

Suffolk University *Annual Security and Fire Safety Report 2011*



SUFFOLK
UNIVERSITY

EMERGENCY NUMBERS

On campus

Suffolk University Police Department
and Security (SUPD)
617.573.8111

TDD Line 617.557.4874

Off campus

Call the police department in the city
or town where you are located at 911.



CONTACT US

Suffolk University Police and Security Department

8 Ashburton Place
Boston, MA 02108

Non-emergency lines

617.573.8113
617.573.8333

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A Message From The Acting President

I am pleased to present the 2011 Suffolk University Annual Security and Fire Safety Report.

The Suffolk University Police Department has prepared this report to disseminate important information about the University, including:

- Crime statistics
- Fire statistics
- Emergency and crime reporting procedures
- Missing persons policies and procedures
- Facilities access
- Drug and alcohol policies
- Sexual assault policies
- Crime prevention programs
- Fire safety

We are providing this information to make the Suffolk community more aware of the safety issues that affect our small urban campus. By promoting this kind of transparency, we hope to accomplish our primary goal, which is to have everyone help create a safe, welcoming campus environment.

At Suffolk University, the safety and well-being of our students, faculty, and staff are our top priorities. As always, we welcome your input.

Thank you for your support.



Barry Brown,
Acting President & Provost, Suffolk University



The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) requires colleges and universities to:

- Publish an annual security and fire safety report by October 1 that includes three years of campus crime and fire safety statistics, campus security policies and procedures, and information regarding programs available to educate the University community on safety and crime prevention
- Report crime statistics for campus, non-campus buildings or property, or public property that are within the campus or immediately adjacent to and accessible from the campus
- Report fire statistics for each on-campus student housing facility
- Provide “timely warning” notices of those crimes that are considered to “represent a threat to students and employees”
- Establish and implement emergency notification procedures in the event of emergencies that pose an “immediate threat to the health or safety of students or employees occurring on campus”
- Maintain a public, written crime log that records crimes reported to campus police that occur on campus, in non-campus buildings or property, or on public property that is within the campus or immediately adjacent to and accessible from the campus
- Maintain a public, written fire log that records any fire that occurred in an on-campus student housing facility
- Establish policies and procedures relating to campus security and fire safety

The Suffolk University Police Department

ABOUT THE SUFFOLK UNIVERSITY POLICE DEPARTMENT

Campus safety is a priority at Suffolk University and the Suffolk University Police Department (SUPD) works diligently to maintain a safe and secure campus for all students, faculty, staff, and visitors.

The SUPD reports to the acting president and provost of Suffolk University and includes a staff of police and security officers who provide campus security services to the Suffolk community 24 hours a day, 365 days a year. Suffolk University police officers are qualified under Chapter 22C, Section 63, of the Massachusetts General Laws and have full arrest powers as regular police officers with regard to crimes occurring on Suffolk University property. Suffolk University security officers do not have arrest powers and are authorized to enforce University policies and assist Suffolk University police officers.

Suffolk University police officers wear dark blue shirts, have a Suffolk University Police badge, and wear the seal of the Commonwealth of Massachusetts on their collar. Suffolk police officers carry a baton and Oleoresin Capsicum spray. Suffolk University security officers wear pale blue shirts and have a Suffolk University Security badge; Suffolk security officers do not carry weapons or Oleoresin Capsicum spray.

Suffolk police and security officers patrol the campus in cruisers, on foot, and by bicycle. The SUPD is located at 8 Ashburton Place, and the SUPD dispatch center is located at 41 Temple Street on the first floor of the Donahue Building. The dispatch center is staffed 24 hours a day.

LOCAL LAW ENFORCEMENT AGENCIES

While Suffolk University does not have formal agreements or memoranda of understandings in place with any law enforcement agency, the SUPD has a cooperative relationship with the Boston Police Department, the Massachusetts State Police, and other law enforcement agencies. The SUPD is a member of the Boston Area Police Emergency Radio Network, which allows the SUPD to communicate with local law enforcement agencies through the police radio system. In addition, the SUPD maintains its relationship with local law enforcement by regularly attending Boston Police Department neighborhood meetings.

PREPARATION OF ANNUAL CRIME AND FIRE STATISTICS

The SUPD prepares the Annual Security and Fire Safety Report and discloses the annual crime and fire statistics to comply with the Clery Act. The crime, arrest, and disciplinary referral statistics on campus, in non-campus buildings or property, or public property include those reported to the SUPD and other designated campus officials with responsibility for student and campus activities:

- Deans of Students for the College of Arts & Sciences, Sawyer Business School, and Law School
- Athletics Department
- Office of Residence Life & Housing
- Offices of the Division of Student Affairs
- Law School Clinical Programs Office
- Rappaport Center
- Law Academic Support Programs
- Ballotti Learning Center
- Center for International Education
- Registrar's Offices
- Law School Peer Mentoring & Bar Preparation Programs
- Human Resources

The SUPD also obtains information from local law enforcement regarding the occurrence of crimes on public property within the campus or immediately adjacent to and accessible from the campus. The SUPD collects all statistics and compiles them in accordance with the Clery Act.

The SUPD obtains fire statistic information via reports from the Office of Residence Life & Housing, the Office of Environmental Health and Safety, and Risk Management.

On or before October 1 each year, an email notification containing the Web address to access the Annual Security and Fire Safety Report is sent to all employees and enrolled students. Copies of this report may also be obtained at the SUPD, located at 8 Ashburton Place. All prospective employees may access this report online or obtain a copy from the Human Resources Department in 73 Tremont Street. All prospective students may access this report online or obtain a copy from the Office of Undergraduate Admission or the Office of Graduate Admission (both located at 73 Tremont Street), or the Law Admissions Office (located at 120 Tremont Street).



SUFFOLK'S POLICE AND SECURITY STAFF CONSISTS OF:

- 33 full-time police officers
- 34 full-time security officers
- 1 systems administrator
- 1 office coordinator
- Student security workers



REPORTING CRIMES AND EMERGENCIES ON CAMPUS

Crimes and emergencies

617.573.8111 or extension 8111

Non-emergency security or public safety-related matters

617.573.8333 or extension 8333



CAMPUS ESCORTS

A University police and/or security officer will provide walking escorts to and from any building owned, used, or occupied by Suffolk University. To request a walking escort, call 617.573.8333 and a uniformed officer will meet you at a designated location.

Emergency & Crime Reporting And Response

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS

Students, employees, other members of the Suffolk community, and visitors who are victims of, observe, or have knowledge of any criminal action, emergency, or public safety incident should immediately contact the SUPD. Crimes and emergencies can be reported by calling 617.573.8111 or extension 8111 on campus. Non-emergency security or public safety-related matters can be reported to the SUPD by calling 617.573.8333 or extension 8333 on campus.

Yellow emergency call box locations:

Ridgeway Building

148 Cambridge Street

Fenton Building

32 Derne Street

Donahue Building

41 Temple Street

Sawyer Building

8 Ashburton Place

Residence Hall

150 Tremont Street

Suffolk community members can dial extensions from these call boxes.

In addition, intercom call boxes that function by pressing and holding a red button are available at the entrance to the garage at 120 Tremont Street; outside of the main entrance of 120 Tremont Street; and near the loading dock on Hamilton Place. Emergency call boxes are also available in all elevators. *Call box locations are noted on the campus map on page 35.*

Suffolk community members are encouraged to report all crimes, emergencies, and public safety incidents to the SUPD in a timely manner. SUPD dispatchers are available 24 hours a day to answer all calls at the numbers listed above.

The SUPD will respond to all reported incidents, emergencies, and crimes on campus, and officers will prepare an incident report. Upon preparation of an incident report, the SUPD provides the report to either the dean of students or Human Resources Office, depending on the parties involved.

PASTORAL AND PROFESSIONAL COUNSELORS

When acting in their official capacity, pastoral and professional counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics under 20 U.S.C. Section 1092(f). A pastoral counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition as a pastoral counselor. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the Suffolk community and who is functioning within the scope of his or her license or certification.

MISSING PERSONS POLICY

(College of Arts & Sciences and Sawyer Business School)

Employees, students, or other individuals who have concerns that a student may be missing should report these concerns to the SUPD.

A student may be deemed missing if it is reported to appropriate University officials that the student has been unreachable via personal contact, telephone, email, or other means of electronic communication for 24 hours or more.

