

BRANDEIS UNIVERSITY

ANNUAL FIRE SAFETY AND SECURITY REPORT

2017

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To the Brandeis Community:

On behalf of the members of the Brandeis University Department of Public Safety, I want to thank you for your interest in our Annual Fire Safety and Security Report. We publish this report because it contains valuable information for our campus Community. We also publish the report to comply with the important provisions of the Clery Act. Campus safety, security, and compliance with the Clery Act should be everyone's responsibility at Brandeis. We encourage you to review the information we have made available to you in this brochure. You will find information about our organization, including descriptions of certain services that we provide. You will also become familiar with our strong commitment to the victims of crimes and will learn about the specific extensive services we make available to crime victims. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We are committed to fostering a secure and supportive environment at Brandeis. We are proud to be an integral part of Brandeis' tradition of excellence. Campus safety and security is a collaborative effort at Brandeis. We partner with many departments that have a critical role in fostering campus safety, including the Division of Student Affairs, Environmental Health & Safety, and other Brandeis offices. It has always been our goal to provide the highest quality of public safety services to the Brandeis University Community and we are honored to collaborate with the entire Community. The men and women of the Brandeis University Department of Public Safety are committed to making the Brandeis campus a safe place in which to live, work, and study.

Edward Callahan, Director of Public Safety

Non-discrimination and Harassment Policy Statement

Brandeis University is committed to providing its students, faculty, and staff with an environment that is conducive to learning and working, where all people are treated with respect and dignity. Toward that end, it is essential that Brandeis be free from discrimination and harassment on the basis of race, color, ancestry, religious creed, gender identity, and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status, and any other category protected by law.

It is the University's responsibility to help prevent harassment and discrimination from occurring, to pursue any concerns of which it is aware, to objectively investigate such concerns, and to take immediate and appropriate action to remedy instances of harassment and discrimination. Brandeis takes this responsibility very seriously. Therefore, violations of this policy will not be tolerated and may result in corrective actions up to and including dismissal from school or release from employment.

This policy applies to all Brandeis students, faculty, and staff.

Brandeis encourages everyone in the Brandeis community to report any perceived incidents of discrimination or harassment. Concerns about harassment or discrimination by a faculty or staff member (including visiting faculty, post-doctoral fellows, or graduate students acting in an instructional capacity) should be brought to the attention of the vice president for Human Resources, Robin Nelson-Bailey, 781-736-4463, rnelsonbailey@brandeis.edu or the director of Employment and Employee Relations/Title IX Coordinator, Linda Shinomoto, (781-736-4464), shinomot@brandeis.edu in Bernstein Marcus Building. Concerns about third parties, such as vendors, should also be directed to these individuals. These individuals, or their designees, are available to provide guidance in managing each concern, for help with an informal resolution, for filing a complaint, and for reviewing complaints that require more in-depth fact-finding. For guidance and/or to file a complaint against undergraduate or graduate students, contact the

Dean of Students Office, Shapiro Campus Center at 781-736-3600, Assoc. Dean Monique Gnanaratnam, mgnanr@brandeis.edu.

ANNUAL SECURITY REPORT

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

Brandeis University prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Brandeis University Department of Public Safety, information provided by other Brandeis University offices such as Student Affairs, and Community Living, and other campus security authorities (CSAs), and information provided by local law enforcement agencies in municipalities surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, and in off-campus buildings or property owned, leased or controlled by Brandeis University. This report also includes institutional policies concerning campus security, such as those regarding sexual assault, alcohol, and other drugs.

Brandeis University distributes a notice of the availability of this Annual Security and Fire Safety Report by Oct. 1 of each year to each member of the Brandeis University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Brandeis University Department of Public Safety at 781-736-5000 or by visiting <http://www.brandeis.edu/publicsafety/communications/index.html>.

REPORTING CRIMES AND OTHER EMERGENCIES

Brandeis University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to the appropriate Brandeis officials. Regardless of how and where individuals decides to report these incidents, it is critical for the

safety of the entire Brandeis community that they immediately report all incidents to the University Police (781-736-3333) to ensure that an effective investigation and appropriate follow-up actions can take place, including the issuing of a crime alert or emergency notification.

Voluntary, Confidential Reporting

The Department of Public Safety encourages anyone who is the victim of or witness to a crime to promptly report the incident to the campus police or a designated University official. Even a victim of a crime who does not want to pursue action within the University system or the criminal justice system may still want to consider making a confidential report. With the victim's permission, the chief or a designee of the Brandeis Police, can under certain circumstances file a report that includes certain details of the incident without revealing the victim's identity. The purpose of the confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim 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 any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University. In certain limited circumstances, the Department may not be able to assure a victim's confidentiality and will inform the victim if that is the in case.

Reporting to University Police

We encourage all members of the Brandeis community to report all crimes and other emergencies to the University Police in a timely manner. One of the Department of Public Safety's five major offices, the University Police, is responsible for the protection of life and property on and within the confines of the 325 acres and more than 100 buildings that make up Brandeis University. The department, consisting of a chief, a lieutenant, five sergeants, 15 police officers, two security officers, and four parking monitors; protect 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 the emergency line at 781-736-3333 or the business line at 781-736-5000 for assistance.

Emergency Phones

Brandeis has installed more than 70 emergency phones throughout the Brandeis campus. Phones are located in public areas, including parking lots and numerous outdoor locations. Emergency phones provide direct voice communications to the Brandeis University Police Dispatch Center.

Anonymous Reporting

Members of the Brandeis community who wish to make an anonymous report can call the University's Confidential Complaint Hotline (hosted by Human Resources) at 781-736-4452. This 24-hour hotline has been configured so that the phone numbers of incoming calls are not retained by the system. The Hotline staff can file a Community Standards Report (CSR), an official report to the University's Department of Student Rights and Community Standards about the behavior of a student or another person. People who wish to remain anonymous can submit a CSR. A CSR is required to initiate a formal adjudication process. However, filing a CSR does not automatically initiate the process.

Reporting to Other Campus Security Authorities

While Brandeis University prefers that community members promptly report all crimes and other emergencies directly to the University Police at 781-736-3333 or 911, we also recognize that some may prefer to report such incidents to other individuals or offices at Brandeis. The Clery Act recognizes certain Brandeis officials and offices as CSAs. The Act defines such an individual as an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial

proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While Brandeis University has identified several hundred CSAs, we officially designate the following offices as places where campus community members should report crimes:

Vice President for Students and Enrollment	781-736-2005/ Gryzmish
Dean of Students Office	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 Area Coordinators	781-736-5060/ Usdan Student Center
Dean of Graduate School of Arts and Science	781-736-3410/ Kutz
Dean 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
Sexual Assault and Prevention Specialist	781-736-3626/ Usdan Student Center
Survivor Advocate & Education Specialist	781-736-3016/ Usdan Student Center

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Brandeis University to serve in a counseling role are not considered CSAs when they are acting in the counseling role.

ABOUT THE BRANDEIS DEPARTMENT OF PUBLIC SAFETY & POLICE

Role, Authority, and Training

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

Brandeis Emergency Medical Corps (BEMCo)

A student-volunteer organization, BEMCo was 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 protecting life and property on and within the confines of the 325 acres and 100 plus buildings that make up Brandeis University and the surrounding area.

