public Safety (617-747-2333), 911, or other law enforcement units listed in this policy.

- **If Berklee is Notified**

The College’s Chief Equity Officer/Title IX Coordinator will contact the complainant and provide information regarding rights, options, how to get immediate confidential help and, in appropriate circumstances, will notify the Deputy

The Deputy of Advocacy and Support, in consultation with the Chief Equity Officer/Title IX Coordinator, will also put appropriate interim measures in place, including but not limited to: Avoidance of Contact orders, changes to class assignments, changes to housing or working assignments, temporary interim removal of the respondent from housing, classes, or workplace, counseling, assistance with court-ordered restraining orders, academic support, delays in project or examination due dates, campus No Trespass orders, administrative leave, and any other measures that may be necessary to protect the safety and well being of the Berklee community. Some of these measures may be available under certain circumstances even if one decides to seek only confidential support. The College will treat any protective measures with confidentiality to the extent that maintaining such confidentiality would not impair the ability of the College to provide the protective measure.

Berklee will take additional prompt remedial or disciplinary action with respect to any individual who has been found to engage in harassing or discriminatory behavior or retaliation.

Procedures for addressing, investigating, and adjudicating complaints or reports of violation of this Policy are fully described in the Equity Complaint Process.

- **Going forward**

The College is committed not only to fully addressing instances of prohibited conduct, but also to taking measures to prevent its recurrence and address its effects. Even after an investigation is completed, complainants should follow up with the College if they have lingering concerns or would like further support of any type.

**Confidentiality**

All Berklee employees (including staff, administrators, faculty, and Resident Assistants) - with a few limited exceptions - are considered “Responsible Employees” under this policy and as a result are required to promptly report allegations of violations of this Policy that they observe or learn about to the Chief Equity Officer/Title IX Coordinator, Dr. Christopher Kandus-Fisher, ckandusfisher@berklee.edu.

Although Responsible Employees are required to report conduct under this policy to the Chief Equity Officer/Title IX Coordinator, they will otherwise maintain the privacy of the information related to the matter reported, meaning they will only share it with the Chief Equity Officer/Title IX Coordinator and other employees with a need to know.

All Responsible Employees are required to report any incident of sexual misconduct, even if the person(s) concerned about or affected by the misconduct is unsure about pursuing a disciplinary complaint. The Chief Equity Officer/Title IX Coordinator who will assess the report and consult with the complainant will review reported allegation(s). Responsible employees who knew about but did not report allegations of sexual misconduct may be subject to disciplinary action.

Note, however, that Responsible Employees are not required to report information about violations of this policy learned through public awareness events such as “Take Back the Night” or other forums at which students disclose experiences with sexual violence. The College will proceed with an inquiry or investigation in these circumstances if the disclosing student wishes to file a complaint.

A complainant may disclose an incident but request confidentiality, that no investigation into the particular incident be pursued, or that no action through the College process be taken. In such instances the Chief Equity Officer/Title IX Coordinator will weigh the request against the College’s obligation to provide a safe, non-discriminatory environment for all students and employees, including the complainant. A range of factors may be considered in making this assessment (including, but not limited to, whether the alleged accused is likely to commit additional acts of violence, whether the act was committed with a weapon, if the complainant is a minor, whether the College can obtain relevant evidence of the misconduct through some other means, or whether the report reveals a pattern of behavior at a given location or by a particular
group). The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue action against the accused. If none of these factors are present, the College will likely respect the complainant’s request.

Similarly, a complainant may desire to have investigatory or disciplinary action taken, but may wish to have his/her identity as the complainant kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident (for instance, if it occurred in the classroom), it may be possible for the complainant’s identity to remain confidential and not shared with the respondent. However, in other cases, it may not be possible to proceed with investigatory or disciplinary action without revealing the identity of the complainant.

If the College honors a complainant’s request for confidentiality or decision not to participate in an investigation (or if the complainant makes an anonymous complaint), the College’s ability to meaningfully investigate the incident or pursue action against the alleged accused may be limited.

If the College determines that it cannot maintain a complainant’s confidentiality, the College will inform the complainant prior to an investigation and, to the extent possible, share information only with a limited number of personnel responsible for handling the College’s response. The College may not require a complainant to participate in any investigation or disciplinary proceeding. The College will remain ever mindful of the complainant’s well-being, and will take ongoing steps to protect the complaint from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant or any witnesses involved in the process, whether by students or college employees, will not be tolerated.

Because the College is under a continuing obligation to address the issue of discrimination, harassment, and sexual or gender-based misconduct campus-wide, reports of that nature (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported acts occurred; increasing education and prevention efforts, including to targeted population groups; and/or revisiting its policies and practices.

**Required Disclosures**

- **Clery Act**

Pursuant to the Clery Act and the 2013 Amendments to the Violence Against Women Act, anonymous statistical information regarding reported criminal incidents must be shared with Berklee Public Safety for inclusion in the Daily Crime Log. This information will also be included in the College’s Annual Security Report. The College may also share aggregate and not personally identifiable data about reports, outcomes, and sanctions. This information is collected only for statistical reporting as mandated by the Clery Act; no individuals or identifying details are revealed.

If a report of misconduct discloses a serious and immediate threat to the campus community, Berklee Public Safety will issue a timely notification to protect the health or safety of the community as required by the Clery Act. The notification will not include identifying information about a reporting party.

All College investigations and disciplinary processes are conducted in accordance with the requirements of Title IX, the Clery Act, the Violence Against Women Act, FERPA, state and local law, and College policy. Information about particular investigations and disciplinary processes will only be released in accord with law or College policy.

For further information regarding the Clery Act and other Public Safety functions, contact Roy J. Murphy, Senior Director of Public Safety, Chief of Police, or Nadine Taylor-Miller, Associate Director of Public Safety, at (617) 747-2682.

- **Mandated Reporter Obligations**

Members of the Berklee community who hold certain positions are considered “mandated reporters” and are required by law to report suspected abuse of minors, including sexual
abuse, to the Massachusetts Department of Children and Families (DCF). These positions include, but are not limited to, teachers, educational administrators, police officers, nurses, medical treatment providers, social workers, preschool, summer, and after-school program staff, child care providers, and guidance or family counselors.

Confidential Resources

Individuals who have been subject to discrimination, harassment, sex or gender-based misconduct, or any other conduct prohibited by this policy are encouraged to seek support for their emotional and physical needs. A person seeking confidential emotional or health care may contact the following resources.

A report to a confidential resource listed below is not a report to the College and will not result in remedial action or an investigation or disciplinary action. Confidential resources are there to support emotional, physical, and spiritual needs only; any person who desires for the College to take investigatory/disciplinary action must make a report to one of the College Reporting resources, listed below this section.

