

This publication represents one of the Department of Public Safety's efforts to comply with the provisions of the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (The Clery Act) requires Brandeis University to provide students and employees with information on its security policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information available to prospective students and employees upon request. This report is prepared in cooperation with the Waltham Police department, Community Living, the office of Student Rights & Community Standards, the Office of Student Life and the graduate schools.

Campus Safety and Security at Brandeis University is a shared responsibility. Clearly the best protection against campus crime is an aware, informed and alert campus community. The vast majority of our students, faculty, staff and visitors do not experience crime at Brandeis University. However, despite our best efforts, crimes sometimes occur. This information is provided because of our commitment to campus safety and security and in compliance with federal law.

The crime statistics reported under the Jeanne Clery Act include the following:

Criminal Homicide

Murder

Non Negligent Manslaughter

Sex Offenses

Forcible

Rape

Sodomy

Sexual assault with an object

Fondling

Non Forcible

Incest

Statutory Rape

Robbery

Aggravated Assault

Burglary

Motor Vehicle Theft

Arson

In August of 2008 HEOA 488, 20U.S.C.S 1092(f) (1) F (ii) modified Hate Crime Reporting to include the following additional crimes under the Hate Crime category:

Larceny Theft

Threats

Vandalism

Simple Assault

In addition, The Higher Education Opportunity Act (HEOA) has required three new safety –related requirements on institutions that participate in federal student financial aid programs which follow:

**Fire Log:** Institutions must keep a fire log that states the nature of the fire, date, time and general location of each fire in on–campus student housing facilities.

**Annual Fire Safety Report:** Institutions with on–campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Information contained within this annual fire safety report includes: number of fire related deaths; related injuries; value of fire related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames.

**Missing Student Policy:** Institutions that provide any on campus housing facilities must include a statement of policy regarding missing student notification procedures for students who reside in on-campus housing facilities

## **Organization**

The Department of Public Safety is composed of the following five units:

### **[Brandeis Emergency Medical Corps \(BEMCo\)](#)**

A student-volunteer organization, created in the late 1970s with the intent of providing timely and efficient emergency medical care to the Brandeis community.

### **[Escort Safety Service](#)**

Provides safe and efficient transportation for all members of the community who need to travel from one point to another on campus or who need to commute to downtown Waltham, Cambridge or Boston.

### **[Parking and Traffic](#)**

The Parking and Traffic office is responsible for registering, monitoring and controlling all motor vehicles operated by the members of the Brandeis community and their guests.

### **[Transportation](#)**

The transportation division provides van rentals to community members for academic and social events.

## University Police

The University Police are responsible for the protection of life and property on and within the confines of the 325 acres and 100 plus buildings that make up the environs of Brandeis University.

### **Contact Information**

#### **University Police Emergency**

781-736-3333

#### **General Business**

781-736-5000

781-736-8696 (fax)

#### **Administrative Offices**

781-736-4240

781-736-4241 (fax)

781-736-3009 (TTY/TDD)

#### **BEMCo**

781-736-3333

781-736-4263 (business line)

#### **Counseling Office**

781-736-3730

#### **Detective Bureau**

781-736-4243 (day)

781-736-4207 (evenings)

#### **Environmental Health and Safety**

781-736-4262 (day)

781-736-3333/5000(evenings and weekends)

#### **Escort Service**

781-736-4999

#### **Health Center**

781-736-3677

#### **Parking and Traffic**

781-736-4250

#### **Student Life**

781-736-3600

#### **Physical Plant and Facilities**

781-736-4368 (day)

781-736-5000 (evenings and weekends)

### **University Police**

One of the Department of Public Safety's five major offices, the university police are responsible for the protection of life and property on and within the confines of the 325 acres and over 100 buildings that make up the environs of Brandeis University. The department, consisting of a chief, two lieutenants, five sergeants, 15 police officers, two security officers and four parking monitors, monitor the campus 24 hours a day, seven days a week.

Headquartered in the Stoneman Building, the university police provide emergency services to the Brandeis community via the most modern equipment available. Call 781-736-3333 emergency line or 781-736-5000 business line for assistance.

The university police patrol the campus on a regular basis and monitor closed-circuit television coverage of specific public areas and parking lots.

The jurisdiction of the Brandeis University police officers includes the main campus, the Angleside and Charles River Road residence halls, property on Turner Street and any other property belonging to the university.

All university police officers are warranted under Chapter 22 C, Section 63, of the Massachusetts General Laws after receiving formalized training in police sciences at the Massachusetts State Police Academy and/or the Massachusetts Police Training Committee. Each officer receives further specialized training through various federal, state and local criminal justice training centers. The department continually sponsors in-service training programs for its members to keep them abreast of the latest in medical and police science techniques.

Although no formal Memoranda of Understanding is in place, the university police enjoy strong professional relationships with federal, state and local law enforcement agencies. Cooperative programs and information exchanges are ongoing priorities. The Brandeis police work closely with the Waltham police when incidents arise that require joint investigative efforts, resources, crime related reports and exchange information as deemed necessary. Through this reporting relationship, the university police relay information to the university community on crimes that may pose a threat to students or employees. When a Brandeis University student is involved in an off campus offense, Waltham Police officers will document the incident. The report will be forwarded to the director of Public Safety who will advise the Dean of Student Life. Waltham police officers communicate with Brandeis officers relative to serious matters occurring on campus as well as off campus locations inhabited by members of the Brandeis community.

Brandeis University operates no off campus housing or off campus student organization facilities. However, some undergraduate and graduate students live within neighborhoods in close proximity to the university. Brandeis officers do have direct radio communication with Waltham police to facilitate communication in an emergency situation.

### **Facilities Access**

Brandeis University, its buildings, grounds and parking areas are properly posted as private property and available for use by all community members and their guests. Unauthorized persons found on campus will be deemed trespassers and subject to criminal prosecution.

To ensure a safe environment, all administrative buildings are secured at the earliest possible hour, given their projected use each day. The exterior doors to all the residence halls are locked 24 hours a day. During extended breaks the exterior cores of the residence halls are changed to limit access to the buildings.

## Lockouts

Many students and employees over the course of the year either lock their keys in their rooms or offices or misplace or lose them. Students can, with proper identification, obtain a loaner set of keys from the Department of Community Living Monday through Friday between 9 a.m. and 5 p.m.

University police will unlock a student's room after 5 p.m, Monday through Friday, weekends and holidays. Due to regularly scheduled business or emergencies, the police response to these lockout calls may sometimes be delayed.

Employees may contact university police in such situations 24 hours a day at 781-736-5000.

## Safe-Walk Alarms

The Brandeis campus is equipped with a series of blue-light emergency call boxes. These call boxes have both an emergency call button and a general call button. They operate as follows:

- **Emergency Call Button (red):** The red button automatically contacts the Police Dispatch Center, activating two-way communications at that location. Once the dispatcher acknowledges the call, the caller can provide the police with any relevant information related to the emergency. Police officers will be dispatched to the proper location.
- **General Call Button:** This button connects the caller to the Police Dispatch Center, activating two-way communications at that location. Once the dispatcher acknowledges the call, the caller can provide the police with any relevant information related to their situation (e.g., reporting a suspicious person, asking for directions, reporting a disabled vehicle).

## Public Safety Information Network

The campus community can keep abreast of any criminal or other noteworthy incidents occurring on campus by reviewing any of the following information sources:

- **Campus Media:** The Department of Public Safety provides information to the university media groups regarding notable incidents occurring on the Brandeis campus. This information is provided to the Office of Communications, which operates the [BrandeisNOW](#) Web site; the Brandeis student newspapers, [the Justice](#) and [the Hoot](#); and the student-operated radio station, WBRS. Please note that these organizations may not report all of the incidents occurring during a specific time period due to space constraints.
- **In Person:** The Department of Public Safety maintains a copy of the official police log at the University Police Operations Center in the Stoneman building. These documents may be reviewed by members of the public upon request and contain all relevant police log entries as outlined by state and federal laws.