Appropriate University officials include the SUPD, resident assistants (RAs), Residence Life and Housing staff, Student Affairs staff, and Center for International Education staff.

RAs are required to inform their supervisors immediately upon receiving a missing student report. Residence Life staff, Colleges Student Affairs staff, and Center for International Education staff will immediately report notification of a missing student to the SUPD. The SUPD will immediately inform Risk Management and Student Affairs of the report of a missing student.

The SUPD will conduct an investigation in conjunction with appropriate University staff members to help determine whether or not the student is missing.

In circumstances involving non-resident students, a member of the Incident Command System Core Team—or designee—may request that the SUPD approach local city and town police about performing a wellbeing check at the student's address of record.

If it is determined by the SUPD that a student has been missing for more than 24 hours then, within the next 24 hours, the Student Affairs Office will notify the individual identified by the student as the designated emergency contact that the student has been reported missing. Students have the option to identify a contact person or persons whom Student Affairs shall notify under such circumstances. This contact information will be registered confidentially and will only be accessible to "appropriate University officials" as described above, except that the contact information will be disclosed to law enforcement personnel in furtherance of a missing person investigation.

In addition to notifying any contact person designated by the student, if a student is under 18 years of age and not emancipated, the Student Affairs Office must notify a custodial parent or guardian within 24 hours of the determination that the student is missing.

Once it has been established that a Suffolk University student is missing, the Office of Public Affairs should be notified immediately. The Office of Public Affairs will work with the appropriate University administrator(s) to determine how to communicate with the press, the public, and the internal community about the developing situation.

The SUPD will also notify local law enforcement within 24 hours of the determination that a student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

MISSING PERSONS POLICY

(Law School)

Concerns regarding a law student who is unreachable or missing should be referred to the Law School's Dean of Students Office. Upon receipt of such a concern, the dean of students will determine an appropriate course of action on a case-by-case basis, balancing the privacy of adult students with legitimate concerns for safety and wellbeing. The Dean of Students Office may contact the student directly, inform the University Police, communicate with the emergency contact provided by the student, or take other appropriate action. Any such response will occur within a reasonable time of receipt of the report, and applicable student privacy laws will govern communications regarding the law student.

Absent additional facts or circumstances, the failure of a law student to attend class, participate in school activities, or respond to communications from Law School personnel will not result in the Law School taking action under this policy.

TIMELY WARNINGS

Suffolk University will issue a safety alert in the event that a Clery Act crime occurs and is considered by Risk Management and the chief of the SUPD or his designee to represent a threat to the Suffolk community. The SUPD will post the warning on bulletin boards in each residence hall and in lobbies of academic buildings and other buildings on campus. In addition, the SUPD will post the alert on its Web site at www.suffolk.edu/supd.

Depending on the circumstances of the crime, as determined by the acting president and provost, Risk Management and the chief of the SUPD or his designee the University may also issue a safety alert to students, faculty, and staff through the University email system.

EMERGENCY NOTIFICATION PROCEDURES

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the Suffolk campus, the University will issue an emergency notification and activate its emergency notification procedures. The University uses Blackboard Connect, which allows the University to send emergency notifications through email, voicemail, text messaging, or any combination of the three. In addition, the University may use the suffolk.edu home page, Campus Cruiser/MySuffolk home page, bulletin boards, and on-campus televisions to communicate emergency notifications.

The University makes its Emergency Action Plan available to all employees through the intranet (MySuffolk or Campus Cruiser). In addition, floor evacuation diagrams showing escape routes are posted in corridors on each floor of all campus facilities.

Confirming a Significant Emergency or Dangerous Situation

The University's emergency notification procedures are initiated upon a report of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the Suffolk campus. The emergency is promptly confirmed through the following steps:

- SUPD police officers are immediately dispatched to verify the report.
- The SUPD notifies the risk manager (or in the risk manager's absence, the director of budget and risk management), who assesses the situation in consultation with the acting president and provost and the chief of the SUPD or his designee (collectively, the "Notification Team") and activates the emergency notification system.

- Upon activation of the emergency notification system, the Risk Management Department notifies the Incident Command System Core Team (ICS Core Team), which further assesses the situation and determines what additional appropriate actions may be necessary.

Notification

Once a significant emergency or dangerous situation is confirmed as described above, the Notification Team will determine the appropriate segment or segments of the community to receive a notification, depending on the nature and extent of the threat or danger.

The Notification Team will, without delay, and taking into account the safety of the community, determine the content of the emergency notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Notification Team in consultation with the Chief of the SUPD or his designee, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Disseminating Emergency Information to the Wider Community

The ICS Core Team will immediately notify the Office of Public Affairs in the event of a significant emergency or dangerous situation. The Office of Public Affairs, in consultation with the president and University counsel, is responsible for communicating with the wider community, including both internal and external constituencies. The Office of Public Affairs will provide ongoing communication with media, trustees, all employees, students, alumni, parents, and the public. Public Affairs may communicate through campus-wide emails, the suffolk.edu home page, press releases, or press conferences.

Annual Testing of Emergency Response and Evacuation Procedures

The Offices of Environmental Health and Safety (OEHS) and Risk Management annually test the emergency response and evacuation procedures in each academic, administrative, and residential building. This includes conducting at least one evacuation and one shelter-in-place drill. All annual shelter-in-place drills are announced, and evacuation drills are generally unannounced. The OEHS documents the date and time of each drill, along with a description of the exercise and whether it was announced or unannounced.

Access To Campus Facilities

Suffolk University generally maintains an open campus, which allows members of the Suffolk community to move freely among campus facilities. The SUPD monitors access to campus facilities through officer patrols and security desks at various locations. Suffolk University facilities are not open to the general public unless there is a function or other event on campus, and all buildings are posted with the following notice: “No trespassing. ID cards must be shown upon request.”

Certain buildings on campus have additional security measures in place. Security for those buildings is as follows:

- Access to 73 Tremont Street is monitored by a security guard. Employees working in the building gain access by swiping an authorized proximity card at the card access machine on the front desk. Other employees, students, and visitors must present a Suffolk ID or other photo ID and obtain a visitor pass for the day.



- Access to 45 Bromfield Street is monitored by the property manager. Access cards are required for entry to the building outside of regular business hours.
- Access to 40 Court Street is monitored through a security guard, who is present in the main lobby. Access cards are required for entry to the building outside of regular business hours.
- 20 Ashburton Place is monitored by a security guard in the lobby during business hours. After hours, access is only granted through a key pad.
- 75 Arlington Street is monitored by 24-hour security located centrally in the building.
- Access to offices in One Beacon Street is monitored by security and Suffolk employees can gain entrance through turnstiles with card readers. The classrooms on the mezzanine level have a separate entrance, which is monitored by security and regularly patrolled.

Suffolk does not maintain or recognize off-campus student organization locations or student organization off-campus housing facilities.

All employees and students are required to carry their Suffolk University–issued photo ID card at all times for the purposes of maintaining security and gaining access to libraries and computing facilities.

SPECIAL SECURITY FOR RESIDENCE HALLS

The SUPD provides 24-hour access control to the undergraduate residence halls at 150 Tremont Street, 10 West Street, and 10 Somerset Street. Suffolk security and police officers are assigned to monitor the front lobby of each residence hall, and the SUPD monitors the buildings through CCTVs. Access control is supplemented by a card access system, which is linked to the student ID cards and requires all students to swipe a card before entering. Visitors must present a photo ID, which is scanned into a computer system, and must be signed in at the security desk of the student’s respective residence hall. In addition, all visitors are required to be in the presence of their Suffolk host at all times.

The Suffolk residence halls at the Holiday Inn on Blossom Street and the Hyatt Regency Hotel at Avenue de Lafayette are monitored by building management. Access to the Suffolk floors is available through keys on the elevators and stairwell doors.

MAINTENANCE OF CAMPUS FACILITIES

Suffolk University’s Facilities Planning and Management Office is responsible for proper repair and maintenance of campus facilities. The SUPD reports to the Facilities Office any maintenance or repair issues it might observe in the course of patrolling campus facilities, including such conditions that may pose a safety risk to the community.

Non-Campus Buildings

Suffolk University also maintains the Juvenile Justice Center in Chelsea. This building is maintained by a third-party property manager and students must carry a Suffolk University–issued photo ID card when on the premises.