Important Contact Information

University Police Emergency 781-736-3333	
Administrative Offices 781-736-4240 / 781-736-4241 (fax)	General Business 781-736-5000 / 781-736-8696 (fax)

<p align="center">Detective Bureau</p> <p>781-736-4243 (day) / 781-736-4207 (evenings)</p>	<p align="center">Escort Service</p> <p>781-736-4999</p>
<p align="center">BEMCo</p> <p>781-736-3333 / 781-736-4263 (business line)</p>	<p align="center">Parking and Traffic</p> <p>781-736-4250</p>
<p align="center">Health Center</p> <p>781-736-3677</p>	<p align="center">Office of Prevention Services</p> <p>781-736-3626</p>
<p align="center">Counseling Office</p> <p>781-736-3730</p>	<p align="center">Dean of Students Office</p> <p>781-736-3600</p>
<p align="center">Physical Plant and Facilities</p> <p>781-736-4368 (business hours)</p> <p>781-736-5000 (after hours)</p>	<p align="center">Environmental Health and Safety</p> <p>781-736-4262 (business hours)</p> <p>781-736-3333 / 5000(after hours)</p>

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 Brandeis University and the surrounding area. The department, consisting of a chief, lieutenant, five sergeants, 15 police officers, two security officers, and four parking monitors; protect 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. Their jurisdiction includes the main campus, the Angleside and Charles River Road residence halls, property on Turner Street and any other property belonging to the University. The University may also use contract security officers who have no arrest authority and have assignments in various locations around campus. On occasion, the University will use supplemental police officers from local law enforcement agencies who have full arrest authority over the campus jurisdiction.

All University police officers are warranted under Chapter 22 C, Section 63, of the Massachusetts General Laws after receiving formal training in police sciences at the Massachusetts State Police Academy and/or the Municipal Police Training Committee (MPTC). 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.

Safety: Our Number One Priority

Brandeis University takes great pride in the community and offers students, faculty, and staff many advantages. This community is a great place to live, learn, work, and study. However, this does not mean that the campus community is immune from all of the problems that arise in other communities. With that in mind, Brandeis has taken progressive measures to create and maintain a reasonably safety environment on campus.

Though Brandeis University has progressive policies, programs, and education, it is up to each of us to live with a sense of awareness and to use reasonable judgment when living or working on or visiting the campus.

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, voice mail, or social networking sites.
- Do not leave your books, purse, laptops, 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, 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). Record serial numbers of electronics on paper in a safe place.
- Keep your cell phone fully charged.

In Your Office

- Never leave your office unlocked when not in use.
- Secure your 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.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

Although no formal memorandum 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 students. Waltham police officers communicate with Brandeis officers relative to serious matters occurring on campus as

well as off-campus locations inhabited or frequented by members of the Brandeis community.

Crimes Involving Student Organizations at Off-Campus Locations

Brandeis University operates no off-campus housing or off-campus student organization facilities. However, some undergraduate and graduate students live in neighborhoods nearby the University. Brandeis officers have direct radio communication with Waltham Police to facilitate communication in an emergency.

TIMELY WARNING REPORTS – CRIME ALERTS

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the Brandeis University Department of Public Safety issues “crime alerts.” Brandeis will generally issue crime alerts for the following crimes: arson; aggravated assault, homicide, robbery, burglary, sex assaults, and hate crimes as described below. The Brandeis University Department of Public Safety will post these warnings through a variety of methods, including, but not limited to, posters, e-mails, and media. Brandeis also has the ability to send text message alerts to those who register their cell phone numbers. Text messages can be a very effective way to send important information to the campus community.

The purpose of these crime alerts is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. Brandeis will issue crime alerts whenever the following criteria are met: 1) a crime is committed; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: 1) Clery Act crimes that

are reported to any campus security authority or the University police; or 2) Brandeis determines that the incident represents an ongoing threat to the campus community.

Additionally, the Brandeis University Department of Public Safety may, in some circumstances, issue crime alerts when there is a pattern of crimes against persons or property. At Brandeis, the director of public safety will generally determine whether a crime alert is required, in consultation with other Brandeis offices. However, in emergency situations, a University police supervisor may authorize a crime alert. For incidents involving off-campus crimes, Brandeis may issue a crime alert if the crime occurred in a location used and frequented by the Brandeis population.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at Brandeis University

The Environmental Safety Management Office in conjunction with the vice president of Administration is responsible for the Comprehensive Emergency Management Plan (CEMP). This plan is an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for higher education that includes planning, mitigation, response, and recovery actions.

Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency;
- Coordination with University departments to write, maintain, test, and exercise the CEMP; and
- Cooperation, integration, and mutual aid with local, state, and federal planning, response, and public safety agencies and their CEMPs.

A summary of Brandeis University's emergency response procedures is located at <http://www.brandeis.edu/emergency-prepare/evacuation/>. Included at this web page is detailed information regarding Brandeis' emergency notification policy, including how to enroll in the emergency notification system to ensure you receive emergency notices on Brandeis and cellular telephones.

Drills, Exercises and Training

Brandeis University semi-annually conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year to year, and include several departments from across the campus.

Brandeis University is required to 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 documents each test, including the date and the time.

The University initiated a test of its emergency response procedures on April 5, 2016. The exercise followed the following process and was publicized to all members of the Brandeis community via e-mail. Beginning at 10 a.m., the campus BENS (Brandeis Emergency Notification System) was notified. This included text, e-mails, and voice messages sent to on-campus and personal cell phones as well as messages displayed on the Brandeis home page. From 10-10:10 a.m., Ziv Quad was evacuated with residence hall occupants relocated to Spingold Theater, which is designated as an area of safe refuge. At 10:10 a.m., the all-clear message was sent over the emergency broadcast system, including Brandeis telephones and registered cell phones.

Emergency Notification

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 alerting community members walking or driving around the campus. Brandeis University officials will, without delay, immediately notify the campus community upon confirming a significant emergency or dangerous situation on the campus involving an immediate threat to the health or safety of students, faculty, or staff.

Taking into account the safety of the community, University officials 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 officials' ability 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 vice president of administration and the senior vice president of students and enrollment, together with the Department of Public Safety, takes immediate steps to stabilize and contain any situation and provide an emergency response.

Procedures Used to Notify the Campus

Brandeis has various systems in place for communicating information quickly in the event of a situation that poses an immediate threat to members of the campus community. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system BENS, Brandeis' e-mail system, a verbal announcement within a building, and the public address system on University

police cars. Brandeis will post updates on the homepage during a critical incident. Brandeis officials will establish a telephone call-in center to communicate with the Brandeis Community during an emergency if the situation warrants.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The Department of Public Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Campus first responders generally become aware of these situations when they are reported to the University Police dispatcher or discovered during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation, first responders will notify supervisors in the Department of Public Safety and additional administrative personnel of the need to issue an emergency notification.

Brandeis' authorized representatives will immediately initiate all or some portions of Brandeis' emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Brandeis officials may elect to delay issuing an emergency notifications. Brandeis will issue the emergency notification to the campus community as soon as the condition that may compromise efforts is no longer present.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification

Brandeis University and local first responders at the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with

determining what segment or segments of the Brandeis community should be notified. Generally, campus community members in the immediate area of the dangerous situation (e.g., the building, adjacent buildings, or surrounding area) will be notified first. Brandeis may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the BENS mass notification system, Brandeis will also post applicable messages about the dangerous condition on the Brandeis University homepage to ensure the rest of the campus is aware of the situation and knows the steps members of the community should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, Brandeis University officials will notify the entire campus community.