For more information on any of the services provided, call 781-736-5000 or 781-736-4240.

## **Crime and Safety Alerts**

When the Department of Public Safety becomes aware of criminal incidents that, in the judgment of the University's senior leadership, constitute an ongoing or continuing threat to the campus community, the Department of Public Safety issues a Crime Alert to notify the community.

Depending on the particular circumstances, a Timely Warning will be issued by the Department of Public Safety and the information may be disseminated by using one or a combination of the following: E mail distribution, various campus postings/fliers; and or the activation of the Emergency Notification system to advise the community of the situation.

## **Escort Service / Van and Shuttle Schedules**

Under the direction of the director of public safety, the Office of Transportation employs two part-time drivers, some 60 student employees and contract bus services to provide safe and efficient transportation for all members of the community who need to travel from one point to another on campus or who need to commute to downtown Waltham, Cambridge or Boston.

Utilizing three vans, the campus service operates from 8 a.m. to 2:30 am, and the Waltham service operates from 4 p.m. to 2:30 am, seven days a week throughout the academic year. Headquartered at the main entrance to campus, the vans maintain regular routes around campus and the city of Waltham.

The transportation office operates the following services:

### **Campus Van and Shuttle Service**

- **Daytime Van** — Operates from 8 a.m. to 5 p.m., Monday through Friday, during the academic year, though on a limited basis during Thanksgiving, February, spring/Passover breaks and semester recess. The shuttle service travels a scheduled route throughout the campus. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at 781-736-4999.
- **Daytime Crystal Shuttle** — Operates from 8:30 a.m. to 4:30 p.m., Monday through Friday, during the academic year, on school days only (including study days and finals period). The shuttle follows a 15-minute route, making pick-ups along the loop road, Charles River Apartment complex and Charles River parking lot. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at 781-736-4999.
- **Evening and Late Night Van** — Operates from 4 p.m. to 2:30 a.m., seven days a week, throughout the academic year, with the exception of Thanksgiving, February, spring/Passover breaks and semester recess. The van leaves Rabb every 15 minutes, traveling throughout the

main campus, Foster Apartments and the Charles River Apartment complex, making scheduled stops. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at 781-736-4999.

### **Waltham Van and Shuttle Service**

- **Daytime Crystal Shuttle** — Operates from 8 a.m. to 4 p.m., Monday through Friday, during the academic year, on school days only (including study days and finals period). The shuttle follows a 40-minute route starting from the rear of Spingold, then making scheduled pick-ups in the city of Waltham before dropping off at the Shapiro Campus Center. Schedules are available at the beginning of each academic year. For more information, contact the police dispatcher at (781) 736-5000.
- **Evening and Late-night Van** — Operates from 4 p.m. to 2:30 a.m., seven days a week, throughout the academic year, with the exception of Thanksgiving, February, spring/Passover breaks and semester recess. The van leaves from Rabb every half hour, traveling from the main campus to various scheduled stops throughout the city of Waltham. Schedules are available at the beginning of each academic year. For more information, contact the Escort Safety Service dispatcher at (781) 736-4999.

### **Boston/Cambridge Shuttle Service**

- **Cambridge/Boston Shuttle Service** — operating from 6 p.m. to 3 a.m. on Thursdays; 3:30 p.m. to 3 a.m. on Fridays and Saturdays; and 12:30 p.m. to 11 p.m. on Sundays, throughout the academic year. This bus service travels from Usdan Student Center to Harvard Square in Cambridge to MIT, with a final stop at Beacon and Massachusetts Avenue outside Kenmore Square in Boston. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at (781) 736-4999.

Severe weather conditions may result in the escort safety service being unavailable due to safety concerns. Anyone requiring an escort when the service is unavailable or after 2:30 a.m. should contact the university police at (781) 736-5000.

### **Be Prepared**

The University has established the Brandeis University Department of Public Safety Emergency Preparedness Web site. The site was developed to provide the community with easy access and information pertaining to emergency situations that may occur on the Brandeis campus.

Our main goal is to provide a safe and secure environment for our community. We maintain strong ties with the Department of Student Life, Department of Community Living and the Division of Health Services, and are here to assist you in all emergency-related situations.

All members of the Brandeis community are encouraged to participate in the university's emergency-notification system so that you will be able to receive text and voice messages during campus emergencies. We are all part of one community at Brandeis, and by working together, we can ensure a safe place for all.

## **Before an Emergency**

Before there is an emergency, make sure you know the following:

1. How to contact Public Safety

- **Emergencies:** ext. 6-3333
- **Nonemergencies:** ext. 6-5000

2. The layout of your building (rooms, corridors, locations of fire alarms and exits)

3. University evacuation procedures (faculty and staff, contact your [building captain](#) for more information; students, contact your community adviser or community development coordinator), including:

- Your building's [emergency evacuation destination](#)
- Your building's [emergency transportation staging area](#)

4. After evacuating, gather outside the main building entrance or to an alternative area determined by your building captain, community adviser or community development coordinator)

## **What to Do in Case of . . .**

### [Armed Subject / Major Criminal Occurrence](#)

**In the event of an armed subject or major criminal occurrence on campus, follow these procedures:**

1. **LOCK YOURSELF IN YOUR ROOM.** Close windows and blinds and remain quiet.
2. Turn off lights, radios, televisions, etc.
3. Do not let anyone into a locked room until area is deemed clear by authorities.
4. Do not block the armed subject's access to an exit.
5. Call 6-3333. Provide as much information as possible about the incident.
6. Await further instructions from public safety officers.

### [Bomb Threat](#)

**In the event of a bomb threat, follow these procedures:**

1. **DO NOT** pull the manual fire alarm.

2. Call 6-3333 from office phone or, after you are more than 100 feet from the building, by cell phone.
3. *Faculty/staff*: Notify your supervisor and/or building captain. *Students*: Notify your community adviser or community development coordinator (CDC).
4. If essential personal belongings are close at hand (e.g., wallet/purse and medications), you may take them, but do not jeopardize your personal safety.
5. Evacuate the building through the nearest exit and proceed to an area at least 100 feet from the main building entrance. Do **NOT** use elevators.
6. Await instruction from public safety officials or your building captain, community adviser or community development coordinator (CDC). Do not reenter a building until authorized by emergency personnel.
7. Refrain from touching an electronic device, including light switches, until you are at least 100 feet from the main building.
8. Await further instructions from public safety officers.

### Fire

#### **In the event of a fire, follow these procedures:**

1. Pull the nearest manual fire alarm and call 6-3333.
2. If essential personal belongings are close at hand (e.g., wallet/purse and medications), you may take them, but do not jeopardize your personal safety.
3. Evacuate the building through the nearest exit and proceed to the main building entrance or other area designated by your building captain, community adviser or community development coordinator (CDC). Do **NOT** use elevators.
4. Await instruction from public safety or your building captain, community adviser or community development coordinator (CDC). Do not reenter a building until authorized by emergency personnel.

### Hazardous Materials Release

#### **In the event of a hazardous material release, follow these procedures:**

1. If an emergency or if anyone is in danger, call 6-3333.
2. Move away from the site of the hazard to a safe location. Stay **UPWIND** of material.
3. Alert others to stay clear of the area.

4. Notify emergency personnel if you have been exposed.
8. Await further instructions from public safety officers.

#### Natural Disaster (severe weather, tornado, earthquake)

#### **In the event of severe weather or a natural disaster such as a tornado or earthquake, follow these procedures:**

1. Check Brandeis information sources (myBrandeis, campus notification system, human resources listserv, etc.) for updates and instructions.
2. If outdoors, take shelter in the nearest building.
3. Follow instructions from campus information sources, building captains, community advisers, community development coordinators (CDC) and/or public safety officials.
4. Do not leave the area or campus without reporting your status to someone in charge.

