

**BRANDEIS UNIVERSITY**

**ANNUAL FIRE SAFETY AND SECURITY REPORT**

**2022**

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Dear Brandeis community,

We are pleased to present the 2022 edition of our Annual Security and Fire Safety Report (ASF SR or ASR). This publication represents on of Brandeis' many efforts to comply with the Crime Awareness and Campus Security Act of 1990, the Jeanne Clery Act of 1998, and all other applicable requirements, including the Violence Against Women Act (VAWA) Amendments to the Clery Act. The report includes guidance and reference to resources for the prevention and awareness of sexual assault, dating and domestic violence, and stalking, as well as programs and policies required under the Drug-Free Workplace Act of 1998 and the Higher Education Opportunity Act of 2008.

The 2022 ASR was compiled by the Department of Public Safety (DPS) as part of a collective partnership with individuals and departments across the Brandies campus. The Department of Public Safety includes the Brandeis University Police (BUPD), student run EMS service (BEMCo), Security Officers, Transportation Services, Parking and Traffic management, and Emergency Preparedness.

The pandemic has presented unique challenges, but we continue our efforts to stay involved with the community and continually update our safety measures. As part of a broader safety effort, the University has implemented a comprehensive coronavirus (COVID-19) testing program on our campus. You can find important information about all the services provided by the Department of Public Safety at <https://www.brandeis.edu/publicsafety/> , as well as links to Brandeis' University COVID-19 Guidance at <https://www.brandeis.edu/covid-19/summer-fall-2021.html>

We want you to know that our staff work hard every day to maintain Brandeis University as a safe and secure living, educational and working environment. The Brandeis Department of Public Safety is proud to serve the Brandeis University Community. We have adopted the vision of a forward-thinking campus safety organization. We value hearing all the different perspectives of those in our community, in all its diversity, and remain committed to interactions with community members that build mutual trust, dignity, and respect. We are united in a goal of contributing in a positive way to the community we serve. We look forward to the opportunity to support you while you are on your journey here at Brandeis.

As we continue the path forward, we are working on new and more effective ways to create opportunities for positive dialogue and share critical safety and crime prevention information with you. We welcome your input and look forward to your feedback. You can find additional information and connect with us right now at <https://www.facebook.com/BrandeisPSD> or on Twitter at <https://Twitter.com/BrandeisPSafety> or Instagram at [https://www.instagram.com/brandeis\\_psd/](https://www.instagram.com/brandeis_psd/) .

If you have any questions or comments about the Brandeis University 2022 Annual Security and Fire Safety Report, please do not hesitate to contact us. Stay safe.



Matthew T. Rushton  
Director of Public Safety/Chief of Police  
Brandeis University

## **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. Students, staff or faculty with concerns about harassment or discrimination should reach out to the Office of Equal Opportunity Title IX and ADA/Section 504 Coordinator, 781-736-4806, [oeo@brandeis.edu](mailto:oeo@brandeis.edu) in BernsteinMarcus. The Office of Equal Opportunity can help individuals connect with support resources and discuss what options may be available to address the conduct. For additional information regarding how discrimination and harassment is addressed at Brandeis, please visit the website for the Office of Equal Opportunity <https://www.brandeis.edu/equal-opportunity/index.html>

## **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 <https://www.brandeis.edu/publicsafety/safety/statistics.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 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 captain, two lieutenants, five sergeants, 15 police officers, one security officer, and two 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.

If you have experienced something and would like to report it, The University has established an on line reporting system, <http://www.brandeis.edu/studentlife/srcs/reportit.html>. Here you may submit a Community Standards Report (CSR), a Title IX/Sexual Misconduct report, Care Team/Student of Concern report, an Academic Integrity report and a Bias Incident report.

### **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:

|  |                                       |
|--|---------------------------------------|
| Office of Equal Opportunity (OEO)                  | 781-736-4802/ Bernstein Marcus        |
| 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 and 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   |
| Director of Prevention, Advocacy & Resource Center (PARC) | 781-736-3626/ Usdan Student Center   |
| Survivor Advocate & Education Specialist                  | 781-736-3016/ Usdan Student Center   |
| University Ombuds   | 781-736-2265/ <a href="mailto:BrandeisOmbuds@Brandeis.edu">BrandeisOmbuds@Brandeis.edu</a> |

### **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 units:

**Brandeis Emergency Medical Corps (BEMCo)**

The creation of BEMCo, a student-volunteer organization 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.