For students, the following staff members within the student health and wellness team are confidential resources:

- Director of Counseling Services, Karen Grimes, (617-747-2310) kgrimes@berklee.edu
- Professional Counselors in the Counseling and Advising Office, (617-747-2310) between 9am and 5pm, Monday through Friday. For after-hours emergencies contact the Public Safety emergency line (617-747-2333) and ask to speak to the on-call counselor. (Certain professional counselors may also be trained sexual assault victim advocates.)

These individuals will maintain the confidentiality of a report unless: (i) they are given permission to share information by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order.

For employees:


Emergency Medical Attention:

- Beth Israel-Deaconess Hospital 617-754-2450
- Massachusetts General Hospital 617-724-4100
- Brigham and Women’s Hospital 617-732-5636
- Boston Medical Center 617-414-4075

In cases of sexual violence, the College encourages individuals to request a Sexual Assault Exam at any of the above hospitals. The exam includes preventive treatment for sexually transmitted infections, pregnancy, and evidence collection, if sought. The exam is conducted by a Sexual Assault Nurse Examiner (SANE) who is a Registered Nurse with advanced training and certification in conducting sexual assault exams. If an individual chooses not to preserve evidence or seek medical assistance, any of the other options outlined here may still be taken.

Other confidential resources related to sexual misconduct or relationship violence:

- The Boston Area Rape Crisis Center, 800-841-8371 (Provides a crisis line, 24-hour advocacy, and counseling services)
- National Sexual Assault Hotline: 1-800-656-4673
- National Domestic Violence Hotline: 1-800-799-7233
• National Dating Abuse Hotline: 1-866-331-9474

• Massachusetts Coalition Against Sexual Assault and Domestic Violence / Jane Doe, Inc., 24-hour Multi-lingual: (617) 248-0922, SafeLink Hotline: (877) 785-2020, janedoe.org (Advocacy, referral and support services; LGBT services.)

• RAINN (Rape, Abuse and Incest National Network )
  Hot Line: 1-800-656-HOPE
  WWW.rainn.org

• The Victim Rights Law Center, 617-399-6720 X19
  (Provides direct legal representation to victims/survivors of rape and sexual assault.)

• LGBTQ Specific Resources
  ▪ Pandora Project, http://pandys.org/lgbtsurvivors.html
  ▪ GLBTQ Domestic Violence Project, 24 Hour Domestic Violence Hotline: 1-800-832-1901

NOTE: While the above confidential resources may maintain an individual’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to the Department of Children and Families in the case of minors; threat of imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Formal Reporting to the College
The following offices and individuals have been trained to receive and respond to allegations of violations of this policy:

• Dr. Christopher Kandus-Fisher, Chief Equity Officer/Title IX Coordinator 617-747-2330, ckandusfisher@berklee.edu

• Eileen Alviti, Director, Employee Relations & Staffing/Deputy for Employee Investigations, 855 Boylston Street, Human Resources, 4th Floor, 617-747-2305, ealviti@berklee.edu

• Michelle Quinones, Director of Community Standards/Deputy for Student Investigations, 617-747-2849, mquinones@berklee.edu

• Berklee Primary Response Team (24 hours): 617-851-6763

Law Enforcement
The conduct discussed in this Policy may also constitute violations of the law, to which other laws and regulations may apply beyond the scope of this Policy and Berklee’s disciplinary measures. A victim of a crime is encouraged, but is not required, to report the incident to the Berklee Public Safety Department and/or local law enforcement in order to pursue criminal charges. The criminal process and the College’s disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or College complaint or both. The fact that there is a criminal complaint filed will not prevent the College from taking its own internal investigatory and disciplinary action. In some cases, however, the College may delay temporarily its internal processes while a law enforcement investigation is ongoing.

Any person may call the Berklee Public Safety Department (617-747-2333) or 911 for immediate safety assistance. The College can assist in making a criminal report to local law enforcement and will cooperate with law enforcement agencies if a community member decides to pursue the criminal process, to the extent permitted by law. Criminal complaints may be filed by contacting Berklee Public Safety (617-747-2333), or local law enforcement (911).

In criminal cases, the preservation of evidence is critical and must be done properly and promptly. In cases of rape or other forms of sexual assault, it is important not to shower, change clothes and even brush your hair, as physical evidence may be lost. In cases of violence or physical abuse, it is important to document injuries, including by taking photographs. The Berklee Public Safety
Department (617-747-2333) or local law enforcement (911) can assist in filing a criminal complaint and in securing appropriate physical examination, including by a Sexual Assault Nurse Examiner.

In some cases, an individual may also wish to consider an Abuse Prevention Order, also known as a “restraining order” or “209A order,” or a Harassment Prevention Order, also known as a “258E order,” from the local courts. These are civil proceedings independent of the College. If a court order is issued the College will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The College may also limit an individual’s or organization’s access to certain College facilities or activities as part of the no contact order.

In addition or in the alternative, affected individuals may also file a formal complaint with the appropriate government agencies. Students may submit complaints of discrimination or sexual harassment to the U.S. Department of Education: Office for Civil Rights, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109-3921, (617) 289-0111 (Statute of Limitations: 180 days). College employees may submit complaints of discrimination or sexual harassment to the Equal Employment Opportunity Commission, JFK Building, Room 475, 15 New Sudbury Street, Boston, MA 02203, 617 565-3200 (Statute of Limitations: 300 days). College employees may submit complaints of discrimination or sexual harassment to the Equal Employment Opportunity Commission, JFK Building, Room 475, 15 New Sudbury Street, Boston, MA 02203, 617 565-3200 (Statute of Limitations: 300 days). College employees may submit complaints of discrimination or sexual harassment to the Equal Employment Opportunity Commission, JFK Building, Room 475, 15 New Sudbury Street, Boston, MA 02203, 617 565-3200 (Statute of Limitations: 300 days).