Drug & Alcohol Policies

Suffolk University requires the observance of all state and federal laws and regulations pertaining to alcoholic beverages, illegal drugs, and controlled substances. It is the responsibility of all members of the University community to be familiar with and to comply with applicable laws.

ALCOHOL POLICY

Suffolk University enforces all state laws and city ordinances regarding the possession, use, and sale of alcoholic beverages, including those prohibiting drinking by individuals under 21 years of age. The law also forbids falsifying age and identification cards.

The use, sale, transfer, possession, intoxication of person, or being in the presence of alcoholic beverages in any campus building or property controlled by the University (including residence halls or leased residential properties), regardless of age, is prohibited by any student or guest of a student. Alcohol is only permitted on campus at University-sponsored events for which alcoholic beverage service has been specifically approved pursuant to the University Policy on Alcohol at Events. No alcoholic beverage containers (empty, full, or decorative), including, but not limited to, shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled by the University (including residence halls or leased residential properties), regardless of the owner's age. Alcohol advertisements and signage are not permitted in any campus building or property controlled by the University (including residence halls or leased residential properties).

Persons and their belongings suspected of bringing alcohol into any campus building or property controlled by the University (including residence halls or leased residential properties) or persons suspected to be under the influence of alcohol will be subject to search by Suffolk University Police and may not be allowed into the building or property with the suspected package.

Students are encouraged to contact Suffolk University Police for assistance when persons who are suspected to be under the influence of alcohol may be a danger to themselves or the community.

ILLEGAL DRUG POLICY

Suffolk University enforces all federal and state laws and regulations and all city ordinances regarding the possession, use, and sale of illegal drugs and drug paraphernalia.

The use, sale, transfer, possession, intoxication of person or being in the presence of illegal drugs in any campus building or property controlled by the University (including residence halls or leased residential properties) is prohibited by any employee, student, or guest of a student. Drug paraphernalia is also prohibited in any campus building or property controlled by the University (including residence halls or leased residential properties). Drug paraphernalia is defined as any equipment, product, or material that is modified for making, using, or concealing illegal drugs, including, but not limited to, pipes, smoking masks/screens, bongs, roach clips, and items used to conceal illegal drugs. Certain scales, vials, and baggies may also be considered drug paraphernalia.



THE UNIVERSITY HAS THE FOLLOWING POLICIES ON ILLEGAL DRUGS AND ALCOHOL:

The University Policy on Alcohol at Events is available at: www.suffolk.edu/files/Risk_Management_PDF/suffolk_university_alcohol_policy.pdf

The Drug and Alcohol Prevention Program (applicable to employees and Law School students) is available at (for employees) www.suffolk.edu/offices/35859.html and (for law students) www.law.suffolk.edu/offices/deanofstu/handbook/policies/drug.cfm

The College of Arts & Sciences and Sawyer Business School Student Alcohol and Illegal Drug Policy is available in the student handbook



Persons and their belongings suspected of bringing illegal drugs into any campus building or property controlled by the University (including residence halls or leased residential properties) or persons suspected to be under the influence of illegal drugs will be subject to search by Suffolk University Police and may not be allowed into the building or property with the suspected package.

Students are encouraged to contact Suffolk University Police for assistance when persons who are suspected to be under the influence of illegal drugs may be a danger to themselves or the community.

SANCTIONS FOR ALCOHOL AND ILLEGAL DRUG VIOLATIONS

Violations of federal, state, and local drug and alcohol laws can result in serious penalties, including assigned community service, fines, and imprisonment. Students found by the University to be in violation of federal, state, and local drug and alcohol laws may be referred to the appropriate authorities for prosecution. The following are among the penalties which may result:

- Massachusetts laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to \$2,000 and six months' imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. A first conviction for driving under the influence of alcohol has a penalty of a \$1,000 fine, one-year revocation of the driver's license, up to two years in prison, and mandatory alcohol rehabilitation.
- Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with potential for abuse have heavier penalties.
- Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.
- Massachusetts makes it illegal to be in a place where heroin is kept and to be "in the company of" a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts.
- Persons convicted of drug possession under state or federal laws may be ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, permanently after the third conviction.
- Under federal law, distribution of drugs to persons under the age of 21 is punishable by twice the normal penalty with a mandatory year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from the use of the substance.

In addition, students and employees will be subject to University-imposed sanctions for alcohol and illegal drug violations. Possible disciplinary actions include warning, probation, suspension, expulsion, termination of employment, referral for prosecution, or requirement of satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement or continued employment. For students, sanctions often involve a combination of educational and punitive sanctions with the goal being that the University first strives to educate students about acceptable behavior while also holding students accountable for their misconduct. In determining sanctions, hearing officers may consider students' present demeanor; past disciplinary record; the nature of the misconduct; and the severity of any damage, injury, or harm resulting from the misconduct or other factors.

Students who do not complete educational sanctions such as AlcoholEdu, Innerview, Etoke, Students' Guide to Living in Boston/Neighborhood U video, reflection papers, etc., or fines by the due date will be responsible for a \$25 non-compliance fine for each item in addition to the previous fine (if applicable). Students will still be required to complete AlcoholEdu, Innerview, Etoke, Students' Guide to Living in Boston/Neighborhood U video, reflection papers, etc.

If found responsible for violating alcohol and drug policies, a non-resident student may lose visitation privileges. Guests who are not Suffolk University students and violate any Residence Life policy while visiting University housing may lose visitation privileges permanently.

For more information, including information on University Regulations for Events with Alcohol, please consult the Undergraduate Student Handbook, the Graduate Student Handbook, and the Law School Rules, Regulations, and Policies. The Drug & Alcohol Policy for University employees is available on the Human Resources Web site at www.suffolk.edu/offices/44325.html

SUBSTANCE ABUSE EDUCATION

Using illicit drugs and abusing alcohol has serious consequences to health. Some possible effects of illicit drug and alcohol use can include withdrawal, impaired memory, organ damage, depression, and a number of other psychological and physiological effects. An overview of some of the effects can be found on the Department of Justice's Web site at www.justice.gov/dea/pubs/abuse/chart.htm.

The University Counseling Center provides help to students dealing with drug and/or alcohol abuse, as well as referrals to outside agencies and programs. Both the Counseling Center and the Office of Health & Wellness Services maintain a library of written materials on drug and alcohol abuse. In the event that entrance into a counseling treatment or rehabilitation program is required as a disciplinary measure (see paragraph on Disciplinary Sanctions), two written releases to the appropriate dean or to the Human Resources Office will be required: one to indicate entrance into the program and one to confirm satisfactory completion of the program. Health insurance plans available to employees may provide varying levels of coverage for alcohol and substance abuse programs. Further information on plan coverage is available from the insurer or from the Human Resources Office.

Suffolk University also offers drug and alcohol abuse education programs and resources, including:

- Several programs throughout the academic year that inform employees and students about the dangers of drug and alcohol abuse, including "mocktail nights," education series regarding healthy partying during spring break, and alcohol and sexual assault awareness programs.

- All incoming first-year undergraduate students are required as part of the University's Alcohol Prevention Program to complete an online alcohol prevention program called AlcoholEdu for College.
- Through the Office of Health & Wellness Services, the University administers "Alcohol Innerview," an online motivational interview designed for students who have violated alcohol policies or who will be attending sessions with the health educator.
- Through the Office of Health & Wellness Services, the University offers an online marijuana assessment tool (E-TOKE), which includes an interactive Web survey that allows Suffolk students to enter information about their marijuana usage patterns and receive individualized feedback about their use. The assessment takes about six to seven minutes to complete and is self-guided.

In addition, the Employee Assistance Program is available to employees for confidential assessment and referral services, as well as short-term counseling help. Services are provided by the Wellness Corporation through licensed or certified professional counselors with clinical experience. More information regarding the Employee Assistance Program is available online at www.suffolk.edu/offices/43305.html.