Determining the Contents of the Emergency Notification

The office responsible for issuing the emergency notification (usually the University police dispatcher) will, in concert with Brandeis University and local first responders, determine the contents of the notification. Brandeis University has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In cases in which there are no predetermined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal safety and that of the community.

Procedures for Disseminating Emergency Information to the Larger Community

Brandeis University communication staff will work with the local public safety agencies' public information officers to notify the larger community through the local media

outlets, and by providing information on social media sites and the Brandeis homepage (www.brandeis.edu).

Enrolling in the Brandeis Emergency Notification System

We encourage members of the campus community to enroll in the BENS system by visiting <https://sage.brandeis.edu> (students) or <https://www.brandeis.edu/buss> (faculty/staff). We encourage Brandeis Community members to regularly update their information at the appropriate site.

SECURITY OF AND ACCESS TO BRANDEIS FACILITIES

Brandeis University, its buildings, grounds, and parking areas are 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, University police secure all administrative buildings as early as possible each day, given their projected use on that particular day.

Special Considerations for Residence Hall Access

Most residence halls on the Brandeis campus operate under a computerized access control and security monitoring system. Personnel are called in for a repair when a door is malfunctioning. *Remember to lock your doors and windows at night and when you leave your room.* All residence hall and apartment exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit.

Only residents and their invited guests are permitted in the residence halls' living areas. It is the residents' responsibility to ensure their guests are aware of Brandeis University and residence hall policies. Guests are not provided with room keys or door access cards. All exterior doors are locked 24 hours a day. Residents and staff members are responsible

for challenging or reporting individuals who cannot be identified as residents or the guests of residents. During low-occupancy periods such as holidays and scheduled breaks, students are consolidated into designated buildings and gain access via Brandeis' electronic access control system. During the summer when groups that are not regularly associated with Brandeis University are using the residence halls, exterior doors are locked 24 hours a day. All guests are issued an identification card that allows them to gain access to their assigned buildings via the electronic access control system.

Security Considerations for the Maintenance of Campus Facilities

The Brandeis Department of Public Safety, in cooperation with the Departments of Facilities Services and Community Living, conducts 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. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Brandeis University Department of Public Safety.

BRANDEIS UNIVERSITY'S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Sexual Violence Policy Statement

Introduction

Brandeis University is committed to providing a safe learning and working environment, and in compliance with federal law has adopted these policies and procedures to prevent and respond to incidents of sexual violence, including sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Reporting An Incident

If a student, employee, or visitor has been the victims of an incident of sexual violence they should immediately report the incident to Brandeis University Police at 781-736-3333, located in the Stoneman building. In the case of an emergency or ongoing threat, members of the community should get to a safe location and report the incident by calling Brandeis University Police at 781-736-3333, going to the Stoneman Building or calling 911.

Students may also report to the Dean of Students Office at 781-736-3600, located in the Shapiro Campus Center. Employees may also report to the Office of Human Resources at 781-736-4474, located in Bernstein Marcus. Brandeis University officials will assist any victims in notifying law enforcement, including contacting local or Brandeis University Police, if they elect to do so. Victims are also entitled to choose not to report to law enforcement. All students or employees who report an incident of sexual violence, whether the offense occurred on or off campus, will receive a written explanation of their rights and options. The written explanation will identify existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community. The explanation will describe options for available assistance in; and how to request changes to, academic, living, transportation, and working situations or protective measures. The University must make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Sexual assault is any sexual act directed against another person, forcibly and/or against that person's will; or in cases in which not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim.

Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others or suffer substantial emotional distress.

Massachusetts Definitions of Sex Offenses:

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 due to the influence of drugs or alcohol) or because of the victim's youth.

- **Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification.
- **Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage would be prohibited by law.
- **Statutory Rape** - Nonforcible sexual intercourse with a person who is under the statutory age of consent. In Massachusetts it is under 16.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by:
 - A current or former spouse or intimate partner of the survivor.

- A person with whom the survivor shares a child in common.
- A person who is or was residing in the same household as the survivor, or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction
- Mass General Law; 209A Section 1.
 - "Abuse:" the occurrence of one or more of the following acts between family or household members:
 - (a) attempting to cause or causing physical harm;
 - (b) placing another in fear of imminent serious physical harm;
 - (c) causing another to engage involuntarily in sexual relations by force, threat, or duress.
 - "Family or household members:" Persons who:
 - (a) are or were married to one another;
 - (b) are or were residing together in the same household;
 - (c) are or were related by blood or marriage;
 - (d) having a child in common regardless of whether they have ever married or lived together; or
 - (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
 - the length of time of the relationship;
 - the type of relationship;
 - the frequency of interaction between the parties; and
 - if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

- **Dating Violence:** Violence committed by a person in a romantic or intimate relationship with another person. Factors used to characterize the relationship include its duration, the nature of the relationship, the frequency of interaction between the persons, and the length of time since the termination of the relationship (if applicable).
- **Stalking:** Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking is sometimes a gender-based offense, and will be adjudicated by the Special Examiner's Process when appropriate.
 - Mass General Law; Chapter 265 Section 43. (a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarm or annoy that person and would cause a reasonable person to suffer substantial emotional distress; and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Consent - Communication about sexual contact or sexual intercourse that is cognitively aware, explicit, affirmative, and free of coercion, force, or intimidation. While consent may be sought verbally or through actions, the manner of communication must be mutually understandable as clear permission (including conditions and boundaries) for sexual contact or sexual intercourse. Silence, in the absence of other modes of communication, cannot be interpreted as constituting consent. A person need not resist sexual advances in order to demonstrate a lack of consent.

Procedures Victims Should Follow

Students should immediately report all incidents of sexual assault, dating violence, sexual harassment and stalking 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 students in this time of crisis.

A student may also report to any or all of the following resources: the Dean of Students Office, the Department of Student Rights and Community Standards, the Title IX coordinator, and the Waltham Police or the local police in the jurisdiction in which the incident occurred. A student also has the right to not report to any law enforcement or campus authority.

When you report a rape or sexual assault to the University 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.

A team of sexual assault investigators will ensure that you are properly cared for and your personal safety ensured, and that evidence is preserved. 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. If possible, the victim/survivor should avoid washing, douching, using the bathroom or changing clothing prior to the medical exam.
- Assure that the victim/survivor has access to confidential counseling from counselors trained in counseling sexual assault victims.

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

- Filing criminal complaints in state court, and/or
- Filing complaints under the university conduct system, e.g., campus disciplinary proceedings may be initiated against a student through the Department of Student Rights and Community Standards and/or
- Filing complaints via other state agencies or University departments relative to the alleged assailant's status with the state or University.
- Filing for a protective order through the University or a criminal or civil court.

Officers assigned to your case will assist you throughout any conduct and/ or criminal proceedings you choose to pursue. The University police will assist you in filing a report with the police department of the local jurisdiction in which the incident occurred if requested.