Policy Administration and Enforcement
The following individuals and offices are responsible for the implementation of this Policy and the Equity Complaint Process:

Title IX Coordinator: Dr. Christopher Kandus-Fisher, Chief Equity Officer and Associate Vice President of Student Affairs 921 Boylston Street, 617-747-2330, ckandusfisher@berklee.edu

Deputy for Advocacy and Support: Toni Blackwell, Associate Dean, Student Health and Wellness, 921 Boylston Street, 617-747-2462, tblackwell@berklee.edu

Deputy for Prevention and Education: Kevin Johnson, Director for the Office of Diversity and Inclusion, 921 Boylston Street, 617-747-8273, mkjohnson2@berklee.edu

Deputy for Student Investigations: Michelle Quinones, Director of Community Standards, 921 Boylston Street, 617-747-2849, mmquinones@berklee.edu

Deputy for Employee Investigations: Eileen Alviti, Director, Employee Relations & Staffing, 855 Boylston Street, Human Resources, 4th Floor, 617-747-2305, ealviti@berklee.edu

Deputy for Advisors: Josh Crary, Diversity Programs Advisor, 921 Boylston Street, Diversity and Inclusion Office, 617-747-3193, mjcrary@berklee.edu

Deputy for Appeals: Christine Connors, Vice President for Human Resources, Diversity and Inclusion, 855 Boylston Street, Human Resources, 4th Floor, 617-747-2089, cconnors@berklee.edu

Equity Complaint Process
This Policy provides procedures for the investigation and adjudication of violations of the Equity Policy. Complaints of discrimination, harassment, sexual harassment, sexual exploitation, sexual assault, domestic violence, dating violence, and stalking will be handled internally through the Equity Complaint Process outlined below. The process described below will apply to all complaints involving students, faculty, administrators, or staff. Complaints against any Berklee community member made to the College by third parties are also subject to this process. While the College may choose to pursue complaints by a Berklee community member against third parties or former community members, disciplinary action can generally only be taken against an individual as long as he or she is enrolled, employed, or otherwise involved with the College. Nothing in this Policy or Process
alters or modifies the at-will employment relationship.

To the extent any collective bargaining agreement applicable to complainant or respondent provides for alternate procedures for the resolution of harassment or discrimination complaints, such procedures will be followed and read in the context of this policy and procedure, and any additional rights provided in the collective bargaining agreement will be applied equally to both complainant and respondent. Notwithstanding the foregoing, this Policy and procedure shall supersede any provisions of a collective bargaining agreement that conflict with the law.

- **Complaint Intake and Interim Remedial Actions**

Following receipt of notice of a violation or of a complaint, the Chief Equity Officer/Title IX Coordinator will contact the complainant and provide information regarding rights, options, how to get immediate confidential help, and, in appropriate circumstances, will notify the Deputy of Advocacy and Support.

An initial determination is made by the Chief Equity Officer/Title IX Coordinator as to whether a policy violation may have occurred or whether mediation or alternative resolution might be appropriate. If the complaint does not appear to allege a policy violation, if mediation is agreed to by the involved parties and appears appropriate given the nature of the alleged behavior, or alternative resolution is appropriate under the circumstances, then the complaint does not proceed to full investigation. In making a decision as to whether to proceed to investigation, the Chief Equity Officer/Title IX Coordinator also considers the wishes of the complainant. A full investigation will almost always be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members.

At this stage and during any resulting investigation, the Deputy of Advocacy and Support, in consultation with the Chief Equity Officer/Title IX Coordinator, will also put appropriate interim measures in place, including but not limited to: Avoidance of Contact orders, changes to class assignments, changes to housing or working assignments, temporary interim removal of the respondent from housing, classes, or workplace, counseling, assistance with court-ordered restraining orders, academic support, delays in project or examination due dates, campus No Trespass orders, administrative leave, and any other measures that may be necessary to protect the safety and well-being of the Berklee community. Some of these measures may be available under certain circumstances even if one decides to seek only confidential support.

- **Notification of Rights**

Any member of the Berklee community who makes a report of any act of sexual violence perpetrated by another member of the Berklee community has the right to, and will receive written notice of, the following:

- Information about the importance of preserving evidence;
- How and to whom to report crimes;
- Options for notifying law enforcement and campus security authorities (and the option to decline to notify authorities);
- Information about orders of protection, no contact orders, restraining orders, or other similar lawful orders issued by a criminal, civil, or tribunal court or by the College;
- Information concerning confidentiality and maintenance as confidential of any accommodations or protective measures provided to the complainant (to the extent that maintenance of such confidentiality would not impair the ability of the institution to provide accommodations or protective measures);
- Options and resources for counseling, health and mental health services, victim advocacy, legal assistance, visa and immigration assistance, and other services available for College
complainants, both within the college and in the community;

- Options for assistance in changing academic, living, transportation, and working conditions (regardless of whether the victim chooses to report the incident to law enforcement); and

- Procedures for College disciplinary action. This includes a description of each type of disciplinary proceeding used by the College; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how the College determines which type of proceeding to use based on the circumstances of an allegation; a description of the standard of proof (i.e., a preponderance of the evidence) that will be used during any disciplinary proceeding arising from an allegation; the accuser's and accused's right to have an advisor of choice (not to be limited by the College) present at any College disciplinary meeting or hearing; a listing of all possible sanctions that the College may impose following a disciplinary proceeding; the range of protective measures the College may offer following receipt of an allegation; the right to receive written notice of the result of any College disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; appeal procedures; written notice of any change in the result of any initial disciplinary proceeding upon appeal; and notice of when results will become final.

• **Investigation**

*Investigator*

In cases where the Chief Equity Officer/Title IX Coordinator determines that a complaint appears to allege a policy violation, and a complainant wishes to pursue a formal complaint, or the Chief Equity Officer/Title IX Coordinator decides that the College, based on a potential policy violation, wishes to pursue a formal complaint, then the Chief Equity Officer/Title IX Coordinator appoints an individual to conduct the investigation.

A single investigator will be assigned to each case and this individual will be referred to as “the investigator.” The investigator assigned to resolve a case is based on the status of the respondent as set forth below:

- Student Respondent: Deputy for Student Investigations, Director of Community Standards, or designee

- Staff or Faculty Respondent: Deputy for Employee Investigations, Director of Employee Relations, or designee

In certain circumstances, the Chief Equity Officer/Title IX Coordinator may appoint a neutral third-party or other investigator trained in investigations and familiar with college policies. Any such third-party investigator may serve as a single investigator, or as a co-investigator with one of the investigators identified above.

*Initiating Investigation and Communications*

The investigator is responsible for communications with the parties regarding the initiation and progress of the investigation. Prior to initiating the investigation, the investigator will meet separately with complainant and respondent to review applicable policy, procedures, rights, and other expectations related to the investigation. At this meeting, the parties must separately complete and sign the Investigative Procedures Checklist.

Allegations to be investigated and charge letters to respondents are determined and issued as follows:

The investigator and the Chief Equity Officer/Title IX Coordinator will together determine all potential charges/violations, and will inform the respondent of her or his right to review and comment on all evidence, offer witnesses and evidence, and be accompanied by an advisor of choice. The investigator will provide the

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4 The term "parties" in this section refers to the respondent(s), and if applicable any individual complainant(s). The College may bring charges even when there is no individual who wishes to formally pursue a complaint.
respondent with written notice of all charges and allegations, in a charge letter and/or written complaint, prior to the initial interview.

If new information comes to light that results in the need to charge the respondent with additional violations, then the respondent should be provided with an updated, written, letter setting forth the new allegations.