Sexual Assault Policies & Procedures

CONFIDENTIALITY

Suffolk University understands that a student who has been the survivor of sexual misconduct (which includes rape and any other forcible and non-forcible sex offense) may wish to talk about the incident with the assurance that the discussion will be confidential. Confidentiality may not be assured when there is imminent risk of harm to the survivor or others. Students may speak with staff members in the Counseling Center or with the University Chaplain confidentially for emotional support:

Suffolk University Counseling Center
617.573-8226
5th Floor, 73 Tremont Street
www.suffolk.edu/counselingcenter

Amy Fisher, University Chaplain
5th floor, Donahue Building
617.573.8325
www.suffolk.edu/interfaith

Because these services are, in most cases, confidential, a discussion with any of these sources may not result in a complaint being filed with the University or result in action being taken by the University in response to the incident. A student who wants emotional support only should contact the confidential counseling resources listed here. A student wishing to have an incident investigated, or adjudicated must make a complaint in accordance with the procedures described at right.

The University endeavors to respect and follow the wishes of an individual who brings forward a sexual misconduct concern. However, students should understand that Suffolk may have ethical and legal obligations to investigate, attempt to resolve, or adjudicate incidents of sexual misconduct that come to its attention and also may have obligations to report the matter to the local police department. Therefore, depending on the circumstances, it may not be possible for a conversation with the SUPD, a resident assistant (RA), or other administrators to be kept in confidence, or, stated another way, for these individuals simply to listen without taking action.

WHAT TO DO AFTER A SEXUAL MISCONDUCT INCIDENT

Students who are survivors of sexual misconduct should give strong consideration to reporting the incident. Reporting sexual misconduct to the SUPD or other law enforcement authorities may not result in the filing of criminal charges, but it does allow all support systems to be put in place for the survivor. Reporting is best done as soon as possible after the sexual misconduct occurs, but it may be done at any time. Please note that the definition of sexual misconduct is broad and that the facts and circumstances of such an incident will dictate the immediate response a student may take. The procedures identified below are provided as guidelines only.

Get to a Safe Place Quickly

If the perpetrator is still in the area or his or her presence on campus is threatening, call the SUPD at 617.573.8111. Off campus, call the police department in the city or town where you are located at 911.

Please note: Once the SUPD is informed that sexual misconduct may have taken place, its officers may inform the Boston Police Department's Sexual Assault Unit (when an alleged sexual assault is reported) of the survivor's name, and an investigation may be conducted. An SUPD incident report will be prepared by an SUPD officer. The survivor will be identified as Jane or John Doe. A summary of the incident will be maintained for tracking purposes. The SUPD will share the survivor's name with the dean of students so the Student Affairs Office can follow up with the survivor to offer support and resources.

Survivors may ask the SUPD for a taxi voucher to Massachusetts General Hospital (MGH) without having to report sexual misconduct.

Preserve Physical Evidence

Because evidence of the misconduct and the perpetrator's identity (hair, seminal fluids, bits of skin, etc.) may be left on the survivor's body, it is important not to bathe, shower, douche, or even use the toilet if avoidable. If the survivor was assaulted orally, drinking or brushing teeth prior to a sexual assault exam should be avoided. Survivors should not straighten up the scene of the incident and should take a change of clothes to the hospital. If the survivor must change clothes, put the items that were worn at the time of the incident in a paper bag (not plastic) and bring them to the hospital. Having physical evidence collected can strengthen a case if the survivor pursues legal action.

Seek Timely Medical Attention

Survivors are encouraged to go for a sexual assault exam as soon as possible because injuries should be treated promptly and evidence deteriorates quickly. If you are on campus, the SUPD can arrange free taxi transportation for you to Massachusetts General Hospital (MGH). MGH employs trained sexual assault nurse examiners (SANE) to collect forensic evidence, check for injuries, and provide preventative treatment for pregnancy and exposure to sexually transmitted diseases. A survivor may bring a friend or family member to the hospital for support.



HOSPITALS IN THE BOSTON AREA WITH SEXUAL ASSAULT NURSE EXAMINERS

Massachusetts General Hospital
55 Fruit Street
617.726.2000
www.massgeneral.org/
contact page: www.massgeneral.org/contact.html

Boston Medical Center
One Boston Medical Center Place
617.638.6800
www.bmc.org/
contact page: www.bmc.org/patients/

Beth Israel Deaconess Center
330 Brookline Avenue
617.667.7000
www.bidmc.org/
contact page: www.bidmc.org/ContactUs.aspx

Brigham and Women's Hospital
75 Francis Street
617.732.5500
www.brighamandwomens.org/
contact page: www.brighamandwomens.org/forms/contactus.asp

Cambridge Hospital
1493 Cambridge Street
617.665.2300
www.challiance.org/
contact page: www.challiance.org/contact_us/phone_list.shtml

Children's Hospital
300 Longwood Avenue
617.355.6000
www.childrenshospital.org/
contact page: www.childrenshospital.org/contactus.cfm

Newton-Wellesley Hospital
2014 Washington Street
617.243.6000
www.nwh.org/
contact page: www.nwh.org/contact.asp

 **SUFFOLK UNIVERSITY
COUNSELING CENTER**
617.573-8226
5th Floor, 73 Tremont Street
www.suffolk.edu/counselingcenter

 **BOSTON AREA RAPE CRISIS
CENTER (BARCC)**
800.841.8371 (24-hour hotline)
617.492.RAPE
www.barcc.org

 **SUFFOLK UNIVERSITY HEALTH
& WELLNESS SERVICES**
617.573.8260
5th Floor, 73 Tremont Street
www.suffolk.edu/health

 **INTERFAITH CENTER**
617.573.8325
5th Floor, Donahue Building
www.suffolk.edu/interfaith

 **SUFFOLK UNIVERSITY POLICE
DEPARTMENT (SUPD)**
617.573.8111
8 Ashburton Place
www.suffolk.edu/supd

 **STUDENT AFFAIRS OFFICE**
617.573.8239
12th Floor, 73 Tremont Street
www.suffolk.edu/studentaffairs

The Boston Area Rape Crisis Center (BARCC) can provide a free medical advocate to meet survivors and their families in a hospital emergency department. In the immediate aftermath of a sexual assault or rape, survivors face a host of emotional, medical, and legal decisions. BARCC medical advocates are certified rape crisis counselors who provide information and support to the survivor and/or family at the hospital. Advocates provide support throughout the entire forensic exam if the survivor wishes. They can also be helpful with safety planning, arranging transportation, paperwork, and follow-up plans. Research has shown that survivors who have a rape crisis advocate present at the hospital are more likely to feel positive about the experience of going to the hospital. **This is an important start to the healing process. BARCC can be reached at 800.841.8371 (24-hour hotline).**

Suffolk University's Health & Wellness Services can provide referrals for physical exams, pregnancy tests, and screening and treatment for sexually transmitted diseases.

Contact Someone Trained to Help

Students who are survivors of sexual misconduct may wish to contact any of the following based on comfort level or personal circumstances. There is not a clear best place to start in all cases. Be sure to read the following section carefully prior to contacting someone trained to help because it contains information about maintaining your confidentiality.

Suffolk University Counseling Center
617.573-8226
5th Floor, 73 Tremont Street
www.suffolk.edu/counselingcenter

The Counseling Center provides free, confidential services to students, including those involved in sexual misconduct incidents. Confidentiality may not be assured when there is imminent risk of harm to the survivor or others. The Counseling Center member will maintain a summary of the incident for record keeping but will not share the survivor's name without their permission. Counselors at the Counseling Center are available to assist survivors in a crisis situation and provide information about options including medical assistance, psychological counseling, University disciplinary action, and legal prosecution. Counselors can provide safe, confidential support during this difficult period and can inform students of common reactions to crises and discuss coping methods that may assist students immediately following the assault and after. Talking about concerns with one of these counselors may help students sort through feelings and decide what to do. An individual appointment with a counselor may be made by contacting Counseling Services; the survivor may also be seen without an appointment anytime between 11am–12pm (arrive by 10:30am) or 2–3pm (arrive by 1:30pm) Monday through Friday. In an emergency, the survivor will be seen immediately.

Boston Area Rape Crisis Center (BARCC)
800.841.8371 (24-hour hotline)
617.492.RAPE
www.barcc.org

BARCC offers free, confidential services to sexual assault survivors, their friends, and families. The Boston Area Rape Crisis Center operates a 24-hour confidential hotline that provides survivors of sexual assault with telephone counseling and personal support. The center maintains a referral network of survivor support groups.

Suffolk University Health & Wellness Services

617.573.8260

5th Floor, 73 Tremont Street

www.suffolk.edu/health

Health & Wellness Services can provide free medical care and referrals for follow-up care, emergency contraception, and screening and testing for sexually transmitted diseases. This office may be required to report the incident to the dean of students.