On & Off-Campus Resources

Resources for Reporting a Sexual Assault, Dating Violence, Sexual Harassment, and Stalking at Brandeis:

- **Title IX Coordinator (Linda Shinomoto)** - Office of Human Resources: advice; referral to resources;; filing complaints against faculty, TAs, administrators, or staff 781-736- 4456 or shinomot@brandeis.edu
- **Dean of Students Office** – <http://www.brandeis.edu/studentaffairs/deansoffice/>
- **Title IX Investigator/Compliance Officer (Rebecca Tillar, Esq.)** – rbtillar@brandeis.edu, 781-736- 3697
- **Student Rights and Community Standards:** initiate the student conduct process 781-736-5070, www.brandeis.edu/studentaffairs/srcs/index.html
- **Brandeis University Police:** available 24 hours Emergency: 781-736-3333 Business: 781-736-5000: reporting incidents, no contact orders, assistance with filing a report with Waltham Police, www.brandeis.edu/publicsafety/index.htm

Confidential Campus Resources:

- **Office of Prevention Services:** Advice, accompaniment to hospital for rape kit, referral to resources, 781-736-3626, www.brandeis.edu/preventionservices
- **Brandeis Rape Crisis Center:** Confidential crisis support; advocacy; peer support 781-736- 3373, www.brandeis.edu/rcc
- **Brandeis Counseling Center:** advice, individual counseling, 781-736-3730 www.brandeis.edu/studentaffairs/counseling/index.html
- **Brandeis Health Center:** STI screening, treatment, and follow-up; emergency contraception, 781-736-3677, www.brandeis.edu/studentaffairs/health/index.html
- **Interfaith Chaplaincy:** advice; spiritual direction, 781-736-3570 www.brandeis.edu/studentaffairs/chaplaincy/

Peer Resources:

- Brandeis Counseling and Rape Crisis Hotline (6TALK): 781-736-8255
- Students Talking About Relationships (STAR): 781-736-4745 / star@brandeis.edu
- Student Sexuality and Information Services (SSIS): 781-736-3695 / text: 586-ASK-SSIS / ssis@brandeis.edu
- Queer Resource Center (QRC): 781-736-3749
- Brandeis Emergency Medical Corps (BEMCO): 781-736-3333 / bemco@brandeis.edu

Confidential Off-Campus Resources:

- **Boston Area Rape Crisis Center (BARCC)** Hotline: 800-841-8371 www.barcc.org
- **Victim Rights Law Center:** 617-399-6720 ext. 19, www.victimrights.org
- **Boston Alliance of Gay & Lesbian Youth (BAGLY):** 617-227-4313 www.bagly.org
- **Rape Abuse Incest National Network (RAINN):** 800-656-HOPE www.rainn.org
- **REACH - Beyond Domestic Violence:** 800-899-4000 www.reachma.org
- **Domestic Violence Safelink:** (a 24-hour multilingual statewide hotline) 877-785-2020
TTY: 877-521-2601
- **Beth Israel Hospital, Center for Violence, Prevention and Recovery:** 617-667-8141,
bidmc.org/violenceprevention

Accommodations

Whether or not a student or employee reports to law enforcement and/ or pursues any formal action, Brandeis University is committed to providing him or her as safe a learning or working environment as possible. Brandeis will, upon request, make any reasonably available change to a victim's academic, living, transportation, and/ or working situation. Students may contact the Dean of Students Office ([781-736-3600](tel:781-736-3600), Shapiro Campus Center) for assistance, and employees may contact the Director of Human Resources,

Employee Relations, Employment, and Title IX ([781-736-4456](tel:781-736-4456), Bernstein Marcus) for assistance.

If a victim reports to law enforcement, the police may assist him or her in obtaining a restraining order from a criminal court. Brandeis University is committed to ensuring that any such order is fully upheld on all institutionally-owned and controlled property. Brandeis is also committed to protecting victims from any further harm. The Dean of Students Office may issue a temporary no-contact order pending the outcome of any conduct proceeding.

Victim Confidentiality

Brandeis University recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including cases in which criminal prosecution is pursued, may be made public unless, under Massachusetts Public Records Law chapter 265 section 24C, the alleged crime is rape. According to the law, "any records of the court or any police department or any of its political subdivisions which contains the name of the victim in an arrest, investigation, or complaint for rape or assault with intent to rape... shall be withheld from public inspection, except with the consent of a justice of such court where the complaint or indictment is or would be prosecuted."

Brandeis will not release names when police issue "timely warnings" or "emergency notifications," or in the "daily crime log," all of which are required by the Clery Act. Any accommodation or protective measure will be confidential unless the confidentiality interferes with the Clery Act's implementation.

Reports made to Brandeis officials will be kept confidential, and identifying information about the victim will not be made public, unless the report relates to a juvenile, pursuant to section 51A of chapter 19 of Massachusetts General Laws. Reports made to medical professionals, licensed mental health counselors, and pastoral counselors will not be shared with third parties except in cases of imminent danger to the victim or a third party.

Bystander Intervention and Risk Reduction

Our primary strategy to date to mobilize bystanders at Brandeis has been a multi-pronged intervention targeting undergraduate students. This entails an introductory online training through CampusClarity that touches on bystander intervention. We then use the Bringing in the Bystander curriculum from UNH to provide bystander intervention training to student clubs and organizations. We train students to recognize situations that could escalate to sexual violence and to intervene accordingly, always keeping their own safety in mind. We're able to provide training for about one-third of our undergraduate students annually. Based on the data on bystander intervention collected during our Spring 2015 campus climate survey, fewer than half the students who reported that they had the opportunity to intervene in the following types of situations actually chose to do so:

- Confronting a friend if you heard rumors that he or she forced someone to have sex.
- Going with a friend to the Dean of Students, Title IX Officer, or Public Safety to report a sexual assault.
- Reporting information you might have about a sexual assault to a CA or CDC even if pressured by others to keep silent.

- Leaving a situation in which you feel pressured to watch porn or other videos friends have made of sexual activity with a partner without the partner's consent to share those videos or images.

These situations will form the basis for our follow-up training (in development).

Human Resources has developed an in-person sexual violence prevention training for staff and faculty that includes elements of bystander training. Because this is a person-to-person delivery model, about 250 employees receive this training each year.

Education Programs

Brandeis University is committed to increasing the awareness of and to preventing sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches. This includes a clear statement that Brandeis prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- Brandeis University provides on-going bystander intervention programming regularly and upon request. Bystander intervention is designed to mobilize and empower the community to safely intervene in situations where community values may be violated, especially around sexual assault. The University uses the pioneering program *Bringing in the Bystander*, developed by the University of New Hampshire, on behalf of the federal government. For more information or to

request a program please visit <https://www.brandeis/prevention-education/index.html>

- The orientation program sponsored Speak About It for all incoming undergraduate students in January and August of 2016. This program incorporates improvisation, humor, education, and audience interaction to provide a provocative look at dating, sex, and the core issue of consent. There was also a presentation “being an Active Brandeis Student”: The Brandeis community values and appreciates the actions of proactive students. Where students learn how the smallest actions can make the greatest difference to friends and peers. The Office of Graduate Student Affairs required all incoming graduate students to participate in Get Inclusive, a video training that covered a basic overview of Title IX and resources on campus.
- The Office of Human Resources conducts new employee orientations for all staff and faculty employees that covers Brandeis' Non-Discrimination and Harassment policies/Title IX/Campus SaVE and preventing sexual harassment (PSH) awareness training. In addition, Human Resources hosts a bi monthly workshop that will provide managers and faculty with the information and tools to recognize, prevent, and respond to sexual assault and harassment.
- Community Living training included Being and Active Bystander at Brandeis where Community Advisers were briefed on Title IX and how it applies to sexual assault and misconduct, as well as their roles as mandated reporters within the residence halls. There were also presentations about the University conduct system on documentation of incidents and reporting; and presentations from the Department of Public Safety, and Human Resources. All CAs posted information on their bulletin boards about resources.