#### Power Outage

In the event of a power outage, follow these procedures:

1. Remain calm; provide assistance to others if necessary.
2. Notify public safety at ext. 6-3333.
3. Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
4. Turn off and unplug computers and other voltage-sensitive equipment..
5. For prolonged outages, await further instructions via the Brandeis Emergency Network System.
6. Confer with your building captain, community adviser or community development coordinator (CDC) for additional information and procedures.

#### Suspicious Object

#### **In the event you discover a suspicious object, following these procedures:**

1. Do not touch or disturb object.
2. Call 6-3333 and provide location and description of suspicious object.

3. Notify your supervisor, building captain, community adviser or community development coordinator (CDC).

4. Be prepared to evacuate and await further instruction from public safety personnel (see [evacuation procedures](#)).

### **BENS Notification System**

The Brandeis Emergency Notification System used at Brandeis University broadcasts immediate e-mail, text and voice messages to those who have chosen to participate in the program. In addition, the Early Warning Siren System will be activated as an additional means of notification to Community members walking or driving around the campus. Brandeis University will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on the campus.

Taking into account the safety of the Community, the University will determine the content of the notification and initiate the notification system, 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 the emergency.

The Brandeis University Crisis Management Team – directs, communicates and manages campus emergencies and recovery efforts. The Executive Vice President/Chief Operating Officer, together with the office of Public Safety takes immediate steps to stabilize and contain any situation and provide Emergency Response.

### **Emergency Test and Evacuation Drills**

Brandeis University shall participate in Emergency tests or evacuation drills at least once per year to assess and evaluate emergency procedures and capabilities. The evacuation drills and preparedness training are done in partnership with the Department of Public Safety and members of the City of Waltham Emergency Planning Committee which includes representatives of both Police and Fire Departments. The Department of Public Safety will document each test, inclusive of the date and time.

The University initiated a test of the Emergency Response Procedures on September 21, 2010. The exercise consisted of the following process and was publicized to all members of the Brandeis Community via E mail. Beginning at 1100 AM, the activation of Emergency outdoor siren notification system and activation of the campus BENS (Brandeis Emergency Notification System) which included text, E Mails and voice messages sent to on campus and personal cell phones as well as messages displayed on campus plasma units. 1100-1115 AM the evacuation of the North Quad residence halls with relocation of residence hall occupants to Usdan Student Center which is designated as area of safe refuge. 1120AM the all clear chimes activated on outdoor siren system to indicate all clear of Emergency Response Procedure. All clear message sent over the Emergency Broadcast system including Brandeis telephones and registered cell phones. There was a similar drill conducted during the spring semester.

## **Early Warning Siren System**

Brandeis University has an Early Warning System that is designed to provide instant notification to students, faculty and staff of imminently dangerous conditions.

The sirens would be sounded, for example, if there were an imminent threat from severe weather such as a tornado; a chemical spill that would require people to take shelter indoors; or similar situations where it would be potentially dangerous to remain outdoors.

In an emergency, sirens around campus will sound continuously for at least three minutes and/or a public-address announcement will provide specific instructions on what precautions to take.

## **When Sirens Sound**

If you are inside, **STAY INSIDE** and seek information from the sources listed below.

If you are outdoors, immediately seek shelter inside the closest building and then seek information from the following sources:

- Brandeis e-mail account
- Brandeis voicemail
- Voice and/or text message on your personal cell phone (this requires registration)
- Broadcast message on phones located in offices, classrooms and other public gathering places
- Plasma screens around campus (presently located in Gosman Sports and Convocation Center, Lemberg Academic Center (IBS), Schneider Building (Heller), Shapiro Campus Center atrium, Usdan Student Center café)
- Brandeis University home page ([www.brandeis.edu](http://www.brandeis.edu))

## **All-clear Notification**

When the emergency has passed, the siren system will sound a Westminster chime for approximately one minute and announce "all clear."

## **Register for Early Notification**

Brandeis strongly encourages faculty, staff and students to register their cell phone number, other personal phone numbers and personal e-mail address with the university so that they may be notified immediately during emergency situations on campus.

Faculty and staff: register through BUSS

Students: register through SAGE

## **Building / Area Evacuation**

The Superfund Amendments Reauthorization Act (SARA) of 1986 requires all cities and towns to develop a comprehensive emergency response plan. That plan must include emergency response and notification procedures and evacuation plans.

In accordance with the SARA Act and in conjunction with the city of Waltham, Brandeis University has developed an emergency response and evacuation plan.

Please follow the links on this site for specific evacuation procedures.

## **Building Evacuation**

Upon notification by the university police or by the senior officer in charge, all faculty, staff and students should proceed to the nearest designated evacuation area. If a decision is made to evacuate the campus, individuals will be given further instructions and directions to the nearest staging area where they will be evacuated from the Brandeis campus by bus.

The university has four locations on campus designated as evacuation destinations. These locations are:

- Charles River Apartments, 150 Charles River Road — Coffman Grad Commons Room
- Gosman Sports and Convocation Center — Main Gym
- Spingold Theater — Main Stage
- Usdan Student Center — Levin Ballroom

Each building on campus lies within one of four “zones,” as indicated by different colors on the Campus Evacuation Map and the Emergency Evacuation Destinations and Emergency Transportation Staging Areas list. Each of these four zones has a specified Primary Evacuation Destination.

In case a building evacuation is called for, individuals should proceed to the Primary Evacuation Destination for their building, as indicated on the map and the Emergency Evacuation Destinations and Emergency Transportation Staging Areas list.

## **Campus Evacuation**

If a decision is made to evacuate the Brandeis campus, as determined by the Local Emergency Planning Committee (LEPC), then all personnel within these primary locations will be directed to the staging areas where they will be evacuated by bus (part of LEPC) and brought to a shelter location off campus. Emergency transportation staging areas are also indicated on the Emergency Evacuation Destinations and Emergency Transportation Staging Areas list.

The emergency transportation staging areas are as follows:

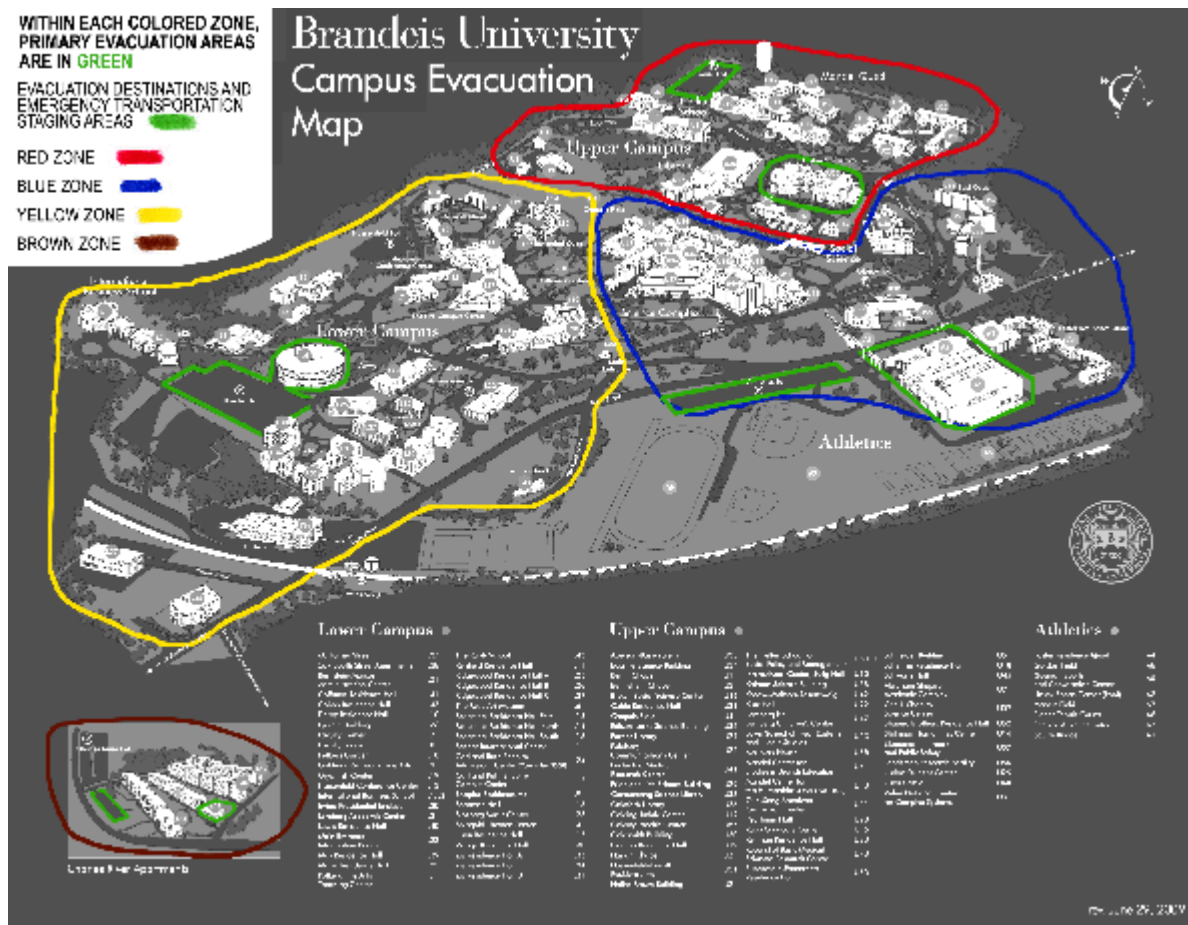
- Athletics Lot (G-Lot)

- Charles River Lot (J-Lot)
- Theater Lot (T-Lot)
- Tower Lot (E-Lot)

## Special Assistance

If you believe you may need special assistance in evacuating your building, please print and fill out the Voluntary Self-Identification Form and return it to Ed Callahan, Director of Public Safety, at campus Mailstop 066. This information will be used solely for purposes related to assistance in the event of an emergency.

## Evacuation Map



## Destinations / Staging Areas

Following is a list of Primary Evacuation Destinations and Emergency Transportation Staging Areas. The chart is color-coded to coincide with the [Campus Evacuation Map](#).

Building Name	Principal Use	Primary	Emergency
		Evacuation	Transportation
		Destination	Staging Area
157-169 Prospect Street	Academic		
567 South Street	Residence	Spingold Theater	Theater Lot
60 Turner Street	Academic	Spingold Theater	Theater Lot
66 Beaumont Ave.(Reacquired in '94)	Private Residence		
Abelson-Bass-Yalem Building	Academic	Gosman Sports Ctr.	Athletics Lot
ASAC Building	Academic	Usdan	Tower Lot
Athletic Storage Building	Administrative	Gosman Sports Ctr.	Athletics Lot
Bassine Biology Building	Academic	Gosman Sports Ctr.	Athletics Lot
Berlin Chapel	Student Life	Usdan	Tower Lot
Bernstein-Marcus Administration Bldg.	Administrative	Spingold Theater	Theater Lot
Bethlehem Chapel	Student Life	Usdan	Tower Lot
Brandeis House (New York City)	Administrative		
Brown Social Science Center	Academic	Usdan	Tower Lot
Central Heating Plant	Administrative	Gosman Sports Ctr.	Athletics Lot
Charles River 110 Angleside-Choen	Residence	150 Charles River	Charles River Lot
Charles River 150 Charles River-Coffman (primary evacuation site for brown zone)	Residence	(Coffman) Usdan	Charles River Lot (or Tower Lot if already evacuated)
Charles River 164 Charles River-Lewis	Residence	150 Charles River	Charles River Lot

Charles River 178 Charles River-May	Residence	(Coffman) 150 Charles River	Charles River Lot
East-Hassenfeld/Krvf/Shapiro Brothers Hall	Residence	(Coffman) Gosman Sport Athletics Ctr.	Lot
East-Pomerantz/Rbnstn Hall	Residence	Gosman Sports Ctr.	Athletics Lot
East Swig Hall	Student Life	Gosman Sport Athletics Ctr.	Lot
Edison-Lecks Chemistry Building	Academic	Gosman Sports Ctr.	Athletics Lot
Epstein Service Building	Administrative	Spingold Theater	Theater Lot
Epstein Service Building Garage	Administrative	Spingold Theater	Theater Lot
Farber Library	Academic	Usdan	Tower Lot
Felberg Communications Center	Administrative	Gosman Sports Ctr.	Athletics Lot
Foster Apartments 10-18 Casty	Residence	Gosman Sports Ctr.	Athletics Lot
Foster Apartment 1-9 Casty	Residence	Gosman Sports Ctr.	Athletics Lot
Foster Apartments 19-27- Torbin	Residence	Gosman Sports Ctr.	Athletics Lot
Foster Apartments 28-36- Morris	Residence	Gosman Sports Ctr.	Athletics Lot
Foster Bio-Medical Research Labs	Academic	Gosman Sports Ctr.	Athletics Lot
Gerstenzang Science Library	Academic	Gosman Sports Ctr.	Athletics Lot
Goldfard Library	Academic	Usdan	Tower Lot
Golding Judaica Center	Academic	Usdan	Tower Lot
Golding Outpatient Center	Student Services	Gosman Sports Ctr.	Athletics Lot
Goldman-Schwartz Art Studios	Academic	Spingold Theater	Theater Lot
Goldsmith Math Building	Academic	Gosman Sport Athletics Ctr.	Lot
<b>Gosman Sports and Convocation Center/Ford Athletic and Recreation Complex</b>	<b>Student Life</b>	<b>Usdan</b>	<b>Athletics Lot (or E if already evacuated)</b>
<b>(primary evacuation site for blue zone)</b>			

Gryzmish Administration Building	Administrative	Spingold Ctr.	Theater Lot
Harlan Chapel	Student Life	Usdan	Tower Lot
Heller School	Academic	Usdan	Tower Lot
Irving Presidential Enclave	Administrative	Spingold Theater	Theater Lot
Kalman Science Building	Academic	Gosman Sports Ctr.	Athletics Lot
Kosow-Wolfson-Rosenweig Biochem & Pphs.	Academic	Gosman Sports Ctr.	Athletics Lot
Kutz Hall	Student Services	Usdan	Tower Lot
Lember Hall	Academic	Usdan	Tower Lot
Linsey Sports Center	Student Life	Gosman Sport Ctr.	Athletics Lot
Lown Center for Judaica Studies	Academic	Usdan	Tower Lot
Mailman House	Student Services	Gosman Sports Ctr.	Athletics Lot
Main Entrance Information Booth	Administrative	Gosman Sport Ctr.	Athletics Lot
Mandel Center for Humanities	Academic Services	Usdan	Tower Lot
Massell-DeRoy Hall	Residence	Spingold Theater	Theater Lot
Massell- Renfield Hall	Residence	Spingold Theater	Theater Lot
Massell – Shapiro A& B	Residence	Spingold Theater	Theater Lot
Massell-Usen Hall	Residence	Spingold Theater	Theater Lot
Meter House	Administrative	Spingold Theater	Theater Lot
North – Cable Hall	Residence	Usdan	Tower Lot
North – Gordon Hall	Residence	Usdan	Tower Lot
North – Reitman Hall	Residence	Usdan	Tower Lot
North – Scheffres Hall	Residence	Usdan	Tower Lot
Old South Street	Administrative	Spingold Theater	Theater Lot
Olin-Sang American Civilization Center	Academic	Usdan	Tower Lot
Pearlman Hall	Academic	Usdan	Tower Lot
Pollack Fine Arts Teaching Center	Academic	Spingold Theater	Theater Lot
Rabb Graduate Center	Academic	Usdan	Tower Lot
Ridgewood A	Residence	Spingold Theater	Theater Lot
Ridgewood B	Residence	Spingold	Theater Lot