**Advisor of Choice**
Both the respondent and the complainant may be advised by one (1) advisor of their choice. Advisors serve as support for the parties during investigative meetings. If requested, the Deputy for Advisors will work with the complainant and the respondent to connect each with a faculty or staff member who can act as an advisor. Advisors are not permitted to interfere with or obstruct the investigation or to testify in place of a party during any proceeding. Individuals who are witnesses to the incident or are otherwise involved in the matter cannot serve as advisors. The College reserves the right to remove an advisor from any proceeding should these expectations and guidelines be violated. The advisor’s name and relationship to a party (e.g., student, faculty member, family member, attorney, etc.) should be disclosed to the investigator at least two days prior to any meeting. Although proceedings are not generally delayed or rescheduled due to an advisor’s schedule or availability, the investigator will consider reasonable requests made to delay or reschedule a meeting or other proceedings and will make the final determination with respect to that request. These procedures will not be applied in a manner that conflicts with an employee’s *Weingarten* rights, when applicable.

**Evidence Collection**
The investigator will interview the parties, as well as all relevant witnesses, and gather any relevant evidence (such as texts, social media postings, surveillance video, photos), and consider all relevant evidence. Although formal rules of evidence will not apply, the investigator will not consider character evidence, incidents not directly related to the possible violation unless they tend to show a pattern, past sexual history, or sexual character of either party, unless such information is determined to be highly relevant by the Chief Equity Officer/Title IX coordinator.

The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect.

During the investigation, the complainant and the respondent will have an equal opportunity to share information and request that witnesses be interviewed. The complainant and respondent will not be interviewed together or be required to meet. The investigator(s) retains discretion to determine how to conduct the investigation and what information is necessary and relevant.

In most cases, the investigator will prepare a written summary of the evidence to be considered at the conclusion of an investigation. Before a determination is made, the participating complainant and respondent will be given the opportunity to review their own statements and, to the extent appropriate to honor privacy considerations, the participating complainant and respondent may also be provided with a written or oral summary of other information collected during the investigation. A complainant or respondent must submit any comments about their own statement, or on any investigation summary that might be provided, to the investigator within five (5) calendar days after that statement or summary was provided.

- **Determination**

The investigator will then come to a conclusion as to whether or not there were Policy violations by reviewing all relevant evidence and making a determination as to whether or not, by a preponderance of evidence, there is sufficient credible evidence to support each allegation. The investigator will then determine whether the respondent violated the policies with which she/he was charged, and prepare a confidential summary report, including rationale and conclusions, for review by the Chief Equity Officer/Title IX Coordinator.

The Chief Equity Officer/Title IX Coordinator will oversee each investigation and ensure sufficiency of evidence gathered, that the facts gathered support the findings and findings support the conclusion, that best practices are followed, and that each allegation is answered in the investigator’s determination and summary. If no violation is found, both parties are notified, in
writing, on the same day. Such notice will include a rationale for the outcome and information concerning appeal procedures.

- **Sanctions**

If there is a finding of a Policy violation, a sanction(s) must be determined. Sanctions are designed to end the conduct, and prevent its recurrence.

*Determination of Sanctions*
Factors considered when determining a sanction may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual’s or organization’s previous disciplinary history;
- Previous acts of similar conduct;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the complainant and the community; or
- Any other factors deemed relevant.

Sanctions are determined as follows:

- **Student cases:** Investigator meets with Chief Equity Officer/Title IX Coordinator, and together they determine the sanction. The Deputy of Investigations may also participate in making the decision.
- **Faculty cases:** Investigator meets with a Dean or other individual designated by the Provost (“Provost’s designee for sanctioning”) and the Chief Equity Officer/Title IX Coordinator. The investigator and Chief Equity Officer/Title IX Coordinator make the decision, with the Dean or Provost’s designee serving in an advisory or consultative capacity.

*Notification*
Parties are notified in writing on the same day. The notification gives a summary of the investigative report and sanctioning determination, as well as information on how to file any appeal.

*Possible Sanctions*
Sanctions may range from mandated education, formal warning, probation, suspension, dismissal (for students), or corrective action up to and including termination (for employees).

Sanctions may also include, but are not limited to, requirements that existing interim measures and accommodations stay in place for a prescribed period of time, and new remedies such as Avoidance of Orders, housing placement, or academic accommodations, based upon the investigation and adjudication of the case.

Below is a list of potential sanctions. While these represent sanctions generally assessed, the College may take other remedial measures not mentioned here, depending on the particular circumstances of a case.

For student respondents: disciplinary warning; disciplinary probation; residential probation; residential suspension; suspension; expulsion; fines; restriction of privileges; behavioral agreements; deferred housing removal; no-contact orders; interim suspension; letter of

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5 Criminal complaints are governed by applicable criminal laws and sanctions for the alleged assailant may include any applicable criminal sanctions, up to and including incarceration. The College will cooperate in all criminal investigations and support individuals throughout the process.
apology; check-in/success meeting; reflection/research papers; and community restitution.

For Staff or Faculty: No contact orders; mandated counseling, education and/or training; verbal warning; written warning; final written warning; suspension; and involuntary termination

- **Timeframe**

The College will conduct a timely review of all complaints, and endeavors to complete review and resolution within sixty (60) calendar days from receipt of the complaint.

The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within fifteen (15) days of receipt of the complaint.

The subsequent comprehensive review and investigation of the complaint, including interviews with involved parties and gathering of evidence, is usually completed within forty-five (45) days of receipt of the complaint.

Final outcomes are typically issued within sixty (60) days of receipt of the complaint. The finding and outcome will be simultaneously communicated in writing to both the accused and the accuser.

Investigation of complaints brought directly by those alleging harm will be completed as expeditiously as possible. Investigations may take longer when (among other things) initial complaints fail to provide direct firsthand information or when the College is not in session. The College may, but shall not be obligated to, delay its processes when criminal charges on the basis of the same behaviors that invoke this process are being investigated. College action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

- **Withdrawal With Charges Pending**

If a student respondent withdraws from the College while an investigation under this policy is pending, and before any findings have been made, the respondent’s transcript will reflect that the student withdrew pending an investigation of disciplinary charges. If a student respondent withdraws after an investigation found him or her responsible for violating the policy, but before a sanction was implemented, the student’s transcript will reflect that the student withdrew pending disciplinary sanctions. Should a student decide to withdraw and not participate in the investigation, the College may opt to proceed without the student to a reasonable resolution and the student will not be permitted to return to the College unless all sanctions have been satisfied.

Should an employee respondent decide to resign and not participate in the investigation, the College may opt to proceed without the employee to a reasonable resolution, and the employee may not be permitted to reapply for employment if a policy violation is found.

- **Alternative Resolution**

Alternative resolution will not be used to address complaints of sexual assault or violent behavior of any kind or in other cases of serious violations of policy. Mediation will not be used to address complaints of sexual assault or violent behavior of any kind or in other cases of serious violations of policy.