Conduct Proceedings

The Special Examiner's Process

In cases where the University: (a) receives a report from a willing complainant who is a current or former Brandeis community member (student, staff, or faculty) and (b) the University determines that one or more possible violations of the University's Sexual Misconduct and Interpersonal Violence policy or gender-based behaviors from any other section exist, the case will be adjudicated by the Special Examiner's Process (SEP). When a student is accused of multiple violations in connection with a single incident or a cluster of related incidents, some of which are gender-based and others of which are not, the SEP will be used to adjudicate all allegations simultaneously or in multiple SEPs, as deemed appropriate by the University.

The SEP will use the preponderance of the evidence standard in evaluating the responsibility of the respondent. Under this standard, the respondent is presumed not to have engaged in the alleged conduct unless a "preponderance of the evidence" supports a finding that the conduct occurred. A "preponderance" means a greater weight of evidence indicating that it is more likely than not that the alleged conduct occurred.

All parties to a Brandeis University SEP adjudication are entitled to the same rights, including:

- The SEP will be conducted deliberately and without unnecessary delay. Brandeis University strives to align with the U.S. Department of Education suggestion that investigations be completed within 60 calendar days following receipt of the complaint. Based on past experience, investigations may take longer due to the complexity of the investigation and depending on the severity and extent of the allegations.

- The complainant and the respondent may each select an advisor of his or her choice to provide emotional support and to help navigate the process, which Brandeis recognizes as complicated and stressful for both parties.
- The right to present evidence and witnesses.
- The right to be silent in response to questions.
- The right to simultaneous notification, in writing, of the SEP's outcome.
- The right to appeal based on the factors enumerated in Rights and Responsibilities.
- The complainant and the respondent may each select an advocate from the Brandeis community to speak or write on their behalf to the following University officials: Title IX coordinator, the dean of academic services, the dean or assistant dean of students, the director of community living, and/or a senior member of the University police force. The advocate role is separate from the role of advisor and the same person cannot serve in both roles during one SEP. The advocate may not attend SEP interviews.

The special examiner will be an attorney, law enforcement professional, or other professional with extensive legal training in sexual misconduct. The individual will have direct experience investigating sexual misconduct cases on a college campus or comparable experience.

The personnel who investigate allegations and make decisions about the findings of the investigations receive training to ensure that all parties – victim/survivor and alleged perpetrator(s) – to an SEP or a Title IX investigation receive fair and equal treatment and access to procedural rights. These personnel are trained to protect the safety of participants and to promote accountability in all aspects of the adjudication process.

Sanctions for Sexual Harassment and Sexual Exploitation may include: University restrictions, disciplinary probation, suspension, or dismissal. See section 20 of the Student Rights and Responsibilities for definitions of specific sanctions.

Sanctions for Non-Consensual Physical Contact may include: University restrictions, disciplinary probation, suspension, or dismissal. See section 20 of the Student Rights and Responsibilities for definitions of specific sanctions.

Sanctions for Non-Consensual Intercourse That Does Not Include the Use of Force will usually be suspension or dismissal. See section 20 of the Student Rights and Responsibilities for definitions of specific sanctions.

Sanctions for Non-Consensual Intercourse That Involves the Use of Physical Force, Threat of Force, or Purposeful Incapacitation will result in dismissal from Brandeis University.

In addition to being based on the nature or severity of behaviors for which a respondent is found responsible, sanctions will also be affected by the frequency of these behaviors and the previous conduct history of the responsible student.

Appeals Procedures: Both the complainant and the respondent are entitled to appeal the final decision in the SEP to the University Appeals Board (UAB). The UAB's composition, when engaged in an SEP, will differ from a standard appeals board. Faculty and staff members will serve as UAB members; students will not. Such appeals requests shall be based only on specific evidence, presented in writing, of:

- a procedural error that materially affects the decision, or
- a claim of new evidence not previously available, which would have materially affected the decision.

Appeals shall not be based upon or granted due to dissatisfaction with an imposed sanction. Appeals must be filed within seven business days of delivery of the outcome administrator's final decision. Appeals that are not related to either of the above two grounds will not be considered.

Brandeis considers student privacy to be of the highest importance. Adjudication processes provide participants with the opportunity to disclose sensitive, private, or otherwise protected information to help them understand factors that could influence the findings. This policy exists to balance the University's need to gather necessary information with its interest in protecting all participants in any conduct process from privacy violations.

All information discussed or provided in a conduct process is considered confidential and therefore not shareable beyond the small number of people who may need to know it. "Need to know" means that the relationship between the student and the recipient of the information is familial, legal, or medical (the last referring to licensed medical or psychological professionals, including the Brandeis Sexual Assault Services and prevention specialist). In addition, the student's advisor in a conduct process or members of the DOS Office or other senior administrators, including the Title IX coordinator, are individuals with whom participants may discuss confidential information. The parties are also not restricted from discussing and sharing information obtained with any person serving as a witness for them in the conduct process.

The Informal Title IX Process

When the identity of a discloser/reporter is unknown, when the discloser/reporter chooses to remain anonymous, or when the discloser/reporter declines to serve as a complainant in the SEP, the University may initiate an informal investigation into the

allegations to address issues of safety as they relate to the discloser/reporter and the entire Brandeis community.

In cases in which the University: (a) receives a report from a willing complainant who is a current or former Brandeis community member (student, staff, or faculty), and (b) determines that one or more possible violations of the University's Sexual Misconduct and Interpersonal Violence policy or gender-based behaviors from any other section exist, the case may be resolved by an informal Title IX process upon request by the complaining party. The complainant will be presented with both the formal and informal processes to consider. The complainant will make the decision regarding which process, formal or informal, to pursue without pressure from the University regarding her or his decision.

There is an option in an informal process for either restorative justice or an informal investigation.

Process for Restorative Justice (RJ)

Restorative Justice (RJ): According to the Project on Restorative Justice at Skidmore College, RJ "is a philosophical approach that embraces the reparation of harm, healing of trauma, reconciliation of interpersonal conflict, reduction of social inequality, and reintegration of people who have been marginalized and outcast." Central to RJ is collaborative decision making that includes community members who have been harmed and those who have caused harm, along with others impacted by the harm. RJ depends upon the willingness of both parties to freely choose to participate. It relies on those who have caused harm acknowledging responsibility and repairing the harm they caused to harmed parties and the community to the best of their ability.

To pursue as an option for resolution, both parties, complainant and respondent, must agree to participate. Specific policy violations would not be addressed in an RJ process, but rather the focus would be on addressing the behavior that caused harm and repairing the harm caused to harmed parties and the community. However, RJ would not be deemed appropriate for alleged harm that aligns with violations of 3.5, 3.6 or 3.7 of the code.

If the RJ process fails to lead to a resolution that is accepted by both parties, it will be considered a failed process and an informal Title IX investigation will be held. See below for the process for an informal Title IX investigation.

An informal investigation will be conducted in cases in which the alleged harm aligns with violation of 3.5, 3.6 or 3.7 of the code, or if the outcomes administrator determines that RJ is not appropriate, or if both parties do not agree to participate in RJ.

Process for an Informal Investigation

Informal Title IX Investigation: An internal University investigation based on a disclosure or complaint. In an informal adjudication, if a community standard (CSR) exists, the discloser or reporter has decided not to pursue a Special Examiner's Process. No formal charges are levied against the student whose behavior is described. The informal investigation process is detailed below.