Interfaith Center

617.573.8325

5th Floor, Donahue Building

www.suffolk.edu/interfaith

The Interfaith Center provides confidential pastoral care and support for survivors of sexual misconduct. Confidentiality may not be assured when there is imminent risk of harm to the survivor or others.

Resident Assistant (RA) or Residence Life Staff Member

An RA or Residence Life staff member can provide immediate support and referrals for further care. An RA or Residence Life & Housing staff member must report the incident and your name to his/her supervisor.

Suffolk University Police Department (SUPD)

617.573.8111

8 Ashburton Place

www.suffolk.edu/supd

The SUPD can provide emergency response and coordinate transportation to and from the hospital. The SUPD may report the survivor's name to the Boston Police Sexual Assault Unit and an investigation may be conducted. An SUPD incident report will be written by an SUPD officer and the survivor will be identified as Jane or John Doe. A summary of the incident will be maintained for tracking purposes. The SUPD will share the survivor's name with the dean of students so the Student Affairs Office can follow up with the survivor to offer support and resources.

Student Affairs Office

617.573.8239

12th Floor, 73 Tremont Street

www.suffolk.edu/studentaffairs

Law School Dean of Students Office

617.573.8157

120 Tremont Street, Suite 410-S

www.law.suffolk.edu/offices/deanofstu/

The dean of students and associate dean of students provide support and referrals for follow-up care. They will provide information about the Student Conduct System and accommodations for class changes, living arrangements, course incompletes, or withdrawals. They will also provide referrals for counseling and medical treatment.

Ask Questions

Survivors have the right to ask questions throughout the process and decide what is best for them. Survivors are encouraged to use both on- and off-campus resources to help understand available options.

PROCEDURES FOR FILING A REPORT OR SUBMITTING A COMPLAINT

Suffolk University believes that students should retain the right to move forward (or not) with a complaint about sexual misconduct. As a result, two options are available to assist students in reporting an incident of sexual misconduct to the University.

In an emergency:

If you are on campus, you are encouraged to contact the SUPD at 617.573.8111 so they may secure the area, detain suspects, and coordinate the arrival of the Boston Police Department.

The survivor's name will be shared with the Boston Police and an investigation may be conducted. An SUPD incident report will be written by an SUPD officer and the survivor will be identified as Jane or John Doe. A summary of the incident will be maintained for tracking purposes. The SUPD will share the survivor's name with the dean of students so the Student Affairs Office can follow-up with the survivor to offer support and resources.

If you are off campus, you are encouraged to call 911 for the police department in the city or town where you are located.

After an incident:

A student who wishes to report sexual misconduct or file a complaint against another student through the University (potentially leading to disciplinary action) should notify the Student Affairs Office at 617.573.8239 or, in the Law School, at 617.573.8157.

The dean of students and associate dean of students will explain support options, investigative steps, and hearing procedures. If disciplinary action is taken, the survivor's name **will be** included in any reports and discussed with the charged student. Subsequent steps include:

- After reporting an incident of sexual misconduct to the SUPD or the Student Affairs Office, a survivor may request the following: assistance for the survivor in exploring alternative housing and changing his/her academic situation, which may include course incompletes, a leave of absence, or withdrawing from the University; a change of an on-campus student's housing to a different on-campus location; and transfer of class sections when available.
- The dean of students and associate dean of students is available to meet with a student considering submitting a complaint. He or she may outline the process for filing a complaint and explain University discipline procedures.
- The disciplinary procedures outlined in the Community Standards and the Student Conduct System will be followed for complaints of sexual misconduct committed by another Suffolk student. Sanctions for sexual misconduct are determined on a case-by-case basis and may include suspension or dismissal from on-campus housing and/or the University.
- Depending upon the circumstances, both students in a case may be issued administrative orders to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties.

- An administrative hearing may accommodate concerns for the personal safety, well-being, or fears of confrontation of the charged student, complainant, or witnesses during the hearing by providing alternate means of communication when and as determined in the sole judgment of the hearing officer to be appropriate.

In accordance with the Student Conduct System, a charged student and alleged survivor of a charged student's misconduct will be entitled to:

- Receive written notice of charges;
- View the written complaint in the office of the hearing officer in the presence of a department staff member during normal business hours;
- Be notified of the date, time, and place of the administrative hearing;
- Receive notice of the fact that the accused student's failure to schedule an administrative hearing by the due date or appear for an administrative hearing may result in the administrative hearing being conducted in the absence of the accused student;
- Provide the names of up to four (4) witnesses with knowledge of the incident at least two (2) business days prior to the administrative hearing;
- Present his or her case;
- Decline to answer any questions or make any statements during an administrative hearing. The outcome of the administrative hearing will be based upon the information or lack thereof presented at the hearing and information gathered through an investigation (if applicable);
- Be informed in writing of the decision and sanction, if any;
- Request in writing an appeal of the decision resulting from an administrative hearing no later than two (2) business days after the date of the determination letter. The date of the request for the appeal is the date on which a document is mailed, an email is sent, or a written message is delivered. A charged student and alleged survivor of a charged student's misconduct are entitled to one appeal.

The Student Conduct System process is founded on educational ideals that reflect the University's academic mission. As much as possible, the University is committed to educating students to be aware of this policy, to respect others, and to be accountable for their actions. Sanctions can range from warning to dismissal from on-campus housing and/or the University.

SEXUAL ASSAULT EDUCATION PROGRAMS

Rape Aggression Defense (RAD) Program

Suffolk's Rape Aggression Defense program provides realistic self-defense tactics and techniques for women. It is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance, then progresses to the basics of hands-on self-defense training. It is not a martial arts program.

Suffolk's RAD courses are taught by nationally certified instructors and provide each student with a workbook/reference manual. The SUPD employs two certified members on campus who teach a 12-hour RAD training session once a semester. Suffolk is proud to offer the RAD program free of charge to all members of our community.

For further information, contact University Police at 617.573.8333.

Sexual Assault Prevention Programs

Through the Office of Student Affairs, student peer educators and Student Affairs staff provide regular workshops on safety regarding sexual assaults, alcohol and drug use, and sexually transmitted diseases.

Sex Offender Registry Information

In connection with the Jacob Wetterling Crimes Against Children, the Campus Sex Crimes Prevention Act, and Sexually Violent Offender Registration Program, the University must advise the campus community that information provided by the Commonwealth of Massachusetts regarding registered sex offenders may be obtained from the SUPD. In addition, information regarding sex offenders can be obtained from the Sex Offender Registry Board, which is a state agency responsible for maintaining a database of convicted sex offenders. The database can be found at www.state.ma.us/sorb. In addition, the Sex Offender Registry Board can be contacted at:

Sex Offenders Registry Board
Commonwealth of Massachusetts
P.O. Box 4547
Salem, Massachusetts 01970

Crime Prevention Programs

Suffolk University employs a full-time crime prevention officer who is responsible for educating the community about security awareness and crime prevention. In addition to sending out monthly educational pamphlets, videos, articles, and advertisements in the University newsletter and student newspapers and prominently posting crime prevention messages around campus, the crime prevention officer and the SUPD offer the following educational programs:

- At the beginning of the fall semester, the SUPD offers various crime prevention programs on transit safety, residence life safety, and safe city walks.
- In the middle of the fall semester, the SUPD offers RAD programs, programs about protecting personal information and property, and what to do in the event of an emergency on campus (see description of RAD on page 19).
- At the end of the fall semester, the SUPD offers programs on holiday shopping safety and personal safety.
- In January during the semester break, the SUPD offers programs for employee safety.
- During the spring semester, the SUPD offers a second RAD class (see description of RAD on page 19).
- In June, the SUPD addresses safety and crime prevention at orientation sessions for new students.

Fire Safety

In accordance with the Higher Education Opportunity Act of 2008, Suffolk University maintains a fire log, which includes all reports of fires and fire alarms on the Boston campus. The fire log is maintained by the risk manager and the Office of Environmental Health and Safety through reports by the SUPD. It includes a record of the date the fire was reported, the nature of the fire, the date and time of the fire, the location of the fire (including building name), the number of fires and the cause of each fire, any injuries or fatalities, and the dollar value for property damaged in connection with any fires occurring in on-campus housing facilities (as determined by the risk manager). Please see the Appendix for a chart of fires in on-campus housing facilities for 2008, 2009 and 2010.