- **Appeals**

Both parties, the complainant and the respondent, have equal rights to an impartial appeal.

For cases against students or staff:

- Both parties will have five (5) business days from written notification of an outcome to submit a written appeal to the Deputy, Appeals. Appeals will be heard solely on the following grounds: (1) new evidence available that was not available prior to the original investigation and finding, which may...
have a material effect on the case; or (2) the investigation process was not adhered to, and such non-adherence may have had a material impact.

- Upon receipt of the appeal request, the Deputy, Appeals shall evaluate the request and decide whether an appeal meets any of the above grounds. Absent unusual circumstances, the parties will be notified within ten (10) calendar days whether the appeal has been granted or rejected. If granted, the appeal will be decided by an appeal panel composed of the three Vice Presidents (Provost, VP for Student Affairs, and VP for HR, Diversity and Inclusion) together. In the event a panel member is unable to participate, he or she will designate a member of his or her department (who played no role in the underlying investigation) to serve on the panel.

For cases filed against a member of the faculty subject to the collective bargaining agreement:

- Both parties will have fifteen (15) calendar days from written notification of an outcome to submit a written appeal to the Provost or the Deputy, Appeals, acting as the Provost’s designee.

- The only issue subject to appeal is the level of discipline, or lack thereof. Appeals will follow the terms of Article XI of the Faculty Contract.

- The appeal will be decided by the Provost, who will make the final decision in consultation with the other Vice Presidents (Student Affairs, Human Resources).

- Any non-faculty complainant shall have the same rights as a faculty respondent as set forth in the Faculty Contract, including the right to meet with the Provost.

In all cases, appeals are documentary in nature, and do not include a hearing. Once an appeal is received, the Deputy, Appeals will forward that appeal, in its entirety, to the other party for review and comment. That party will then have ten (10) days in which to review the appeal and respond. This is a right, but not a requirement. The decision not to respond to an appeal does not indicate agreement with the appeal as filed.

The panel will exclude from consideration any evidence it deems inadmissible by College policy, including but not limited to character evidence. The appeals panel will not substitute its opinion on credibility in place of the judgment of the investigator who saw and heard the witnesses, and will not make new findings of fact. If there is substantial evidence in light of the whole record to support a finding of fact, the panel will not reweigh the evidence but will defer to those findings. Where the findings of fact are upheld, the conclusions of the investigator as to policy violations will be changed only if not supported by the findings.

The panel may, at its discretion, require that the case be re-heard in whole or in part by the original investigator(s). Appeal panel decisions are final.

**SEXUAL ASSAULT EDUCATION PROGRAMS AND RESOURCES**

Through its educational programming and security measures, the College attempts to help community members reduce their risk of being subject to harassment or discrimination. In line with its mission of cultivating a supportive learning environment the College strives to actively promote a climate of respect for personal and cultural differences by offering a range of services and activities to support the needs of the entire community, composed of people from all around the world. An integral part of this objective is comprehensive educational programming, prevention, and security measures designed to help community members reduce their risk of being subject to harassment or discrimination. In addition, the College has developed a strategic plan to educate the community with regard to sexual and gender-based violence in particular, and offers a number of training, education, and awareness programs each year.
For more information about the College’s available prevention and education offerings please contact:

Kevin Johnson
Deputy for Prevention and Education
Director for the Office of Diversity and Inclusion
855 Boylston Street, 4th Floor
(617-747-8273)
kjohnson2@berklee.edu

Counseling & Advising Center (CAC)
The CAC offers a variety of support services, including academic advising, first-year advising, international student advising, personal counseling, and services for students with disabilities.

Rape and Sexual Assault Prevention Booklet
Public Safety created a publication titled Rape and Sexual Assault: A Guide to Prevention, Reporting, and Changing the Culture on Campus. Copies can be obtained at Public Safety, Student Activities, or the CAC.

Sexual Assault: Know Your Rights Booklet
This publication, which provides guidance and resources for survivors of sexual assault, can be found at http://www.berklee.edu/sites/default/files/HR-Your-Rights-And-Options.pdf.

Sex Signals
This presentation to incoming students covers the definition of sexual consent; the importance and necessity of consent; the intersection of alcohol; morality issues; bystander intervention; victim impact; and myths.

Resident Assistant (RA) Training
The Housing Department trains each RA regarding date rape, drugs, and sexual assault reporting and protocol.

Boston Area Rape Crisis Center (BARCC)
BARCC provides both regular in-service training for RA’s, as well as other sexual assault related presentations. BARCC also maintains a 24-hour hotline: (800) 841-8371, staffed by trained counselors who provide support and resources to survivors of sexual assault.

Engaging Bystanders In Sexual Violence Prevention
This training focuses on encouraging bystanders to not “look the other way” when they have knowledge of sexual violence.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION
The federal "Campus Sex Crimes Prevention Act" (P.L. 106-386, Sec. 1601) (the "CSCPA"), enacted on October 28, 2000, became effective on October 28, 2002. This law requires institutions of higher education to advise the members of their campus communities of the location where to obtain information concerning individuals employed by, enrolled in, and/or serving at the institution who are registered sex offenders http://bpdnews.com/sex-offender-registry/.

Under the provisions of the same law, individuals who are required to register with the appropriate state office as sex offenders must inform the state office in which they are registered whenever they enroll in, become employed by, or undertake a vocation at an institution of higher education. The CSCPA requires the state Sex Offender Registry offices to notify an institution of higher education whenever a sex offender on its registry provides notice he or she is enrolled in, employed by, or has undertaken a vocation at that institution and to provide information concerning that individual. The CSCPA does not require institutions of higher education to request information from state sex offender registries.

At Berklee College, all publicly available information received from state Sex Offender Registry offices will be maintained by the Berklee College Public Safety Department. Any member of the public who is at least 18 years of age or older may request sex offender information. The information will be provided to any person who is seeking the information for his/her own protection, for the protection of a child under the age of 18, or for the protection of another person for whom the requesting person has responsibility, care, or custody. Information concerning an individual enrolled in, employed by, or undertaking a vocation at Berklee College who is required to register as a sex offender may be obtained by appearing in person at the Berklee College Public Safety Department and asking to review the registered sex offender log.
Additional information about persons required to register as sex offenders and how to obtain information concerning such persons may be obtained from the Massachusetts Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970; 800 - 93 MEGAN; www.mass.gov/sorb or from the Boston Police Department http://www.cityofboston.gov/POlice/.

Information from the Sex Offender Registry Board is available concerning those sex offenders who have been finally classified by the Board as Level 2 (Moderate Risk) or Level 3 (High Risk) offenders.

Persons seeking Sex Offender Registry information should be aware there are criminal penalties for use of Sex Offender Registry information to commit a crime or to engage in illegal discrimination or harassment of an offender.