Ridgewood C	Residence	Theater Spingold Theater	Theater Lot
Rose Art Museum	Residence	Spingold Theater	Theater Lot
Rosenstiel Basic Medical Science Research Center	Academic	Gosman Sports Ctr.	Athletics Lot
Rosenthal- East	Residence	Spingold Theater	Theater Lot
Rosenthal – North	Residence	Spingold Theater	Theater Lot
Rosenthal – South	Residence	Spingold Theater	Theater Lot
Sachar International Center	Academic	Spingold Theater	Theater Lot
Schneider Building – Heller School	Academic	Usdan	Tower Lot
Schwartz Hall	Academic	Usdan	Tower Lot
Schwartz Hall – Castle	Residence	Gosman Sports Ctr.	Athletics Lot
Shapiro Admissions Center	Student Services	Spingold Theater	Theater Lot
Shapiro Athletic Center	Student Life	Gosman Sports Ctr.	Athletics Lot
Shapiro Campus Center	Student Life	Spingold Theater	Theater Lot
Shapiro Science Center	Academic	Gosman Sports Ctr.	Athletics Lot
Sherman Student Center/Addition	Student Life	Spingold Theater	Theater Lot
Shiffman Humanities Center	Academic	Usdan	Tower Lot
Slosberg Music Building/ Addition	Academic	Spingold Theater	Theater Lot
<b>Spingold Theater</b>	<b>Academic</b>	<b>Usdan</b>	<b>Theater Lot(or Tower Lot if already evacuated)</b>
<b>(primary evacuation site for yellow zone)</b>			
Stoneman Infirmary/ Addition	Student Services	Gosman Sport Ctr.	Athletics Lot
<b>Usdan Student Center</b>	<b>Student Life</b>	<b>Gosman Sports Ctr.</b>	<b>Tower Lot ( or Athletics Lot if already evacuated)</b>
<b>(primary evacuation site for red zone)</b>			
Usen Castle	Residence	Gosman Sports Ctr.	Athletics Lot
Usen Castle Annex	Residence	Gosman Sports Ctr.	Athletics Lot
The Village	Residence	Spingold Theater	Theater Lot

Volen National Ctr. for Complex Systems	Academic	Gosman Sports Ctr.	Athletics Lot
Wein Faculty Center	Administration	Spingold Theater	Theater Lot
Ziv Residence A- 127	Residence	Spingold Theater	Theater Lot
Ziv Residence B – 128	Residence	Spingold Theater	Theater Lot
Ziv Residence C – 129	Residence	Spingold Theater	Theater Lot
Ziv Residence D – 130	Residence	Spingold Theater	Theater Lot

### **Brandeis Emergency Medical Corps**

The Brandeis Emergency Medical Corps (BEMCo), a student-volunteer organization, was created in the late 1970s with the intent of providing timely and efficient emergency medical care to the Brandeis community. Today, under the guidance of the director of public safety and the director of health services, BEMCo continues to meet the emergency first-aid needs of the community.

Located in the Stoneman building, BEMCo operates 24 hours a day during the academic year. Certified by the Commonwealth of Massachusetts as emergency medical technicians (EMTs), these student volunteers are equipped with an emergency response vehicle, two-way radios and the latest in first aid equipment.

BEMCo adheres to all federal and state statutes regarding a patient's privacy as it relates to treatment. Each year, BEMCo provides first-aid instruction to the Brandeis community in such areas as cardiopulmonary resuscitation and basic first aid as well as recruiting new members to qualify as EMTs.

Any student interested in being part of the BEMCo organization can receive more information by calling (781) 736-4263.

### **Crime Prevention**

The public safety department offers crime-prevention programs on a wide variety of issues facing community members in their daily lives. University police provide information to students, parents and student organizations on how to protect themselves from sexual assault, theft and other crimes. Speakers are available on such topics as domestic violence, sexual assault, physical security, operation identification and bike safety.

In addition, there are several steps you can take to protect yourself and your property.

## In Your Residence Hall

- **Always lock your door.** Ninety percent of all larcenies occur because people have left doors open or unlocked.
- **Never lend your keys** to friends or strangers.
- **Never prop open building access doors.**
- **Be aware of strangers in the area.** Report them immediately to the university police by dialing (781) 736-3333 or (781) 736-5000.
- **Do not take showers late at night.**
- **Do not study alone or in remote areas:** utilize the designated study areas on campus.
- **Report all broken or malfunctioning doors and windows** to the Office of Community Living at (781) 736-5060.
- **Do not advertise your schedule or leave personal identification** on your door, your answering machine, voice mail or social networking sites.
- **Do not leave your books, purse or other valuables unattended.**

## At Home

- **Secure all doors and windows** before leaving your home or retiring for the evening.
- **Keep your garage door secured**, so as to limit unauthorized access.
- **When away from home for extended periods**, remember to stop deliveries and ask the local police or a neighbor to watch your house.
- **Maintain accurate property records** and keep updated appraisals of your possessions (e.g., jewelry, antiques)

## In Your Office

- **Never leave your office unlocked** when not in use.
- **Secure purse and other valuables** in locked desks or cabinets.
- **Maintain all cash in a secured area;** file cabinets are not safes.
- **Report all broken windows and doors** to the facilities department at (781) 736-8500.
- **Never lend your keys** to friends or strangers.
- **Maintain up-to-date lists of all equipment assigned to your office.** Forms are available from the university police.

## In Your Car

- **Always keep your doors and windows secured** when driving.
- **If you are being followed**, drive to a police station or a busy shopping center and blow your horn until someone comes to your assistance.
- **If you are experiencing car trouble**, raise the hood and remain in the locked vehicle until assistance arrives.
- **Secure your valuables** in the trunk of the vehicle out of sight.
- **Utilize the escort service** when arriving on campus late at night.
-

## Security and Maintenance

The Brandeis Department of Public Safety in cooperation with the Departments of Facilities Services and Community Living, conduct periodic security surveys, lighting surveys and inspections of electronic security systems in an ongoing effort to examine the need for modification and to elevate the level of campus protection.

Channels of internal communication exist to facilitate the repair or enhancement of campus security systems.

## Security Awareness Programs for Students and Employees

During August, Orientation leaders and community advisors are informed of services offered by the University police. A laptop presentation outlines topics such as but not limited to personal safety, emergency preparedness and the security of personal property. Participants are told about criminal occurrences on campus in addition to surrounding areas. Upon completion of the training, the orientation leaders and the community advisors meet with first year students to relay pertinent personal safety information

Security awareness information is presented by human resources personnel during new employee orientation. In addition the director of Public Safety presents a periodic talk to new employee managers during their human resources training course.