**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**

|  |  |
|--|--|
| <b>University Police Emergency</b><br>781-736-3333                 |  |
| <b>Administrative Offices</b><br>781-736-4240 / 781-736-4241 (fax) | <b>General Business</b><br>781-736-5000 / 781-736-8696 (fax) |

|   |   |
|---|---|
| <p align="center"><b>Detective Bureau</b></p> <p>781-736-4243 (day) / 781-736-4207 (evenings)</p>                                 | <p align="center"><b>Escort Service</b></p> <p>781-736-4999</p>   |
| <p align="center"><b>BEMCo</b></p> <p>781-736-3333 / 781-736-4263 (business line)</p>   | <p align="center"><b>Parking and Traffic</b></p> <p>781-736-4250</p>  |
| <p align="center"><b>Health Center</b></p> <p>781-736-3677</p>  | <p align="center"><b>Prevention, Advocacy &amp; Resource Center<br/>(PARC)</b></p> <p>781-736-3626</p>                                    |
| <p align="center"><b>Counseling Office</b></p> <p>781-736-3730</p>  | <p align="center"><b>Dean of Students Office</b></p> <p>781-736-3600</p>  |
| <p align="center"><b>Physical Plant and Facilities</b></p> <p>781-736-4368 (business hours)</p> <p>781-736-5000 (after hours)</p> | <p align="center"><b>Environmental Health and Safety</b></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 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 safe 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 chief 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**

Responsibility for the Comprehensive Emergency Management Plan (CEMP) resides under the administrative direction of the Executive Vice President of Finance and Administration, supported by the Vice President of Campus Planning and Operations and the Director of Emergency Management. This plan is an all-hazards disaster response and emergency management plan that follows specific FEMA guidance related to mitigation, preparedness, response, and recovery.

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 <https://www.brandeis.edu/emergency-prepare/>. 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, campus evacuations, and what to do before and during an emergency.

### **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.

### **Emergency Notification**

The Brandeis emergency notification system used at Brandeis University broadcasts immediate e-mail, text, and voice messages to all registered Brandeis email accounts and landline phones. Additionally, it is sent to those who have chosen to participate in the program with either a personal phone number and/or email address. 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. University leadership, 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 notification. 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](http://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://www.brandeis.edu/emergency-prepare/register/index.html> and following the instructions on this webpage. 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**

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 victim 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 OEO Office at 781-736-4802, located in Bernstein Marcus lower level or the Dean of Students Office at 781-736-3600, located in the Shapiro Campus Center. Employees may also report to the OEO Office at 781-736-4802, located in Bernstein Marcus lower level or 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 an explanation of their rights and options. The 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 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** – University Consent is an affirmative, voluntary, knowing, and continuous agreement to engage in a specific form of sexual activity. Consent must be obtained before engaging in any sexual activity. Consent may be communicated verbally or physically so long as those words or actions create clear, mutually understandable permission regarding the conditions of sexual activity. Consent is an active and affirmative process. It is the responsibility of the person who wants to engage in sexual activity and/or who maybe initiating that sexual activity, to make sure that they have received consent from any other person(s) involved. If an individual is not sure if they have received consent, they have an obligation to seek additional clarification. Consent must be received for each individual sexual act that a person wishes to engage in with another person(s). Consent may not be inferred from silence or lack of resistance to sexual advances, or from prior consensual sexual contact. Relationship Status is immaterial to the issue of consent. Consent May be withdrawn at any time, and consent to one sexual activity does not imply consent to any subsequent sexual activity.

### **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: OEO (Office of Equal Opportunity), the Dean of Students Office, the Department of Student Rights and Community Standards, 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:

- **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](http://www.brandeis.edu/publicsafety/index.htm)
- **Office of Equal Opportunity (OEO)** (781.736.4806 [oeo@brandeis.edu](mailto:oeo@brandeis.edu)) who can help individuals connect with support resources and discuss what options may be available to address the conduct.
- **Dean of Students Office** –<http://www.brandeis.edu/dean-of-students/>
- **Student Rights and Community Standards:** initiate the student conduct process 781-736-5070, <https://www.brandeis.edu/studentlife/srcs/index.html>