CLERY ACT GEOGRAPHY DEFINITIONS

The following definitions apply to the geographical locations of incidents disclosed in the crime statistics tables contained in this report:

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the property described above in this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On-Campus Residence Halls:** An institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics: the total number of crimes that occurred on campus, including crimes that occurred in student housing facilities, and the number of crimes that occurred in on-campus student housing facilities as a subset of the total.6

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

CLERY ACT/VAWA CRIME DEFINITIONS

The following definitions apply to the incidents of crime disclosed in the crime statistics tables contained in this report:

**Clery Act Felony Definitions**

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

**Negligent Manslaughter:** The killing of another person through gross negligence.

**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. Simple assaults are excluded.

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

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6 In other words, if a Clery Act crime is reported to have occurred in an on-campus residence hall, the incident is counted twice. It is reported in the overall on-campus statistics table and once in the on-campus residence hall statistics table.
**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.

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

**Sexual Assault:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Clery Act Sex Offenses Definitions**
The following sex offenses fall within the definition of “sexual assault” under the Clery Act.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

**Incest:** 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 statutory age of consent.

**Arrest and Referrals for Discipline for Violations of Liquor, Drug, and Weapons Laws**

**Liquor Law Violations:** The violation of state and local municipal laws and ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Weapons Law Violations:** The violation of federal, state and local laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Law Violations:** Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (demerol, methadone), and dangerous non-narcotic drugs (barbiturates, benzodrin).

NOTE: Under Clery, an arrest is defined as the processing of a person by arrest, citation, or summons. A referral for disciplinary action is defined as the referral of any person to an institution official who institutes a disciplinary action of which a record is kept and which may result in the imposition of a sanction. Disciplinary action occurs where an official receiving the information initiates a disciplinary action, a record of the action is kept, and the action may, but not need have to, result in a sanction. Disciplinary actions may be initiated in both informal and formal manners and can include an interview or a simple, initial review of names submitted to an institutional official. An incident involving both an arrest and a referral for discipline is counted only as an arrest.

**Hate Crimes**
Under the Clery Act, a hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. For Clery purposes, hate crimes include any Clery Act felony (murder or non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, or arson) together with any of the following crimes to the extent they manifest evidence of bias.
**Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple assault:** An unlawful physical attack by one person on another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack.

**Destruction, damage or vandalism of property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

Note: “Bias” is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

**Violence Against Women Reauthorization Act (VAWA) Crimes**

The Violence Against Women Reauthorization Act of 2013 requires that institutions report incidents of sexual assault, domestic and dating violence (also known as ‘intimate partner violence) and stalking in its annual security report. The following federal law definitions apply to this reporting requirement. In addition, VAWA requires that institutions publish state law jurisdictions of the same crimes.

**Federal Definitions**

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

**State Definitions**

Under state law, “domestic abuse” is defined to be the occurrence of one or more of the following acts between family or household members: attempting to cause or causing physical harm, placing another in fear of imminent serious physical harm; and causing another to engage involuntarily in sexual relations by force, threat, or duress. Under this law, family or household members include people who are or were married, residing in the same household, related by blood or marriage, have a child together, or have a substantive dating or engagement relationship. See M.G.L. c. 209A, § 1.

Under Massachusetts law, M.G.L., c. 265, §43, an individual engages in stalking if s/he: 1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress; and 2) makes a threat with the intent to place the person in imminent fear of death or bodily injury.

“Sexual offenses” means any sexual act directed against another person, without the consent of that person, including instances when the person is unable to give consent. Sexual offenses including the following:
"Rape," which is defined as 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. Under state law, rape occurs when the offender has "sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his/her will, or compels such person to submit by threat of bodily injury." See M.G.L. c. 265, § 22. A sexual assault that does not meet the legal definition of rape may constitute "indecent assault and battery," which occurs when the offender, without the victim's consent, intentionally has physical contact of a sexual nature with the victim. See M.G.L. c. 265, § 13H.

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

"Non-Forcible Sex Offenses," which is defined as unlawful, non-forcible sexual intercourse, including:

"Incest," which is defined as the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and

"Statutory rape," which is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent, which is 16 years of age in Massachusetts. See M.G.L. c. 265, §23.

Relevant federal law does not include a definition of the term “consent.” See Violence Against Women Act (Final Rule), 79 Fed. Reg. 62,572 (Oct. 20, 2014) (codified 34 C.F.R. 668). Although Massachusetts law does not contain a statutory definition of consent, reference to the jurisdictional definition is made to Gen. Law. c. 265, § 22. See page 12 above. The College’s policy definition of consent is to be applied in cases of alleged sexual assault.

**RULES FOR CALCULATING STATISTICS DISCLOSED IN THE ANNUAL SECURITY REPORT**

The Clery Act groups crimes into the following categories in descending order of severity: Part I Crimes (felonies); Part II Crimes (arrests and referrals for discipline for violations of weapons, drug, and liquor laws); Part III Crimes (hate crimes); and Part IV Crimes (crimes added to the scope of the Clery Act pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"). Offense groupings must be reported in separate statistics grids (with the exception of hate crime statistics, which may be published in narrative format).

The Clery Act’s "hierarchy rule" applies to calculation of statistics concerning incidents in which multiple offenses are reported to have occurred within a single event. The rule requires that institutions count only the most serious offense where more than one Clery Act offense has occurred, subject to certain exceptions described below.

**Part I Crimes (Felony Offenses)**

The Clery Act requires disclosure of statistics concerning the reported occurrence of any of the crimes listed below in order of severity.

1. Criminal homicide:
   a. Murder and non-negligent manslaughter
   b. Negligent manslaughter

2. Sex offenses:
   a. Rape
   b. Fondling
   c. Incest
   d. Statutory rape
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson

Part II Crimes (Arrests/Referrals for Weapons, Drug, and Liquor Offenses)
1. Weapons law arrests
2. Drug law arrests
3. Liquor law arrests
4. Weapons law referral for discipline
5. Drug law referral for discipline
6. Liquor law referral for discipline

Part III Crimes (Hate Crimes)
Under the Clery Act, a “hate crime” is a criminal offense committed against a person or property which is motivated (in whole or in part), by the offender’s bias. For Clery purposes, “hate crimes” include any Clery Act felony under Part I to the extent such crimes manifest evidence of bias. “Hate crimes” also include four additional misdemeanor offenses.