Unlike the Special Examiner's Process, an informal Title IX process does not result in formal charges levied against a respondent. Accordingly, sanctions will not result from an informal process (investigation or RJ); however, protective measures may be applied. Potential outcomes of an informal process could include protective measures focusing on the safety of the complaining party and the community. Examples of protective measures

include, but are not limited to, no contact orders, relocation of a residence hall room, or restricting the respondent's movements on, or access to, campus.

Note: If a complainant chooses an informal Title IX investigation, he or she cannot seek a formal Special Examiner's Process based upon the same reported incident.

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

When the Discloser/Reporter's Identity Is Unknown or the Discloser/Reporter Wishes to Remain Anonymous or Is Unwilling to Initiate the SEP: Brandeis will always address, to the extent feasible, disclosures/reports of sexual misconduct, other gender-based misconduct, or gender-based harassment, whether the disclosure/report is formal or informal and whether the discloser/reporter's identity is known or unknown. When the identity of a discloser/reporter is unknown, when the discloser/reporter chooses to remain anonymous, or when the discloser/reporter declines to serve as a complainant in the SEP, the University may initiate an informal investigation into the allegations to address issues of safety as they relate to the discloser/reporter and the entire Brandeis community.

For additional information about student conduct proceedings please consult the Rights and Responsibilities available at <http://www.brandeis.edu/studentaffairs/srcs/rr/>. For additional information about employee conduct proceedings please consult Human Resources or <https://www.brandeis.edu/humanresources/policies>.

Defining Rape and Sexual Assault

In Massachusetts rape is defined as sexual intercourse or unnatural intercourse by a person with another person who is compelled to submit by force and against his or her

will or by threat of bodily injury or sexual intercourse or unnatural sexual intercourse with a child under the age of sixteen.

Staff at the University understand these processes and definitions can be confusing, especially if you've recently been victimized. Victims often have difficulty reporting a sexual assault for numerous reasons. These include knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, and fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s (he) has a medical exam. Contact a close friend or relative, if possible, who can provide support and accompany the victim to the medical exam and/or the Brandeis police department. Advocates from the Women's Resource Center can also be available to the victim to provide support.
- Get medical attention as soon as possible – An exam may reveal the presence of a physical injury, of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness, or other circumstances suspicious for a drug-facilitated assault, a urine test may be done (if the victim

presents within 96 hours). Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.

- Contact the Brandeis police – Sexual assault is a crime. It is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting a crime. The decision to prosecute may be made at another time. The final decision to prosecute is determined by the district attorney’s office.
- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery.

Prohibition on Retaliation

Retaliation is strictly prohibited and may result in sanctions up to and including dismissal from the University. Prohibited conduct includes any verbal or physical behavior or actions (including digital communications like texting or social media posts) that could be construed as retaliation for: (a) an individual’s good-faith disclosure or report (to the Department of Public Safety, the Department of Student Rights and Community Standards, or another University official) about another person’s behavior, or (b) an individual’s participation in an informal or formal adjudication of the disclosed or reported behavior. Retaliation against the peer group, family, or associates of a reporter (third parties) is also prohibited, regardless of whether or not those individuals have participated in an adjudicative process.

Sex Offender Registration – 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 of where members of the community may obtain law-enforcement agency information provided by a state concerning registered sex offenders. 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/police-department/pages/sex-offender-registration>

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

In addition to the many programs offered by the Brandeis University Department of Public Safety and other Brandeis offices, Brandeis has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Intervention Team

In order to extend our efforts on emergency preparedness and prevention, Brandeis University has established a behavioral threat management team. The objective of the behavioral threat management team (BTMT) is to put in place a structured process for evaluating potentially threatening situations that occur at Brandeis. The multi-disciplinary team is comprised of members from around the Brandeis community.

Weapons Policy

The University prohibits the possession or use, on University property, of all firearms (including blank pistols and replicas, bb guns, and pellet guns), explosives, knives (of any

length), fireworks, nun-chucks, paintball guns, or other articles or substances usable as weapons. All such items are prohibited at Brandeis.

The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the director of public safety.

The Department of Student Rights and Community Standards

The Department of Student Rights and Community Standards offers students educational opportunities for personal growth and values clarification. Our aim is to educate the campus about issues central to the mission of the institution, and to react to inappropriate behavior in a fair and responsive manner. The DSRCs staff provides education and outreach efforts regarding alcohol and other drug use, student involvement on campus, and leadership development.

The Student Conduct Process is based on established expectations and standards of behavior at Brandeis as described in Rights and Responsibilities, and also relies on a peer judgment model. At the heart of this process is the Student Conduct Board. A panel of students, faculty, and staff that hears select cases of alleged student misconduct.

Core Values

The Division of Student Affairs seeks to support a community based upon mutual understanding and consideration, in support of the Division's core values:

- **Citizenship** Every individual has a vested interest in the well-being of the community, and therefore, has an obligation to stay informed, to make positive contributions, and to offer assistance to those who need our help.

- **Integrity** Every person is responsible for the consequences of his or her own actions, and our community is stronger when we contemplate the context of our decisions, and uphold the principles of sincerity, trust, and honesty.
- **Respect** Our community is one in which care and concern for ourselves and one another are of paramount importance. Our words and deeds reflect our appreciation for theory and practice, institutions, and individuals, tradition and innovation.
- **Civility** Regardless of differences in opinions or background, our conduct must demonstrate courtesy and compassion, and reflect our recognition of the dignity of every human being.
- **Lifelong Learning** Each of us is both teacher and student. We regard each moment as an opportunity to share a learning experience with others, and we accept challenges for the advancement of the community as a whole.
- **The Embrace of Diversity** Because our lives are richer the more we are exposed to a full range of people and experiences, we celebrate human diversity, and strive for the broadest representation of perspectives in all that we do.

Missing Student Notification Policy

The Clery Act requires institutions that maintain on-campus housing facilities to establish a missing student notification policy and related procedures.

In the event that a student, faculty, or staff member is reported 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 that can be used 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. Only authorized officials may access this confidential contact information and only for a missing person investigation.

Provisions

The 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: Upon confirmation that a student is missing and cannot be located, the Brandeis University Police supervisor shall notify the Dean of Students Office. If the missing student resides in on-campus housing, the Brandeis University Police supervisor will notify the on-duty area coordinator (AC). The AC 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 Students 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 and not an emancipated individual, a representative of the Dean of Students 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 Students 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 notify the Waltham Police Department or other police agency 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 Department of Community Living, as well as other appropriate university representatives. If the student has not been located within a reasonable period of time, the Office of the Dean of Students may contact the student's parents or others for additional assistance.

Daily Crime and Fire Log

The Brandeis University Department of Public Safety maintains a combined daily crime and fire log of all crime and fire incidents reported to the department. The Department of Public Safety publishes the daily crime and fire log Monday through Friday during business hours. The log is available 24 hours per day to members of the public. This log identifies the type, location, and time of each criminal incident reported to the University police. The local newspaper and the local television and radio stations contact the Department of Public Safety to acquire information from this log. Information deemed

newsworthy is published in both newspapers and is broadcast by the local radio and television stations.