## Crime Reporting

All community members are reminded to report any criminal acts or suspicious activity or individual to the university police immediately at 781-736-3333 or 781-736-5000. In addition you may report a crime to the following areas:

Vice President for Students and Enrollment	781-736-2005 Gryzmish
Dean of Student Life	781-736-3600 Shapiro Campus Center
Director of the Health Center	781-736-3677 Golding Health Center
Vice President for Human Resources	781-736-4464 Bernstein Marcus
Director of Student Rights and Community Standards	781-736-5070 Shapiro Campus Center
Director of Community Living and Community Development Coordinators	781-736-5060 Usdan Student Center
Dean of Graduate School of Arts and Science	781-736-3410 Kutz
Deans of the International Business School	781-736-4663 Lemberg Academic Center
Dean of the Heller School	781-736-3883 Heller
Associate Provost for Graduate Programs	781-736-2177 Irving
Director of Intercultural Center	781-736-8580 Swig Center
Director of Athletics	781-736-3630 Gosman
Director of Hillel	781-736-2063 Usdan Student Center
Director of Summer School	781-736-3424 Old South Street
Director of Graduate and Professional Studies	781-736-8787 Old South Street

Be safe, not sorry!

## Reporting a Crime

- **Remain calm**
- **Identify yourself and your location to the police dispatcher.** Your identity will remain confidential, but is necessary in case more detailed information about the incident is needed.
- **State what is happening:** robbery occurring, medical emergency, fire.
- **Identify the location of the incident:** building name, room number, parking lot.
- **State who is involved:** person's name or description.
- **State the suspect's direction of flight:** i.e., suspect exited Usdan Student Center and ran toward the Rabb Graduate Center.
- **Stay on the telephone** until the police dispatcher has recorded all of the information.

## Reporting a Suspicious Person or Circumstances

When reporting a suspicious person or circumstance, the following information is helpful to the police:

- **Automobile:** Make and model of vehicle, license plate number, color of vehicle, condition or outstanding characteristics, direction of travel.
- **Person:** Name (if known), gender, color, age, height and weight, clothing (color and style), weapons (type), method and direction of escape.
- **Property:** Type, model number and style, serial or other identifying number(s), any additional identifying information.

## Stolen Computers

Public Safety and Library and Technology Services cooperate on special procedures for reporting and attempting to recover stolen computers.

## Voluntary Confidential Reporting of a Crime

The Department of Public Safety encourages anyone who is the victim or witness to a crime to promptly report the incident to the campus police or a designated University official. If you are a victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or designee of the Brandeis Police, under certain circumstances, can file a report on details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

University pastoral counselors and professional counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crime on a voluntary basis for inclusion into the annual crime statistics

## Crime Statistics

### CRIME STATISTICS 2008 through 2010

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Murder & Nonnegligent Manslaughter	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Negligent Manslaughter	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Forcible Sex Offenses	2008	2	2	0	0	2
	2009	1	1	0	0	1
	2010	0	0	0	0	0
Nonforcible Sex Offenses	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Robbery	2008	0	0	0	0	0
	2009	0	0	0	1	1
	2010	0	0	0	1	1
Aggravated Assault	2008	2	1	0	0	2
	2009	2	2	0	0	2
	2010	2	2	0	0	2
Burglary	2008	17	15	0	0	17
	2009	8	8	0	0	8
	2010	10	7	0	0	10
Motor Vehicle Theft	2008	1	0	0	0	1
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Arson	2008	3	2	0	0	3
	2009	1	1	0	0	1
	2010	2	2	0	0	2

Offense Type Non Police	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Murder & Nonnegligent Manslaughter	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Negligent Manslaughter	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Forcible Sex Offenses	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Nonforcible Sex Offenses	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Robbery	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Aggravated Assault	2008	9	9	0	0	9
	2009	1	1	0	0	1
	2010	0	0	0	0	0
Burglary	2008	16	16	0	0	16
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Motor Vehicle Theft	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Arson	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0

Hate Crimes 2008 through 2010

There were no reportable hate crimes for the three years of this report.

	Year	Number of Arrests					Referrals for Selected Offenses				
		On Campus	Resid Facilities	Non- Campus Building	Public Property	Total	On Campus	Resid Facilities	Non- Campus Building	Public Property	Total
Liquor Law Violations	2008	0	0	0	0	0	3	76	0	0	79
	2009	0	0	0	0	0	10	79	0	0	89
	2010	0	0	0	0	0	0	13	0	0	13
Drug Violations	2008	0	0	0	0	0	6	60	0	0	66
	2009	0	0	0	0	0	14	58	0	0	72
	2010	0	0	0	0	0	1	27	0	0	28
Weapons Violations	2008	0	0	0	0	0	0	0	0	0	0
	2009	0	0	0	0	0	3	0	0	0	3
	2010	0	0	0	0	0	0	2	0	0	2

## **Definitions of reportable crimes:**

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

**Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon, or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or a loss of consciousness. An unsuccessful attempt to commit murder is classified as an aggravated assault.

## **Sex Offenses:**

I. **Forcible:** The offenses listed below with the exception of fondling require penetration of a bodily orifice. The act must be against the victim's will or the victim must be legally incapable of giving consent due to temporary or permanent mental or physical incapacity - including intoxication or because of the victim's youth.

**Rape** - forced sexual intercourse.

**Sodomy** - forced oral or anal sexual intercourse.

**Sexual Assault with an Object** - use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

**Forcible Fondling** - the touching of the private body parts of another person for the purpose of sexual gratification.

## **II. Nonforcible**

**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.

**Robbery:** The taking, or attempt to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force, or threat of force, violence or by putting the victim in fear of immediate harm.

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

**Burglary (Breaking and Entering):** The unlawful entry into a building or structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense, so long as the entry is unlawful (a trespass). The entry may be made through an unlocked door or window. Burglary includes unsuccessful attempts at entry using force or where an offender is frightened off while entering an unlocked door or open window.

**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.

**Hate Crime:** Any crime motivated by bigotry and bias, including, but not limited to threatened, or completed acts that appear after investigation to have been racial, religious, ethnic, sexual orientation, gender or disability prejudice. For the purposes of the Campus Security Act, statistics concerning the above listed offenses that manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity, gender or disability are shown in the Hate Crime row of the statistical table.

**Liquor Law Violation:** Any violation of any law or ordinance prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. Driving under the Influence of an intoxication substance comes under a different statute, as does "drunkenness".

**Drug Abuse Violation:** Any violation of any law prohibiting production, manufacture (including growing), distribution, and/or use of certain controlled substances. Also possession of equipment or devices utilized for their production or use.

**Weapons Possession:** Any violation of any laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, edged instruments, explosives, incendiary devices, or other deadly weapons.

## **Sexual Assault**

This summarizes Brandeis University's relevant policies and services available to victims of sexual assault, and illustrates the university's compliance with the requirements of the 1992 Higher Education Reauthorization Act, section 485 (f).

### **Report All Sexual Assaults**

Students should immediately report all incidents of rape, acquaintance rape or other sex offenses to the Department of Public Safety at 781-736-3333 or 781-736-5000. Time is a critical factor for evidence collection and preservation. The Department of Public Safety has full police powers and a staff of state-certified sexual-assault investigators available to assist you in this time of crisis.

When you report a rape or sexual assault to the police, you are assured of immediate physical protection and transportation to a medical facility. You are not making a commitment to file charges or to testify in court. The police investigation and legal proceedings may be discontinued at any point.

These sexual-assault investigators working in a team will ensure that you are properly cared for, evidence preserved and your personal safety ensured. Filing a report will:

- Ensure that a victim/survivor of a sexual assault receives the necessary medical treatments and tests

- Provide the opportunity for evidence collection, the victim/survivor should not wash, douche, use the bathroom or change clothing prior to the medical exam if at all possible.
- Assure that the victim/survivor has access to confidential counseling from counselors trained in the area of sexual assault.

Officers will outline for you the legal alternatives available to you against any identified assailant(s) including:

1. The issuance of criminal complaints in state court, and/or
2. The issuance of complaints under the university judicial system, i.e., campus disciplinary proceedings may be initiated against a student through the Office of Student Life (cite section 3 and or 7), and/or
3. The issuance of complaints via other state agencies or university departments relative to the alleged assailant status with the state or university.