Part I Felonies Subject to Hate Crime Counting Requirements
1. Criminal homicide:
   a. Murder and non-negligent manslaughter
   b. Negligent manslaughter
2. Sex offenses:
   a. Rape
   b. Fondling
   c. Incest
   d. Statutory rape
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson

Additional Misdemeanor Offenses Subject to Hate Crime Counting Requirements
1. Larceny – theft
2. Simple assault
3. Intimidation
4. Destruction, damage or vandalism of property

Part IV Crimes (VAWA Offenses)
1. Domestic violence
2. Dating Violence
3. Stalking

Calculating Statistics Subject to the Hierarchy Rule
Some single incidents involve multiple Clery Act offenses, and often, a determination of which offense to disclose in the ASR’s statistics grids is made simply based on where the offense lie in the hierarchy. For example, if a student under the legal drinking age is arrested on campus while in possession of a stolen motor vehicle and an alcoholic beverage, the institution is required to disclose only the motor vehicle theft because it is the more serious crime according to the hierarchy rule. However, in some instances involving multiple offenses, the hierarchy rule will not apply. Some counting requirements and examples are provided below to provide context for statistics in the ASR’s statistics grids.

- Crimes that occur in on-campus residence halls are counted twice – once in the general ‘on-campus’ category, and once in the ‘residence hall’ category.
- Arson is always counted, regardless of whether it is more or less severe than any other Clery Act offense in the same incident. (For example, if someone commits arson during a burglary, then the institution must record a statistic in both the arson and burglary categories, thus appearing to reflect two separate incidents, but really only documenting one event.)

- Murder/non-negligent manslaughter and negligent manslaughter statistics are calculated based on the number of victims in a single incident. (For example, if two people are murdered in the same incident at the same time, or die due to the gross negligence of another person, then the institution must record two statistics in the murder category – one statistic for each victim.)

- Any incident involving both a murder/non-negligent manslaughter and either a robbery, burglary, aggravated assault, or motor vehicle theft must be recorded as one statistic in the murder/non-negligent manslaughter category. (Robbery, burglary, aggravated assault, and motor vehicle theft are subsumed within the murder/non-negligent manslaughter category. However, arson, sexual assault, hate crimes, and Part IV VAWA crimes are not subsumed by any other category and therefore must be reported in addition to another Clery offense involved in the same incident.)

- Sex offenses (rape, fondling, incest, and statutory rape) are always counted, even where they also involve a murder or non-negligent manslaughter.

- Crimes less severe than sex offenses (rape, fondling, incest, and statutory rape) are not counted unless the less severe crime is one of dating violence, domestic violence, or stalking, or unless it is a hate crime misdemeanor (larceny – theft; simple assault; intimidation; or destruction, damage or vandalism of property).

- Robbery statistics are calculated by incident (or in other words, by distinct operation), not by the number of victims involved in a single incident. (For example, if one offender robs three individuals at gunpoint at the same time and while in the same place, the institution must record one statistic in the robbery category.)

- Aggravated assault statistics are calculated based on the number of victims involved in a single incident. (For example, if two people are assaulted with a weapon during the same incident, then the institution must record two statistics in the non-negligent manslaughter category – one statistic for each victim.)

- Burglary statistics generally are calculated by incident (or in other words, by distinct operation), not by the number of victims involved in a single incident. (For example, if one offender breaks into a structure and steals two laptops belonging to two different people who reside in the same room, then the institution must record one statistic in the burglary category.)

- There are special rules for the counting of burglaries: Each room in a student housing facility is considered a separate dwelling for purposes of calculating burglaries. (For example, if a burglar enters a resident hall suite and steals a television from the common area, and then enters two separate bedrooms within the suite and steals laptops from each bedroom, the institution must record three statistics in the burglary category – one for the common area, and two for the bedrooms (one for each bedroom)).

However, various rooms within an academic building are considered to be under the control of a single entity.
Therefore, the burglary of a single academic building is counted as one offense, regardless of the number of offices or other spaces from which items may have been stolen, unless the various rooms were burglarized within different time frames. In that case, each burglary separated by time would be recorded as separate statistic in the burglary category.

• Part I felony crimes committed on the basis of a prohibited bias (i.e. “hate”) are always counted twice – once in the Part I felony crime grid, and once separately in the hate crimes grid/narrative. In the event a single incident involves multiple Part I offenses based on bias, the hierarchy rule does not apply to disclosure of statistics in the hate crimes grid/narrative, and all Part I offenses must be reported separately. (For example, if an incident involves both an aggravated assault and motor vehicle theft based on bias, the institution must record statistics in both the aggravated assault and motor vehicle theft categories in the hate crimes grid/narrative. However, only the aggravated assault would be disclosed in the Part I grid based on the hierarchy rule.)

• The four Part III misdemeanor hate crimes (larceny – theft; simple assault; intimidation; or destruction, damage or vandalism of property) are only reported in the hate crime grid/narrative.

• Part IV VAWA crimes (domestic violence, dating violence, and stalking) are reported in a separate grid. If any Part I felony incident also involves a Part IV VAWA incident, then both incidents are reported – the felony crime is reported in the Part I grid, and the VAWA crime is reported in the Part IV grid.

• In the event a Part IV VAWA offense might be classified as both “domestic violence” and “dating violence”, the incident is reported as one of “domestic violence.”

• In the event a Part IV VAWA offense involves stalking together with domestic or dating violence, both the stalking and domestic/dating violence are reported separately. One statistic must be recorded in the stalking category, and one statistic must be recorded separately in the domestic/dating violence category.

• Where an incident involves both an arrest and a referral for discipline for a weapon, liquor or drug law violation, only the arrest is recorded.

• Where an arrest or referral for discipline is made in response to a Part II incident involving more than one offense (for example, unlawful possession of drugs and liquor), only one statistic is recorded. The DOE Clery Handbook does not offer guidance on a hierarchy for Part II offenses, and in the event of such an incident, the decision how to report should be made by a sworn law enforcement officer. For purposes of this report, in the event of such an incident, statistics will be recorded according to the following order: (1) weapons, (2) drugs, and (3) alcohol, unless circumstances suggest alternative reporting is more appropriate. (For example, if a student arrested for serving a large volume of liquor to underage students one night, and at the time of the arrest police discover a very small amount of marijuana on the student’s person, then the incident is reported as one statistic reflecting an arrest for violation of liquor laws because the relative severity of the liquor offense outweighs that of the drug offense.)

• Stalking is counted uniquely under VAWA.

  o When recording a stalking report, an institution is required to record a crime statistic only once for the calendar year in which the course of conduct was reported to a local police agency or campus security authority.
• If the course of conduct involves the same parties and continues in a subsequent year, then the stalking must also be recorded for the subsequent year as well.

An institution must record each report of stalking as occurring at only the first location within the institution’s Clery geography in which the perpetrator engages in the stalking or a victim first becomes aware of the stalking. Therefore, a report of stalking must be reported in an institution’s ASR if it meets the definition of stalking even though the stalking course of conduct does not occur on the institution’s campus or in or on any of its other Clery geography.