The most current 60 days of information is available in the lobby of the Department of Public Safety building located at the Stoneman Building. A copy of any daily crime and fire log will be made available for viewing upon request.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, Brandeis University maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific program, please contact the detective division at 781-736-4243/4207. Below are some of the programs and services available:

- Operation Identification: engraving valuables to discourage theft, upon request
- Residence Hall Talks: talks with residence at the request of community advises on topics such as personal safety and sexual assault, upon request
- Talks and training with student organizations on the role of campus police and response, annually
- Lighting and door surveys for improvements and repairs, annually
- Office reviews for safety and security, upon request

BRANDEIS UNIVERSITY POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

Brandeis University Alcohol and Drug Policy

Brandeis University is a drug free workplace. It is the University's intent to provide a safe and drug-free work environment for students and employees.

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.

Brandeis University acknowledges that there may be University-sponsored events where alcoholic beverages are served. In these cases, it is an employee's responsibility to engage in appropriate conduct when consuming alcohol.

This policy statement is designed to address the University's concerns about substance abuse and to ensure that Brandeis University complies with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Any employee convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to his or her immediate supervisor, the Office of

the Provost or the Office of Human Resources 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 all Brandeis employees, including staff, faculty, post-doctoral fellows, temporary employees, and affiliates.

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

Community Response to Substance Use: The University's commitment to promoting the health and safety of all members of the Brandeis community, combined with its obligation to uphold local, state, and federal laws, requires clear policies on the possession and use of tobacco, alcohol, and other drugs. Members of the community who sponsor or host programs assume responsibility for compliance with the policies outlined below, and are required to be familiar with guidelines for event sponsorship.

Brandeis University recognizes that the abuse of tobacco, alcohol, and other drugs may present conditions that require professional counseling, assistance, or treatment. If any member of the community is concerned about his or her use of substances, the counseling center is available to provide on-campus services and/or referrals to community resources. The alcohol and drug counselor/educator is located in the Brandeis University Health Center (781-736-3677). Assessments and counseling are available for students who want to learn more about their own use of substances, reduce or eliminate their use, or discuss concerns about a friend's or family member's use. Substance abuse counseling is a free service and is confidential. For information, contact the Health Center or check the website: <http://www.brandeis.edu/health/>.

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

Know the signs:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on his/her side to prevent choking.
- Clear vomit from the mouth.
- Keep the person awake.
- NEVER leave the person unattended.

Massachusetts Alcohol Laws

The legal drinking age in Massachusetts is 21.

- A person over age 21 may not buy alcohol for a person under 21.
- A person under the age of 21 may not purchase or attempt to purchase alcohol.
- No one without a license to serve alcohol may serve a person under 21.
- It is unlawful for a person under 21 to knowingly to drive a car with alcohol in it unless accompanied by a parent.

Drugs Risks and Consequences

- Alcohol and other drug use during pregnancy increases the risk of physical harm to a fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

For more information visit: www.drugabuse.gov and <https://www.findtreatment.samhsa.gov/>.

Drug and Alcohol Abuse Education Programs

- B.R.A.N.D. (Body-Mind. Relationships. Awareness, Nutrition. Drugs & Alcohol) - Learn about the "do's and don'ts" of Brandeis' drug and alcohol culture. See what a BEMCo call looks like, hear about students' experiences on campus, and learn about campus resources to achieve ultimate health and wellness at 'Deis.
- Faculty/staff new employee orientation and employee assistant program
- Student programming is done through the alcohol and drug counselor

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Clery Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Brandeis University Department of Public Safety maintains a close relationship with all police departments in municipalities where Brandeis owns or controls property to ensure that crimes reported directly to these departments that involve Brandeis University are brought to the attention of the University Police.

Brandeis University collects the crime statistics disclosed in the charts through a number of methods. University Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer-aided-dispatch systems/records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Brandeis University maintains, the statistics below also include crimes that are reported to various CSAs, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Clery Act Crimes

Murder/Manslaughter – Willful killing of one human being by another.

Negligent Manslaughter –Killing of another person through gross negligence.

Sexual Assault – Offenses that meet the definition of rape, fondling, incest, or statutory rape.

- Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling – Touching of the private body parts of another person for the purpose

of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- Incest – 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 – Taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another in order to inflict 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.

Burglary – Unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – Theft or attempted theft of a motor vehicle.

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.

Domestic Violence – A felony or misdemeanor crime of violence committed

(i) By a current or former spouse or intimate partner of the victim;

(ii) By a person with whom the victim shares a child in common;

(iii) By a person who is cohabitating with or has cohabitated with the victim as a

spouse or intimate partner;

(iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

(i) Fear for the person's safety or the safety of others; or

(ii) Suffer substantial emotional distress.

Hate Crimes – Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

Larceny/Theft – Includes pocket picking, purse snatching, shoplifting, theft from a building, theft from a motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

Destruction/Damage/Vandalism of Property (except Arson)— 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.

Categories of Prejudice:

- Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity, which distinguishes them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias

against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language or common culture, or often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Crime Statistics Table

Brandeis University									
Primary Crimes	Year	On Campus	Student Housing (subset of On Campus)	Noncampus Building or Property	Public Property	Unfounded			
Criminal Homicide									
<i>Murder and Nonnegligent Manslaughter</i>	2014	0	0	0	0	0			
	2015	0	0	0	0	0			
	2016	0	0	0	0	0			
<i>Negligent Manslaughter</i>	2014	0	0	0	0	0			
	2015	0	0	0	0	0			
	2016	0	0	0	0	0			
Sex Offenses									
Rape	2014	9	9	0	0	1			
Fondling	2014	1	1	0	0	0			
Incest	2014	0	0	0	0	0			
Statutory Rape	2014	0	0	0	0	0			
Rape	2015	16	15	1	0	0			
Fondling	2015	2	0	0	0	0			
Incest	2015	0	0	0	0	0			
Statutory Rape	2015	0	0	0	0	0			
Rape	2016	6	5	0	0	0			
Fondling	2016	2	2	0	0	0			
Incest	2016	0	0	0	0	0			
Statutory Rape	2016	0	0	0	0	0			
Robbery	2014	0	0	0	0	0			
	2015	0	0	0	0	0			
	2016	0	0	0	0	0			
Aggravated Assault	2014	1	1	0	0	0			
	2015	0	0	0	0	0			
	2016	0	0	0	0	0			
Burglary	2014	3	3	0	0	0			
	2015	6	0	0	0	1			
	2016	3	3	0	0	0			
Motor Vehicle Theft	2014	0	0	0	0	0			
	2015	0	0	0	0	0			
	2016	1	0	0	0	0			
Arson	2014	0	0	0	0	0			
	2015	0	0	0	0	0			
	2016	0	0	0	0	0			
VAWA Offenses									
Dating Violence	2014	0	0	0	0	0			
	2015	0	0	0	0	0			
	2016	0	0	0	0	0			
Domestic Violence	2014	0	0	0	0	0			
	2015	1	0	0	0	0			
	2016	1	0	0	1	0			
Stalking	2014	0	0	0	0	0			
	2015	0	0	0	0	0			
	2016	1	1	0	0	0			
Arrests & Disciplinary Referrals									
		On Campus	Student Housing	Noncampus Building or Property	Public Property	On Campus	Student Housing	Noncampus Building or Property	Public Property
<i>Liquor Law Violations</i>	2014	0	0	0	0	10	188	0	1
	2015	0	0	0	0	19	169	0	1
	2016	0	0	0	0	0	210	0	0
<i>Drug Abuse Violations</i>	2014	0	0	0	0	1	93	0	0
	2015	0	0	0	0	8	94	0	0
	2016	1	0	0	0	0	59	0	0
<i>Illegal Weapons Possession</i>	2014	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
Notes									
Hate crime - Simple assault occurred on campus with religious bias									

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on Aug. 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Brandeis University.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

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

Residence Hall Fire Drills

Annual fire drills are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the area coordinators, community advisors, The Department of Facility Services, Environmental Health and Safety Department, and the Department of Public Safety.