#### Confidential Campus Resources:

- **Prevention, Advocacy & Resource Center:** (Sarah Berg) Advice, accompaniment to hospital for rape kit, referral to resources, 781-736-3626, [www.brandeis.edu/preventionservices](http://www.brandeis.edu/preventionservices)
  - Confidential crisis support; advocacy; peer support 781-736- 3373,
- **Brandeis Counseling Center:** advice, individual counseling, 781-736-3730 <http://www.brandeis.edu/counseling/index.html>
- **Brandeis Health Center:** STI screening, treatment, and follow-up; emergency contraception, 781-736-3677, <https://www.brandeis.edu/health/index.html>
- **Interfaith Chaplaincy:** advice; spiritual direction, 781-736-3570 <https://www.brandeis.edu/spiritual-life/index.html>

## Peer Resources:

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

## Confidential Off-Campus Resources:

- **Boston Area Rape Crisis Center (BARCC)** Hotline: 800-841-8371 [www.barcc.org](http://www.barcc.org)
- **Victim Rights Law Center:** 617-399-6720 ext. 19, [www.victimrights.org](http://www.victimrights.org)
- **Boston Alliance of Gay & Lesbian Youth (BAGLY):** 617-227-4313 [www.bagly.org](http://www.bagly.org)
- **Rape Abuse Incest National Network (RAINN):** 800-656-HOPE [www.rainn.org](http://www.rainn.org)
- **The Network/La Red:** 617-742-4911
- **Asian task Force Against Domestic Violence:** 617-338-2355 [www.atask.org](http://www.atask.org)
- **REACH - Beyond Domestic Violence:** 800-899-4000 [www.reachma.org](http://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](http://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 Vice President for Human Resources, ([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 mobilize bystanders at Brandeis has been a multiple-dose, varied method trainings customized for undergraduate students, graduate students, faculty and staff, as well as customized for particular social or academic groups upon request. This entails an introductory online-entitled “What Would Brandeis Do?” which includes content on alcohol and other drug safety, bystander intervention, and more; it is required for all incoming undergraduates prior to the first day of their semester. For both undergraduate and graduate new student orientation, we discuss affirmative consent and our bystander framework adapted from the Bringing in the Bystander curriculum from UNH. During the academic year, we offer many opportunities for any student to attend our full 90-minute Bystander Intervention training (also founded in the Bringing in the Bystander curriculum), Student leaders and athletes are required to attend one of these trainings annually. We train students to recognize situations that perpetuate systemic violence and/or could escalate to violence and to intervene accordingly, always keeping their own safety in mind. We provide at least 30-minutes of training to all new students and employees each year, and provide full-length training to over a thousand community members annually.

## **Education Programs**

Brandeis University is committed to increasing the awareness of and to preventing sexual and relationship violence. All incoming students and new employees are provided with training meant to help prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs. 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. New employees are also presented this information in person during the New Employee Orientation. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include but are not limited:

- Ongoing passive campaigns in most campus restrooms to raise awareness of resources for survivors and their loved ones
- Domestic Violence Awareness Month programming in October, changes annually but can include programs such as The Red Flag Campaign
- Sexual Assault Awareness Month programming in April, changes annually but can include programs such as Take Back the Night and Denim Day

- Providing additional training and programming for other students and employees as needed and on request.
- The Undergraduate orientation program invited full-time staff members and student leaders from the Prevention, Advocacy and Resource Center (PARC) to speak to all new students in January and August 2020. The presentation in January 2020 was in-person and the August 2020 was virtual and sent via email with a video link due to the Covid-19 pandemic. PARC educated students on the 5 D's of bystander behavior as well as the resources it offers all students at Brandeis. 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 Affairs worked with the Office of Equal Opportunity (OEO) and the Prevention, Advocacy and Resource Center (PARC) to provide live online trainings to all incoming graduate students during Orientation. The OEO training focused on Brandeis policies and procedures regarding any form of discrimination or harassment, including those that fall under Title IX; and PARC's training was on supporting students outside of academics, focusing on students in distress or students who have experienced violence. Graduate Affairs also worked with OEO, the Center for Teaching and Learning, and the three Brandeis graduate schools to provide required training for all graduate students with teaching responsibilities on being a responsible reporter under Title IX during TA Orientation. The Office of Human Resources, in conjunction with the Office of Equal Opportunity, 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.
- Community Living training included bystander, discrimination, harassment, and sexual misconduct training where they were briefed on Title IX, the Brandeis Office of Equal Opportunity and Prevention Advocacy and Resource Center. Each Community Advisor has a mandated reporter sign outside of their individual bedroom door. 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 and throughout their buildings about all of these campus resources.