BERKLEE COLLEGE OF MUSIC ANNUAL FIRE SAFETY REPORT

In 2008, President Bush signed the Higher Education Opportunity Act (HEOA), which requires higher education institutions to annually report fire safety information to the U.S. Department of Education and to disclose certain fire safety information to students, employees, prospective students, and prospective employees.

This report is intended to inform current and prospective community members of the fire safety programs and policies in place at Berklee, and the institution’s state of readiness to detect and respond appropriately to fire-related emergencies. The College is committed to maintaining excellent fire safety in campus residential facilities. This report describes fire safety systems in College residential facilities, fire drill and fire prevention programs, fire reporting procedures, and statistics concerning the incidence of fires and fire alarms.

FIRE LOG

The College maintains a daily log of all fires reported. The log is available for viewing, upon request, during normal business hours, at the administration offices of the Public Safety Department. The log contains the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire.

FIRE SAFETY IN RESIDENTIAL FACILITIES

The Department, in conjunction with the PPD, administers a program of regular inspection, testing and maintenance of College premises to ensure compliance with applicable life safety codes and standards. Evacuation drills are conducted, and all residence halls meet or exceed local and national fire safety codes and are equipped modern fire alarm systems, including smoke detectors and sprinkler systems. The Housing Department trains its Residence Life staff on fire safety multiple times per year.

FIRE SUPPRESSION SYSTEMS

Sprinklers

The 150 Massachusetts Avenue, 160 Massachusetts Avenue, 98 Hemenway Street, and 270 Commonwealth Avenue residences are equipped with automatic fire sprinkler systems. Sprinkler heads, associated piping, controls, and water under pressure comprise a water sprinkler fire suppression system. 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 heads, which may activate or interrupt the spray pattern of the devices. Do not tamper with any associated components of the water sprinkler fire suppression system.

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.

Fire Detection

All residence halls (150 Massachusetts Avenue, 160 Massachusetts Avenue, 98 Hemenway Street, 260 Commonwealth Avenue, and 270 Commonwealth Avenue) 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 a central fire alarm panel.

All fire alarms will result in notification of the Boston Fire Department. In the 150 & 160 Massachusetts Avenue buildings, both the Boston Fire Department and Berklee Public Safety Control Centers will receive alarms and provide
emergency response services. In the 270 Commonwealth Avenue and 98 Hemenway Street buildings, the alarms are monitored by a third-party who notifies the both the Boston Fire Department and Berklee Public Safety that alarms have activated.

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

**Reporting a Fire**
If you discover or suspect a fire, immediately activate the nearest fire alarm pull station. This will notify the Boston Fire Department and other building occupants as well (note that if the pull station is equipped with a tamper cover, be aware that pulling the tamper cover to gain access to the fire alarm pull station will activate the tamper alarm only and you must pull the lever to sound the alarm).

If you can’t find or safely activate a pull station, call 911. Additionally, Public Safety can also be called at (617) 747-2333. Provide the dispatcher with the specific location of the fire and any other important information. Regardless of which reporting method is used, immediately exit the building via the nearest available exit.

If a member of the Berklee College of Music community finds evidence of a fire that has been extinguished and the person is not sure whether Public Safety has already responded, the community member should immediately notify the Department to investigate and document the incident.

**Procedures Students and Employees Should Follow In Case of a Fire**
Your worst enemy during a fire is smoke. If you are surrounded by smoke, get down on the floor, and crawl to safety. Hold your breath and close your eyes if you can. Close doors behind you as you escape. Always use stairs to escape. Never use an elevator. Here are a few simple steps to follow:

- Learn the location of exits and fire alarm pull stations near you.
- Have a prepared escape plan and know your escape route.
- Remain calm.
- Use exit stairs. Never use elevators.
- Close doors behind you as you escape.
- Do not re-enter a building until it has been declared safe.
- If you become trapped, seal off cracks around doors and vents with cloth or rugs. (Soak them in water if possible).
- If possible, signal for help from a window.

**Student Housing Evacuation Procedures In Case of a Fire**

- If you hear the fire alarm, immediately evacuate the building using the nearest available exit.
- Do not attempt to fight a fire unless your life depends upon it.
- Awaken any sleeping roommates or suitemates.
- Prepare to evacuate by putting on shoes and coat if necessary.
- Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly. If heat or heavy smoke rushes in, close the door immediately.
- When leaving your room, be sure to take your key in case it is necessary to return to the room, should conditions force you back. Make sure to close the door tightly when evacuating.
- Residence Life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds, shout
to inform other occupants and knock on doors on your way out of the building.

• When exiting in smoke conditions keep your hand on the wall and crawl to the nearest exit.

• Do not use elevators as shafts may fill with smoke or the power may fail, leaving you trapped.

• Each resident should report to their assigned assembly area. Re-entry into the building is prohibited until emergency personnel have declared the emergency over and the building has been cleared for re-entry.
  o 150 Massachusetts Avenue: Corner of Massachusetts Avenue and Boylston Street
  o 160 Massachusetts Avenue building: 186 Massachusetts Avenue
  o 260 Commonwealth Avenue: 484 Commonwealth Avenue
  o 270 Commonwealth Avenue: 280 Commonwealth Avenue
  o 98 Hemenway Street building: 108 Hemenway Street

Do not attempt to re-enter an evacuated building until the Boston Fire Department, Boston Police Department, or Berklee Public Safety Department has declared the emergency over and the building safe for re-entry.

**Preventing Fires**
Smoking is prohibited in all Berklee buildings. All cooking appliances, except microwave ovens, are prohibited from dormitory rooms. This includes hotplates, hotpots, toaster ovens, popcorn poppers, and any other appliances. Open flames, incense, and space heaters are also prohibited. In an emergency situation only, PPD 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 exhaust fans.

• Do not leave the oven or other appliances unattended while they are in operation.

• Use only U.L. 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 to clear cooking smoke. Instead, open a window, otherwise you will set off the hallway smoke detectors and create a building-wide 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, and oil-based paints.

• 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.

FIRE DRILLS

A fire drill is a supervised practice of a mandatory building evacuation. In 2014, each existing on-campus residential facility (150 Massachusetts Avenue, 160 Massachusetts Avenue, 98 Hemenway Street, 260 Commonwealth Ave, and 270 Commonwealth Ave) underwent one supervised fire evacuation drill to familiarize everyone with the sounds of the alarms, building egress routes, and evacuation assembly points outside the buildings. These drills were evaluated by the Manager, Emergency Management Program to review any necessary changes to evacuation plans. These drills were unannounced and documented by Public Safety.

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 Department.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Berklee intends to continually review 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 and/or 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.
**Annual Security and Fire Safety Report 2015**

### Boston

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Hate Crimes: None reported 2012, 2013, or 2014

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* (U) Unintentional, (I) Intentional, (UN) Undetermined