Officers assigned to your case will assist you through any judicial and or criminal proceedings you choose to pursue. There are various counseling options available both on campus, Mailman House, student hotlines, Chaplains office, and employee assistance program and outside the university, Boston Area Rape Crisis Center.

### **Other Assistance**

The staff in the Department of Public Safety and Office of Student Life is available to assist students with any reasonable changes in their academic or living situations.

### **University Judicial System**

Under Section 19.8 of the Rights and Responsibilities handbook, any accused student as well as the accuser has the right to bring an adviser of his/her choice from the university community to any hearings. This section also permits the passive assistance of legal counsel by either party, but only if coexisting criminal charges are pending resulting from the same incident.

Possible sanctions to be imposed following the completion of campus disciplinary proceedings are included in Section 21 of the Rights and Responsibilities handbook. The sanction range includes verbal warning, disciplinary warning, residence probation, removal from residence, loss of University privileges, disciplinary probation, suspension or dismissal from the University.

The accuser will be informed of the outcome of disciplinary proceedings in which sexual assault is alleged. All other final sanction determinations will be communicated in writing to the accused and in some cases the accuser, usually within 3-5 business days.

## **Educational Programs on Sexual Assault**

Educational programs on sexual assault are offered regularly by the Office of Student Life staff, the Department of Public Safety, peer counseling groups and the Office of Equal Employment Opportunity.

A brochure published by the Office of Student Life lists many helping services on campus (e.g., Counseling and Rape Crisis Hotline, Psychological Counseling Center) and off campus (e.g., Boston Area Rape Crisis Center).

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

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law-enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

Members of the Brandeis community may access law-enforcement agency sex offender information maintained by the city of Waltham Police Department at

[http://www.city.waltham.ma.us/wpdweb/WalthamPDWeb/SexOffenders/New\\_Folder/sor.htm](http://www.city.waltham.ma.us/wpdweb/WalthamPDWeb/SexOffenders/New_Folder/sor.htm)

## **MISSING PERSONS**

In the event that a student, faculty or staff member is reported as missing, the Brandeis University Police Department follows specific steps, described below, to investigate the person's location. Brandeis University Police strongly recommend all students register confidential contact information in the event that a student over the age of 18 is determined missing for a period of more than 24 hours. Students may designate an Emergency Contact through the SAGE records system by accessing the Emergency Contact page.

### **Reporting Missing Person:**

Brandeis University Police Department thoroughly investigates all persons including students reported as missing whether they reside on or off – campus. To report missing people dial 6-3333 from a campus telephone. You may also report a missing person in person at the Stoneman Building Police Station which is staffed with professional personnel 24/7. Additionally you may contact the Brandeis Police by dialing (781) 736-3333 from an outside/non campus telephone.

If the Missing Person is a student, Brandeis University Police will follow these procedures: The Brandeis University Police Supervisor, upon confirmation that a student is missing and cannot be located, shall notify the office of the Dean of Student Life. If the missing student resides in on – campus housing, the Brandeis University Police Supervisor will notify the On Duty Community Development Coordinator. The CDC should be directed to contact neighbors and friends in the immediate vicinity of the student's room and report any findings to the Brandeis University Police Supervisor.

- If the missing student residing on – campus has been missing for more than 24 hours a representative of the Dean of Student Life office will notify the student’s designated Emergency contact which is maintained by the Registrar’s office.
- If the student is under 18 years old, a representative of the Dean of Student Life office will immediately notify a Custodial parent or legal guardian; and the missing student will be entered into the National Crime Information Center Computer by the Brandeis University Police.

\* If a student over 18 years old has not designated an Emergency contact, the Brandeis University Police will confer with the Dean of Student Life office relative to proper notification.

For International students, the Brandeis University Police Supervisor will contact the office of International Programs for assistance. The Brandeis University Police Supervisor will also check with the Waltham Police Department for further information regarding the missing person. The Brandeis University Police Supervisor will also contact The Counseling Center in the event that the student has been receiving counseling, as well as Student Health Services and Out Patient Emergency Rooms in area hospitals.

If the student resides off campus, the Brandeis University Police Supervisor will contact a representative of the office of Community Living as well as other appropriate university representatives. If the student has not been located within a reasonable amount of time, the office of the Dean of Student Life may contact the student’s parents or others for additional assistance.

### **Drug and Alcohol Policy**

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol (consistent with federal, state and local laws) by any person is prohibited in or on Brandeis premises, in vehicles owned by Brandeis, at any work site or location at which university duties are being performed by Brandeis employees and students or as part of any Brandeis activities.

In addition to any actions taken by law-enforcement authorities, the university will take disciplinary action against violators, including but not limited to referral for prosecution; requiring satisfactory participation in a substance-abuse treatment, counseling or education program as a condition of reinstatement or continued employment; termination of employment; or dismissal of a student.

Common examples of illegal drugs, as defined by law, are cocaine, marijuana and heroin. Further, Massachusetts law prohibits the sale or delivery of alcoholic beverages to persons less than 21 years of age and from misrepresenting one's age, or falsifying an identification to obtain alcoholic beverages.

Any employee who is convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to his or her immediate supervisor or the provost's office within five days. Failure to comply with this requirement is a separate and distinct violation of this policy and subjects the individual to the sanctions specified above.

This policy applies to every Brandeis staff, faculty member and student. The university has additional drug and alcohol policies with respect to students contained in the Student Handbook.

## **Hazing Act**

### **Chapter 269 of the General Laws**

**Section A.** Whoever is the principal organizer or a participant in the crime of hazing as defined herein shall be punished by a fine of not more than \$3,000 or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections B and C, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**Section B.** Whoever knows that another person is the victim of hazing as defined in Section A and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section C.** Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections A and B: provided, however, that the institution's compliance with this section's requirements that an institution issue copies of this section and sections A and B to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organization. Each such group, team, or organization shall distribute a copy of this section and sections A and B to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections A and B, that each of its members, plebes, pledges, or applicants has received a copy of sections A and B, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections A and B. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections A and B. Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections A and B and also certifying that said institution has adopted a disciplinary policy with regard to

the organizers and participants of hazing and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

## **Other Services**

### **Community Policing**

University police officers are annually assigned as department liaison officers to any community group requesting their assistance. Officers will meet with these groups throughout the year to offer assistance and answer questions on public-safety issues, help in planning events and resolving problems or concerns.

### **Fingerprinting**

The department offers free fingerprinting services to community members needing fingerprints for job or visa application, or other related reasons. These services are provided by appointment only. Please call 781-736-5000 or 781-736-4240 for more information.

### **Projects**

the department is available to assist community members with educational projects they may be researching in the public-safety field. For statistics, general information or references to outside public-safety agencies, please contact the department at 781-736-4240

## Fire Safety

### Campus Annual Fire Safety Report

#### Daily Crime and Fire Log

The Department of Public Safety maintains a combined Daily Crime and Fire Log of all incidents reported to the Department of Public Safety. This includes all crimes, fire-related incidents and other serious incidents that occur on campus.

The Daily Crime and Fire Log includes the incident type, date incident is reported, date and time of occurrence and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Fire Log may be produced separately upon request to the Administrative office of the Department of Public Safety.