Fire Safety Systems in Student Housing Facilities

Student Housing Facility Fire Safety Systems

Residential Facilities	Fire Alarm Monitoring Done On Site BPD	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Carbon Monoxide Detectors	Fire Extinguisher Devices	Number of Evacuation (Fire) Drills Each Academic Year
Castle Quad							
Usen Castle	X	X		X	X	Class A	1
Schwartz Castle	X			X		Class A	1
Massell Quad							
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
East Quad							
Pomerantz/Rubenstein	X		X	X	X	Class A	1
Hassenfeld Krivoff	X		X	X		Class A	1
North Quad							
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
Rosenthal Quad							
Rosenthal North	X		X	X		Class A	1
Rosenthal South	X		X	X		Class A	1
Rosenthal East	X		X	X		Class A	1
Charles River Quad							
110 Angleside	X		X	X	X	Class A	1
150 Charles River Road	X		X	X	X	Class A	1
164 Charles River Road	X		X	X	X	Class A	1
178 Charles River Road	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

Fire Safety Policies

Brandeis University takes fire safety very seriously and continues to enhance its programs for the Brandeis community through education, engineering, and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs include identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies and hands-on use of fire extinguishers.

All Brandeis residence halls have emergency evacuation plans. At the beginning of each school year, training on evacuation procedures is conducted with the professional staff of the Department of Community Living. The area coordinators and the community advisors speak with the residents of their halls on evacuation and emergency procedures. The environmental health and safety manager meets with community advisors and reviews fire safety; including alarms, evacuation procedures, and housekeeping for fire prevention. Fire safety is also discussed in lab safety training with all graduate, undergraduate, and post-doctoral students. Detailed evacuation procedures for the Brandeis Community may be found at <http://www.brandeis.edu/emergency-prepare/evacuation/instructions.html>.

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

Section 5 of Rights and Responsibilities outlines responsible use of tobacco, alcohol and other drugs.

5.0. Smoking: All Brandeis campus buildings are completely smoke-free. Cigarettes and other smokeable products present clear health risks to members of the community, both to users and to 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 buildings (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 8 of Rights and Responsibilities outlines fire safety for the residence halls

8.2. 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 any item with open coils.

8.3. 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 Department of Community Living. Religious candles must be handled according to the document “Safety Procedures for Lighting Religious Candles,” available at the Department of Community Living website. Decorative and/or scented candles are permitted if the wicks are removed.

Fire Incident Reporting

Students, faculty and staff are instructed to call Brandeis University Police at 781-736-3333 or 911 to report a fire emergency.

Non-emergency notifications (e.g., evidence that something burned) are made to:

- Brandeis University Police: 781-736-5000
- Department of Facilities Management: 781-736-8500

- Environmental Health and Safety: 781-736-4262

Plans for Future Improvements in Fire Safety

Brandeis University continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for all students. New programs and policies are developed as needed to help ensure the safety of all students, faculty, and staff.

Important Phone Numbers for Fire Prevention

Report all missing or damaged fire equipment to the University safety office at (781) 736-4262.

Fire Safety Education and Training Programs for Students, Faculty and Staff

Environmental Health and Safety (EHS), in coordination with Community Living provides annual training to community advisors (CA) and area coordinators (AC).

Topics addressed during this training include:

- Fire prevention in the residence hall
- What to do in the event of a fire
- How to report a fire or other emergency
- How residence hall fire safety systems operate

Community advisors (CA) and area coordinators (AC) coordinate additional fire safety training and education programs for residence hall students.

+Other general safety and fire safety information is available to students, faculty, and staff on the Environmental Health and Safety website at

<http://www.brandeis.edu/ehs/>

The following are the fire statistics collected for calendar years 2014-2016

Fire Statistics 2014

Fire Statistics

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	0							
Schwartz Castle	0							
Massell Quad								
Shapiro A&B	0							
Deroy	1	3/25/14	1800	Wax fire	0	0	\$100-999	140130
Usen	0							
Renfield	0							
East Quad								
Pomerantz/Rubenstein	1	8/5/14	8:40	Plastic on stove	1	0	\$100-999	140282
Hassenfeld Krivoff	0							
North Quad								
Reitman	1	10/17/14	1940	Dryer Fire	0	0	\$100-999	140399
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	2/8/14	18:40	Towel on stove	0	0	\$0-99	140054
164 Charles River Rd	0							
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	0							
Ziv 129	1	1/21/14	4:00	Paper and rug	1	0	\$1,000-\$9,999	140021
Ziv 130	0							
Village Quad								
Village A	0							
Village B	0							
Village C	0							
Ridgewood Quad								
Ridgewood A	0							
Ridgewood B	0							
Ridgewood C	0							

Fire Statistics 2015

Fire Statistics

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	0							
Schwartz Castle	0							
Massell Quad								
Shapiro A&B	0							
Deroy	0							
Usen	0							
Renfield	0							
East Quad								
Pomerantz/Rubenstein	0							
Hassenfeld Krivoff	0							
North Quad								
Reitman	0							
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	0							
164 Charles River Rd	0							
178 Charles River Rd	1	2/22/15	1:26	Lamp shade from candle	0	0	\$0-99	150063
567 South St.	0							
Foster Mods								
Foster Mods Upper	0							
Foster Mods Lower	0							
Ziv Quad								
Ziv 127	0							
Ziv 128	0							
Ziv 129	0							
Ziv 130	0							
Village Quad								
Village A	0							
Village B	0							
Village C	0							
Ridgewood Quad								
Ridgewood A	0							
Ridgewood B	0							
Ridgewood C	0							

Fire Statistics 2016

Fire Statistics								
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	0							
Schwartz Castle	0							
Massell Quad								
Shapiro A&B	0							
Deroy	0							
Usen	0							
Renfield	0							
East Quad								
Pomerantz/Rubenstein	0							
Hassenfeld Krivoff	0							
North Quad								
Reitman	0							
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	0							
164 Charles River Rd	0							
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	0							
Ziv 129	0							
Ziv 130	0							
Village Quad								
Village A	0							
Village B	0							
Village C	0							
Ridgewood Quad								
Ridgewood A	0							
Ridgewood B	0							
Ridgewood C	0							

CRIME PREVENTION TIPS

While the Brandeis University campus is a reasonably safe environment, crimes do occur. Some of the common crimes that occur on campus are outlined below:

Theft

Theft is a common occurrence on campuses. Oftentimes this is due to the fact that theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you avoid falling victim to a theft:

- Keep doors to residence halls, labs, and classrooms locked when not occupied.
- Don't provide access to unauthorized persons in the buildings or classrooms.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
- Keep a list of all valuable possessions including the makes, models, and serial numbers.
- Take advantage of the engraving programs to have all valuables engraved with specific identifying marks.

- Don't leave laptop computers or textbooks unattended, in labs or libraries, even for a short period.
- Don't lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to Brandeis Police immediately.
Don't take any chances

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the identity of the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.

- Use computer security software on computers and install firewalls to prevent identity theft.