Suffolk University has developed policies prohibiting activities and objects which are considered to be fire hazards or which pose a potential threat to the University community. University employees and resident students receive training related to the policies and are expected to understand and comply with them. Students in the residence halls may find additional policies listed in *The Guide to Residence Life*.

REPORTING FIRES

All employees and students should immediately report any fire or safety hazard, including any fire or burning to the SUPD. Students living in the residence halls should also notify a member of the Residence Life and Housing staff. Under federal law, Suffolk University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. If you hear of or find evidence of a fire that has already been extinguished or of which you are unsure whether Suffolk University is already aware, please contact the SUPD.

FIRE SAFETY POLICIES

The following activities, items, appliances, and decorations are prohibited at Suffolk University, including in the residence halls:

- Possession of items capable of producing an open flame (including all candles, incense, torches, Sterno, etc.)
- The use of items capable of producing an open flame (including all candles, incense, torches, Sterno, etc.) NOTE: The responsible use of matches and/or cigarette lighters is allowed only in designated smoking areas
- The obstruction of any entrance, exit, corridor, or stairwell by placing furniture or other property in these areas
- The storage and use of highly combustible items (including gasoline, charcoal lighter, propane gas, etc.)
- The hanging of tapestries or other large flammable items that cover ceilings, fire detectors, sprinklers, doors, or windows or are near other means of egress
- The alteration of permanent lighting with, but not limited to, black lights, cloth, tapestries, and/or paper
- The use or possession of unauthorized portable electrical appliances which include: coffee pots/makers, electric heaters, and hot plates
- The use or possession of heating elements or lighting elements including sun lamps, halogen lamps (torchieres), and any items with open heating coils (i.e. grills; toasters; electric fry pans; waffle, panini, sandwich or quesadilla makers; fryer; or auxiliary heaters), except that employees may use space heaters with express written permission from the senior director of facilities planning and management



Employees and students must use fire safety equipment properly, and the following conduct is prohibited at Suffolk University:

- The act of falsely pulling a fire alarm
- Intentionally, recklessly, or negligently causing the sounding of a fire alarm without evidence of a fire
- Failure to evacuate the building during a fire alarm
- The act of causing the fire alarm to sound by intentionally or recklessly misusing or damaging other fire safety equipment
- Tampering with any fire safety equipment including, but not limited to, smoke detectors, fire extinguishers, fire safety signs or postings, telephone boxes, exit lights, emergency lighting, sprinklers, fire alarms, and fire doors
- The act of discharging a fire extinguisher without evidence of fire
- Tampering with electric circuit panels
- The Office of Environmental Health and Safety (OEHS) may conduct fire safety inspections in the buildings on campus. Violations of this policy will be noted and items in violation of the policy may be confiscated. Requests to use or possess materials that are prohibited may be made on a case-by-case basis to OEHS.



EMERGENCY EVACUATION PROCEDURES FOR RESIDENCE HALLS

When the fire alarm is activated, a signal horn will sound. The following pre-recorded message will be heard over the intercom system:

“Attention please, the signal tone you have just heard indicates a report of an emergency in this building. If your floor evacuation signal sounds after this message, walk to the nearest exit stairway and leave the floor. While this report is being verified, occupants on other floors should await further instruction.”

After this message, an evacuation signal (a “slow-whoop”) will sound on the affected floor, the floor above, and the floor below. Occupants of these three floors must exit the building by stairs. The elevators will automatically descend to the lobby and cease operation.

Do not use the elevator to exit the building.

The stairwells are equipped with fire-rated doors. Individuals should stay to the right when exiting down a stairwell to allow passage by fire department personnel who may be using the stairwell to go to the fire area. If the stairwell contains fire or smoke, or is otherwise obstructed, select another appropriate escape route.

When an alarm sounds:

- Feel the door and the doorknob with the back of your hand. If they are hot, seek an alternate exit.
- Otherwise, when opening the door, brace yourself against it, and slowly open the door only a crack to check for smoke, heat, or flames. If there is too much smoke, heat, or flames, close the door and seek an alternate exit. If there is no alternate exit, proceed as follows:

- Crawl or stay low to the floor where the air is cleaner and cooler. Avoid inhaling the smoke if you can
 - Go back to your room and close the door
 - Call the Suffolk University Police at 8111
 - Put wet towels or tape around the cracks in your door, vents, louvers, etc.
 - Breathe through a wet towel or handkerchief placed over the mouth and nose
 - If windows can be opened, open one window if and only if the fire is not below the window
 - Make your presence known by periodically appearing at the window
- If you have a bathtub or sink, fill it with water. Keep a pan or can next to the tub. Use the water and pail to fight the fire should it enter the room.
 - Do not jump out of windows or climb on ledges. If you are on the ground or first floor, safe evacuation from a window may be possible. To avoid being cut, try opening windows first before breaking them.
 - If your clothing catches on fire, do not run. Call for help, then stop, drop, and roll and immediately cover your face with your hands. Try to keep fire away from the face and breathing passages.

Please note, safety is a top priority, and the following should only be done if it is safe to do so:

- Shut off electrical appliances
- Leave your room light on
- Close your doors and windows
- If you lock your door, take your keys with you (do not stop for valuables)
- Alert others around you
- Assist any special needs/disabled persons in evacuating

DESCRIPTION OF STUDENT HOUSING FIRE SYSTEMS

All student housing, academic, and administrative buildings contain the following smoke and fire detection systems, fire protection equipment, and building fire suppression systems:

Smoke Detectors

Smoke detectors provide the initial warning signal of fire in the building. They are installed throughout the buildings. The activation of a smoke detector will initiate the alarm sequence and will alert the appropriate authorities.

Fire Alarm Pull Stations

Fire alarm pull stations are located near the exit stairwells on each floor. These stations, when activated, will initiate the alarm sequence and automatically alert the Boston Fire Department and Suffolk University, when appropriate. All building occupants should familiarize themselves with the location of the pull stations in areas designated as exits.

Fire Horns and Strobe Lights

The audiovisual fire alarm signals for the buildings are horns and ADA-approved strobe lights. These devices are located throughout each floor of the buildings to provide complete communication during an emergency situation.

Fire Extinguishers

Fire extinguishers are installed on every floor. They are the dry chemical types that are effective on Class A, B, and C fires. There may be several fire extinguisher locations, strategically placed, depending upon the size and design of the floor. Building occupants should familiarize themselves with the location of extinguishers in or near their area.

Elevators

Elevators are not to be used during a fire or an emergency situation. The Boston Fire Department must be able to access the elevators in order to transport their personnel to various floors and to evacuate individuals needing physical assistance.

Stairwell Doors

All of the buildings' stairwell doors are fire-rated and are designed to prevent fire and smoke from spreading from floor to floor. Do not block or hold these doors open during an evacuation as this will allow smoke to enter stairwells.

Emergency Lighting

Emergency lighting is installed in the buildings' stairwells, corridors, and common areas to provide assistance for egress of individuals during an emergency situation. This lighting is kept on twenty-four hours per day. Additional emergency lighting is installed which is activated if there is loss of electric power in the building.

Fire Protection Equipment and Systems

All campus buildings are equipped with automatic fire detection and alarm systems. The following are fire detection, notification, and suppression systems that can control a fire in campus facilities (please see the Academic and Residence Hall Building sections for building-specific information).

Building Fire Suppression Systems

Sprinkler systems

- Water
- Oxygen replacement system
- Commercial kitchen hood exhaust/suppression systems (ANSUL system)

Standpipe systems

- Wet
- Dry

Fire extinguishers

- Multi-purpose dry chemical (Class A, B, and C fires)
- Water (Class A fires)
- Carbon dioxide (Class B and C fires)
- Class D extinguishers
- Class K Guard extinguishers (grease fires)

IN ADDITION TO THE SYSTEMS DESCRIBED AT LEFT, THE FOLLOWING SYSTEMS AND PROCEDURES ARE SPECIFIC TO EACH OF THE RESIDENCE HALLS

The Nathan R. Miller Residence Hall at 10 Somerset Street

Miller Hall at 10 Somerset is a high-rise residence hall owned and operated by Suffolk University. The building is 20 stories in height, and includes a penthouse and a basement. In addition, a glass-enclosed atrium with a skylight extends through the center of the building. The building has housing for approximately 345 students.