The following is a description of the fire safety system for the residence halls

Residential Facilities	Fire Alarm Monitoring Done On Site BPD	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Carbon Monoxide Detectors	Fire Extinguisher Devices	Evacuation on Plans/Placards	Number of Evacuation (fire) Drills Each Academic Year
<b>Castle Quad</b>								
Usen Castle	X	X		X	X	Class A		1
Schwartz Castle	X			X		Class A		1
<b>Massell Quad</b>								
Shapiro A&B	X		X	X		Class A		1
Deroy	X		X	X		Class A		1
Usen	X		X	X		Class A		1
Renfield	X		X	X		Class A		1
<b>East Quad</b>								
Pomerantz/Rubenstein	X		X	X	X	Class A		1
Hassenfeld Krivoff	X		X	X		Class A		1
<b>North Quad</b>								
Reitman	X		X	X	X	Class A		1
Cable	X		X	X	X	Class A		1
Gordon	X		X	X	X	Class A		1
Scheffres	X		X	X	X	Class A		1
<b>Rosenthal Quad</b>								
Rosenthal North	X		X	X		Class A		1
Rosenthal South	X		X	X		Class A		1
Rosenthal East	X		X	X		Class A		1
<b>Charles River Quad</b>								
110 Angleside	X		X	X	X	Class A		1
150 Charles River Rd	X		X	X	X	Class A		1

164 Charles River Rd	X		X	X	X	Class A		1
178 Charles River Rd	X		X	X	X	Class A		1
567 South St.	X		X	X	X	Class A		1
Foster Mods								
Foster Mods Upper	X		X	X		Class A		1
Foster Mods Lower	X		X	X		Class A		1
Ziv Quad								
Ziv 127	X		X	X	X	Class A		1
Ziv 128	X		X	X	X	Class A		1
Ziv 129	X		X	X	X	Class A		1
Ziv 130	X		X	X	X	Class A		1
Village Quad								
Village A	X		X	X	X	Class A		1
Village B	X		X	X	X	Class A		1
Village C	X		X	X	X	Class A		1
Ridgewood Quad								
Ridgewood A	X		X	X	X	Class A		1
Ridgewood B	X		X	X	X	Class A		1
Ridgewood C	X		X	X	X	Class A		1

The following are the fire statistics collected for calendar years 2008, 2009, 2010

Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
Castle Quad								
Usen Castle	1	3/29/09	1827	Burnt poster	0	0	\$100-999	090160
	1	4/5/10	1700	Door lit on Fire	0	0	\$100-999	100144
Schwartz Castle	0							
Massell Quad								
Shapiro A&B	1	8/31/08	01:48	Paper lit on fire	0	0	\$0-99	080281
Deroy	0							
Usen	0							
Renfield	0							
East Quad								
Pomerantz/Rubenstein	0							
Hassenfeld Krivoff	1	2/7/10	00:01	Scroll in Mezuzah burnt	0	0	\$0-99	100041
North Quad								
Reitman	1	10/08/09	04:04	Material placed	0	0	\$1000-9999	090376

				over lamp				
Cable	0							
Gordon	0							
Scheffres	0							
Rosenthal Quad								
Rosenthal North	0							
Rosenthal South	0							
Rosenthal East	0							
Charles River Quad								
110 Angleside	0							
150 Charles River Rd	1	12/01/10	22:07	Grease fire	0	0	\$0-99	100543
164 Charles River Rd	1	5/21/10	19:57	Burnt paper and leaves	0	0	\$0-99	100229
178 Charles River Rd	0							
567 South St.	0							
Foster Mods								
Foster Mods Upper	0							
Foster Mods Lower	0							
Ziv Quad								
Ziv 127	0							
Ziv 128	2	11/07/08	17:36	Burnt paper	0	0	\$0-99	080423
		05/01/09	17:40	Burnt Poster	0	0	\$0-99	090207
Ziv 129	0							
Ziv 130	0							
Village Quad								
Village A								
Village B	0							
Village C	0							
Ridgewood Quad								
Ridgewood A	0							
Ridgewood B	0							
Ridgewood C	0							

**Definitions:**

**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, faculty, staff, visitors, police, firefighters or any other individual.

**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 the fire or deaths that occur within 1 year of injuries sustained as a result of the fire.

**Fire Safety System** – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: sprinkler or other fire extinguishing systems, fire detection devices, stand alone smoke alarms, devices that alert one 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 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, including contents damaged by fire, related damages caused by smoke, water and overhaul, however it does not include indirect loss, such as business interruption.

The following sections from the student's Rights and Responsibilities handbook deal with portable electric devices, open flames and smoking.

Section 5 of Rights and Responsibilities outlines Responsible Use of Tobacco, Alcohol and Other Drugs

#### Section 5.1 Smoking

All Brandeis campus buildings are completely smoke-free. Cigarettes and other smokeable products present clear health risks to members of the community, both for users and those experiencing second-hand smoke. Smoking is prohibited in all University buildings (including the residence halls), in outside areas adjacent to the entrances of University building (within 30 feet), and in University vehicles. Members of the community who choose to smoke are expected to dispose of these materials in proper receptacles and without risking harm to the campus environment. Those who use any smokeable products must show respect for the community, and are expected to comply with reasonable requests from other members of the community regarding their exposure to second-hand smoke.

Section 9 of Rights and Responsibilities outlines fire safety for the Residence Halls.

#### Section 9.3 Cooking Equipment

With the exception of microwave ovens, cooking equipment of any kind is not allowed in individual student rooms or lounges. This includes hot plates, toaster ovens, indoor grills, hot pots, immersion heaters or other items with open coils.

#### Section 9.4 Open or Enclosed Flames

Open or enclosed flames including the burning of incense, are prohibited in the residence halls. Students wishing to light candles for religious reasons must register their intention with the Chaplaincy Office. Religious candles must be handled according to *Safety Procedures for Lighting Religious Candles*, available through the Chaplaincy. Decorative and or scented candles are permitted if the wicks are removed.

A complete copy of Rights and Responsibilities can be found at <http://www.brandeis.edu/studentaffairs/srcs/rr/RR11.12.pdf>

At the beginning of each school year, training on evacuation procedures is conducted with the professional staff of the Department of Community Living and the Department of Public Safety. The Community Development Coordinators and the Community Advisors speak with the residents of their halls on evacuation and emergency procedures. Detailed evacuation procedures for the Brandeis community may be found at <http://www.brandeis.edu/emergency-prepare/evacuation/instructions.html>.

### Building Evacuation

Upon notification by the university police or by the senior officer in charge, all faculty, staff and students should proceed to the nearest designated evacuation area. If a decision is made to evacuate the campus, individuals will be given further instructions and directions to the nearest staging area where they will be evacuated from the Brandeis campus by bus.

The university has four locations on campus designated as evacuation destinations. These locations are:

- Charles River Apartments, 150 Charles River Road — Coffman Grad Commons Room
- Gosman Sports and Convocation Center — Main Gym
- Spingold Theater — Main Stage
- Usdan Student Center — Levin Ballroom

Each building on campus lies within one of four “zones,” as indicated by different colors on the [Campus Evacuation Map](#) and the [Emergency Evacuation Destinations and Emergency Transportation Staging Areas](#) list. Each of these four zones has a specified Primary Evacuation Destination.

In case a building evacuation is called for, individuals should proceed to the Primary Evacuation Destination for their building, as indicated on the map and the Emergency Evacuation Destinations and Emergency Transportation Staging Areas list.

567 South Street, Massell, Rosenthal, Village, Ridgewood and Ziv residence quads should proceed to the Spingold Theater. East, Foster Mods, and the Castle residence quads should proceed to the Gosman Convocation center. North residence quad should proceed to Usdan and the Charles River residence quad should proceed to 150 CRR commons.

### Fire safety tips in your residence hall or office:

- **Know the locations of all fire extinguishers** and pull stations in your building.
- **Know a primary and secondary exit** from your room in case there is a fire in your building.

- **Vacate your building when an alarm sounds.**
- **Never prop open fire doors.**
- **Do not tamper** with fire extinguishers or pull stations.
- **Don't overload extension cords.**
- **Follow university regulations** regarding the use of candles and other flammable items.
- **Acquaint yourself** with state and university regulations regarding smoking.
- **Report all missing or damaged fire equipment** to the university safety office at (781) 736-4262.