Evacuation Routes

Two stairwells are located on the north and south sides of the building. The stairwells extend the full height of the building and are pressurized. The north stairs do not have vestibules, while the south stairs are equipped with vestibules. Residents, visitors, and employees should familiarize themselves with these fire exit stairwells.

Exiting the Building and Assembly Area

Move away from the building to avoid danger from falling debris and allow room for firefighters and their equipment. Do not congregate in lobby areas or just outside the exit doors.

Individuals exiting Miller Hall at 10 Somerset Street should assemble in Pemberton Square behind the John Adams Courthouse, or follow the specific instructions of the Boston Fire Department or other law enforcement personnel.

Sprinkler System

High temperatures will activate the sprinkler system in the building by causing the sprinkler head to open and discharge water to a limited area. Additional sprinklers will activate if the fire is not contained. A fire pump automatically starts when the sprinkler system is activated and maintains water pressure within the system. Any flow of water from a sprinkler head will activate the fire alarm and will alert the Boston Fire Department and Suffolk University Police Department.

Standpipes

Standpipes, water pipes used specifically for fighting fires, provide water for the sprinkler system, and provide a connection for fire fighters to attach their hoses in both of the exit stairways, the north and south stairs. There are connections located in the stairwells on each floor.

150 Tremont Street Residence Hall

150 Tremont Street is a 426-bed residence hall, owned and operated by Suffolk University. The building is 11 stories in height and contains a basement and sub-basement. The building consists of ten floors of living space in single, double, triple, or quad rooms.

Evacuation Routes

Two stairwells are located to the front and back of the building. In addition to the main stairways, there are two fire exit stairwells from the lower levels of the residence hall. Residents, visitors, and employees should familiarize themselves with these fire exit stairwells.

Exiting the Building and Assembly Area

Move away from the building to avoid danger from falling debris and allow room for firefighters and their equipment. Do not congregate in lobby areas or just outside the exit doors.

Individuals exiting from 150 Tremont lobby: Turn left out of the building and proceed to the Tremont on the Commons Apartment Complex at 151 Tremont Street or follow the specific instructions of the Boston Fire Department or other law enforcement personnel.

Individuals exiting from the West Street exit: Turn left and proceed up West Street, turn left on Tremont, and proceed to the Tremont on the Commons Apartment Complex at 151 Tremont Street or follow the specific instructions of the Boston Fire Department or other law enforcement personnel.

Sprinkler System

High temperatures will activate the sprinkler system in the building by causing the sprinkler head to open and discharge water to a limited area. Additional sprinklers will activate if the fire is not contained. A fire pump rated for 1,500 gallons per minute automatically starts when the sprinkler system is activated and maintains water pressure within the system. Any flow of water from a sprinkler head will activate the fire alarm and will alert the Boston Fire Department and Suffolk University Police Department.

Standpipes

Standpipes, water pipes used specifically for fighting fires, provide water for the sprinkler system, and provide a connection for firefighters to attach their hoses in Stair 1, located on the west side of the building.

10 West Street Residence Hall

10 West Street is a 470-bed residence hall, owned and operated by Suffolk University. The building consists of 11 floors of living space in single, double, triple, or quad rooms with options for suite and apartment living. The building also consists of:

- Quiet study spaces for individual or group study
- Social and lounge space on each floor (located only in the suite and expansion sections of the building)
- A mezzanine social space
- Recreational space
- An exercise/aerobics room
- Laundry facilities
- Kitchens in each apartment and one in the basement for use by residents

Evacuation Routes

Two stairwells are located on the West Street side and the Washington Street side of the building. There is also a fire escape that runs down from the upper roof (above the 8th floor) to the lower roof (6th floor). There are entries to this fire escape from floors 7 and 8. Once on the lower roof, people should walk across the roof and into the building and exit through Stairway 2. Residents, visitors, and employees should familiarize themselves with these fire exit stairwells.

Exiting the Building and Assembly Area

Move away from the building to avoid danger from falling debris and allow room for firefighters and their equipment. Do not congregate in lobby areas or just outside the exit doors.

Individuals exiting from the 10 West lobby: Turn left out of the building and onto West Street. Proceed down West Street to Tremont Street to the entrance to the residence hall at 150 Tremont Street or follow the specific instructions of the Boston Fire Department or other law enforcement personnel.

Individuals exiting from Washington Street exit: Turn left and proceed up West Street to Tremont Street to the entrance to the residence hall at 150 Tremont Street or follow the specific instructions of the Boston Fire Department or other law enforcement personnel.

Sprinkler System

High temperatures will activate the sprinkler system in the building by causing the sprinkler head to open and discharge water to a limited area. Additional sprinklers will activate if the fire is not contained. A fire pump rated for 1,500 gallons per minute automatically starts when the sprinkler system is activated and maintains water pressure within the system. Any flow of water from a sprinkler head will activate the fire alarm and will alert the Boston Fire Department and Suffolk University Police Department.

Standpipes

Standpipes, water pipes used specifically for fighting fires, provide water for the sprinkler system, and provide a connection for firefighters to attach their hoses in Stair 1, located on the west side of the building.

The Holiday Inn

All rooms in the Holiday Inn contain a smoke detector and wet sprinkler system. In addition, there are fire pull stations and fire extinguishers at the end of each corridor. All floors have a magnetic fire door control that releases in the event of an alarm.

The Hyatt Regency Boston

All rooms in the Hyatt Regency Boston contain a smoke detector and wet sprinkler system. In addition, there are fire extinguishers in all hallways. All corridors and stairways have emergency lighting and are signed to escape routes. All emergency stairways have self-closing fire resistant doors.





EMERGENCY EVACUATION PROCEDURES FOR ACADEMIC AND ADMINISTRATIVE BUILDINGS

A comprehensive plan has been developed for academic and administrative buildings at Suffolk University. The purpose of this plan is to outline the emergency action plan in accordance with the Occupational Safety and Health Administration (OSHA) regulations [29 CFR 1910.38(a)]

Floor evacuation diagrams showing escape routes are posted in corridors on each floor and designate the nearest stairwell from that location. Individuals should follow the escape route to the nearest stairwell exit.

Leave the building, even if the alarm stops while you are on your way out.

No occupant, student, or staff member is permitted to re-enter the building until the Boston Fire Department and Suffolk University Police give the all clear. Only individuals with emergency duties may enter the building prior to this all clear being given.

For detailed information regarding each academic and administrative building, please view the Emergency Action Plan, which is available online at MySuffolk or Campus Cruiser.

TRAINING

All new employees are trained during the OEHS portion of orientation on how to protect themselves in the event of a fire emergency. All new employees are also given a copy of the Occupant Safety Guide on their first day of orientation. Floor wardens are also assigned to floors all across the University to assist in an emergency. Records are kept of all training activities documenting the type of training conducted, persons trained, and date of training. The written plan is kept in OEHS and is made available for employee review.

In addition, OEHS informs students of fire evacuation procedures and fire prevention policies at orientation for new students.

FIRE DRILLS

OEHS conducts fire drills in each of the residence halls at least annually. Fire drills were conducted in the 10 Somerset, 150 Tremont Street, and 10 West Street residence halls on September 22, 2010.

FUTURE IMPROVEMENTS IN FIRE SAFETY

At the present time, no improvements in the fire safety program for Suffolk University's residence halls are deemed necessary.

Appendix

DEFINITIONS OF REPORTABLE CRIMES

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

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

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

Criminal Homicide:

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.

Destruction/Damage/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 it.

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

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

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

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc. are excluded.

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

Motor vehicle theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases in which automobiles are taken by persons not having access even though the vehicles are later abandoned—including joyriding.

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.

Sex Offenses—Forcible:

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent.

Forcible Rape—The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will when the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent because of his/her youth or because of his/her temporary or mental or physical incapacity.

Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will when the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses—Nonforcible:

Unlawful, nonforcible sexual intercourse.

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Simple Assault: An unlawful physical attack by one person upon another in which 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.

Suffolk University Crime Statistics and Hate Crime Statistics are available on pages 33 and 34.

FIRE SAFETY DEFINITIONS

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

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

Fire-Related Death: Any instance in which a person:

- Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- Dies within one year of injuries sustained as a result of the fire.

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

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

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

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

Suffolk University Fire Safety Statistics are available on page 32.

FIRE STATISTICS 2008–2010

Suffolk University Residential Building	Date of Fire	Time of Fire	Cause of Fire	No. of Injuries Requiring Treatment	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
Calendar year 2010						
150 Tremont	None	None	None	None	None	None
10 West	None	None	None	None	None	None
10 Somerset	None	None	None	None	None	None
Hyatt	None	None	None	None	None	None
Holiday Inn	None	None	None	None	None	None
Calendar year 2009						
150 Tremont	None	None	None	None	None	None
10 West	None	None	None	None	None	None
10 Somerset	None	None	None	None	None	None
Hyatt	None	None	None	None	None	None
Holiday Inn	None	None	None	None	None	None
Calendar year 2008						
150 Tremont	None	None	None	None	None	None
10 West	None	None	None	None	None	None
10 Somerset	None	None	None	None	None	None
Hyatt	None	None	None	None	None	None
Holiday Inn	None	None	None	None	None	None

SUFFOLK UNIVERSITY CRIME STATISTICS 2008–2010

	2008					2009					2010				
	On Campus	Non Campus	Public	Res Halls ¹	Total	On Campus	Non Campus	Public	Res Halls ¹	Total	On Campus	Non Campus	Public	Res Halls ¹	Total
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A. Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A. Forcible	0	0	0	0	0	0	0	0	0	0	2	0	0	2	2
B. Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	1	0	2	1	0	1	0	2	1	0	0	1	1
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	4	0	0	3	4	0	0	0	0	0	8	0	0	8	8
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	1	0	0	1	0	1
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	5	0	1	3	6	1	0	2	0	3	11	0	1	11	12
Number of Arrests															
Illegal Weapons Possession	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	1	0	0	1	1	1	0	1	1	2
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	0	1	1	1	0	0	1	1	1	0	1	1	2
Number of Referrals															
Illegal Weapons Possession	11	0	0	11	11	8	0	0	8	8	6	0	0	6	6
Drug Law Violations	65	0	0	64	65	102	0	0	101	102	176	0	0	176	176
Liquor Law Violation	421	0	0	421	421	563	0	0	563	563	325	0	0	325	325
TOTAL	497	0	0	496	497	673	0	0	672	673	507	0	0	507	507

1. All crimes in the Residence Halls column are also represented in the On Campus column.

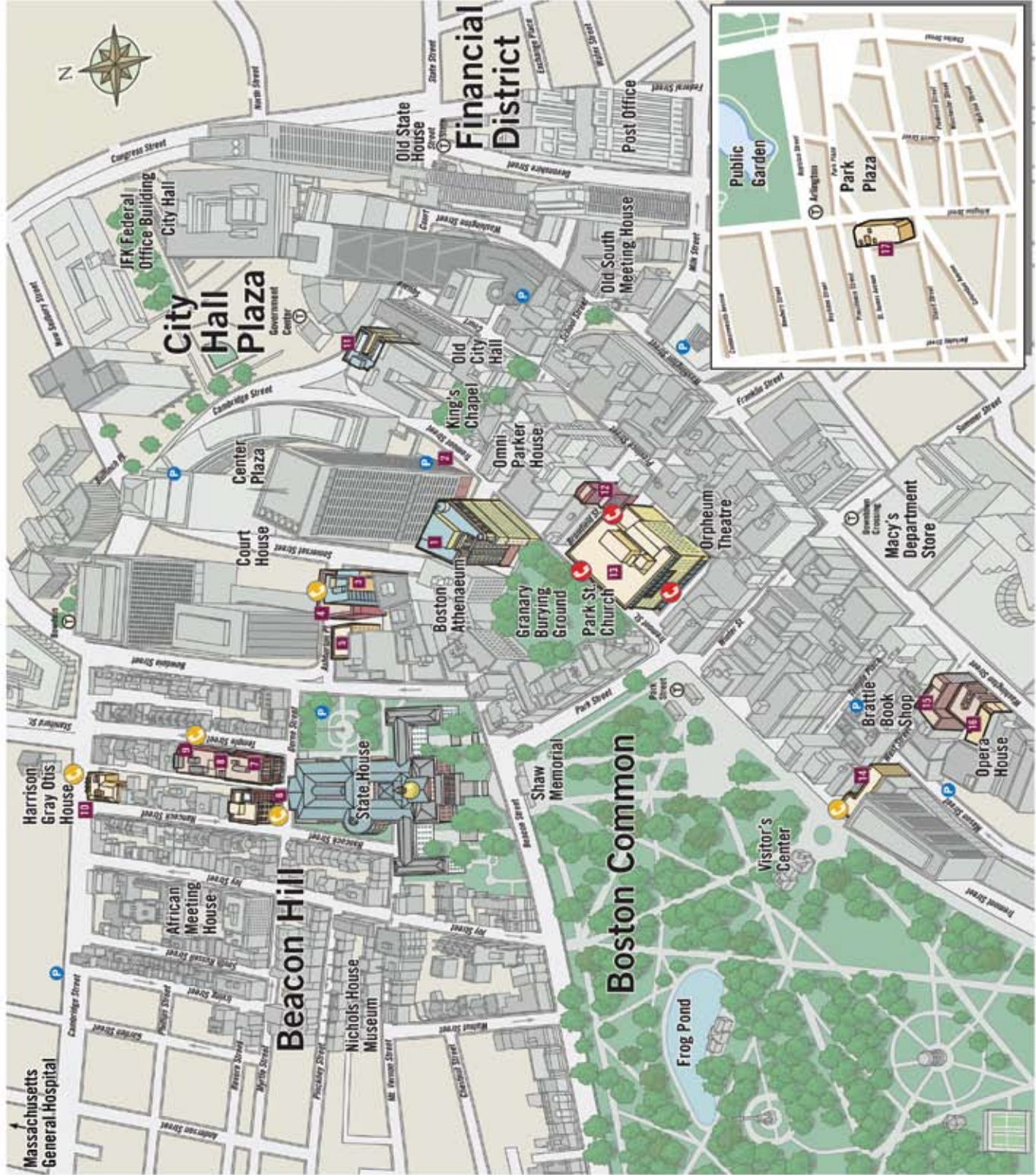
SUFFOLK UNIVERSITY HATE CRIME¹ STATISTICS 2008–2010

	2008					2009					2010							
	On Campus	Non Campus	Public	Res Halls ²	Arrest	Total	On Campus	Non Campus	Public	Res Halls ²	Arrest	Total	On Campus	Non Campus	Public	Res Halls ²	Arrest	Total
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A. Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A. Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assaults	0	0	0	0	0	0	1 R	0	0	0	1	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	1 SO	0	0	0	1 SO	0	1
Destruction, Damage, or Vandalism	0	0	0	0	0	0	1 RE 1 R 1 SO	0	0	0	3	1 RE 1 R 1 SO	0	0	0	0	0	0
Any Other Crimes of Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

1. Crimes in which the victim is intentionally selected because of the actual or perceived, race, gender, religion, sexual orientation, ethnicity, or disability.

2. All crimes in the Residence Halls column are also represented in the On Campus column.

Bias Key:
R = Race
RE = Religion
SO = Sexual Orientation



1. Rosalie K. Stahl Center
University Welcome Center
73 Tremont Street
2. One Beacon Street
3. Nathan R. Miller Residence Hall
10 Somerset Street
4. Frank Sawyer Building
8 Ashburton Place
5. 20 Ashburton Place
6. John E. Fenton Building & Annex
28 & 32 Derna Street
7. Gleason L. & Hiram J. Archer Building
20 Derna Street
8. C. Walsh Theatre
55 Temple Street
9. Frank J. Donahue Building
41 Temple Street
10. Ridgeway Building
148 Cambridge Street
11. 40 Court Street
12. 45 Bromfield Street
13. David J. Sargent Hall
120 Tremont Street
14. Residence Hall
150 Tremont Street
15. Residence Hall
10 West Street
16. Modern Theatre
523-525 Washington Street
17. The New England School of Art & Design at Suffolk University
75 Arlington Street

Yellow Emergency Call Box Locations

Red Emergency Intercom Call Box Locations
Emergency call boxes are also available in all elevators.





SUFFOLK
UNIVERSITY

OFFICE OF THE PROVOST

Suffolk University
Rosalie K. Stahl Center
73 Tremont Street

Tel: 617.573.8120