## **Conduct Proceedings**

Brandeis University is committed to and strives to create an educational environment free of discrimination, harassment and sexual misconduct. Brandeis prohibits discrimination and harassment on the basis of race, color, national origin, ethnicity, sex, pregnancy, sexual orientation, gender identity/expression, including transgender identity, religion, disability, age, genetics, active military or veteran status and any other characteristics protected under applicable federal or Massachusetts law,

known as “Protected Categories.” Brandeis also prohibits sexual misconduct, which can include sexual assault, sexual exploitation, stalking, and relationship violence (including dating and domestic violence).

This Policy applies to all students. This Policy applies to conduct occurring on-campus and to off-campus Brandeis programs, activities or events (including, but not limited to any national or international University-sponsored or University-led trips). This Policy may also apply to conduct that may have occurred off-campus but that has an impact on the Brandeis community.

On occasion, the person accused of discrimination, harassment or sexual misconduct may be someone who is not affiliated with Brandeis University. Under those circumstances, the University’s ability to respond to the incident may be limited. Brandeis can provide information about support resources available both on and off campus to members of the University community who experience this type of conduct. The University can also provide information regarding any off-campus options that may be available to address the conduct, including referring the matter to law enforcement or another institution. When appropriate, Brandeis has the discretion to restrict a non-affiliated person’s access to campus or other Brandeis property.

There may also be occasions where a non-affiliated person or third party has experienced discrimination, harassment or sexual misconduct, which is alleged to have been committed by a Brandeis student, which may or may not have occurred on campus or at a University program, activity or event. When the person who experienced the conduct is not a University affiliate, Brandeis maintains the option to exercise discretionary jurisdiction over that incident under certain circumstances. Concerns that are raised by a non-affiliated person or third party should be referred to the Office of Equal Opportunity ([oeo@brandeis.edu](mailto:oeo@brandeis.edu); 781-736-4806) for a determination regarding whether Brandeis will exercise discretionary jurisdiction over a non-affiliate complaint. In determining whether to exercise discretionary jurisdiction over these types of matters, Brandeis will consider, among other factors, what effect the off-campus conduct has on the University community and what information may be available regarding the alleged conduct. The University reserves the right to conduct an inquiry into the allegations before making a determination regarding whether to exercise discretionary jurisdiction over the matter.

The Office of Equal Opportunity (OEO) is responsible for assisting students, faculty and staff with all issues of discrimination, harassment & sexual violence (including sexual assault, dating violence, domestic violence, stalking, sexual exploitation). OEO can receive reports of such conduct and will provide information regarding supportive measures & resources, including mutual no contact orders, housing changes and academic support. OEO can also provide information about what options may be available for taking action, including internal resolution processes and criminal action. In most cases, the decision regarding whether to initiate action will remain with the person who experienced the conduct. Reports can be made over the phone to 781-736-4806, over email to [oeo@brandeis.edu](mailto:oeo@brandeis.edu) or online on the OEO website <https://www.brandeis.edu/equal-opportunity/reporting/index.html>.

## Initiating a Formal Complaint

In order to pursue action for conduct alleged to have violated the Policy Against Discrimination, Harassment & Sexual Violence (Policy), the person who experienced the alleged conduct (student, staff or faculty) will need to initiate a Formal Complaint with the Office of Equal Opportunity. Once the Formal Complaint has been filed, that individual can then access the Informal Resolution Process and/or the Investigative Procedure. The person who experienced the alleged conduct, and who is initiating the Formal Complaint, will be referred to as the Complainant. The person against whom the Formal Complaint is filed will be referred to as the Respondent. At the conclusion of the Investigative Procedure, a determination will be made regarding whether a determination regarding the alleged conduct will be made through the Formal Resolution Process or the Title IX Grievance Process, as applicable. Below is merely an overview of the Formal Complaint Process. For complete details about this process, please review the complete Formal Complaint Process on the OEO website [www.brandeis.edu/equal-opportunity](http://www.brandeis.edu/equal-opportunity)

### A. Complainant-Initiated Formal Complaint

Whether the Complainant chooses to initiate an Informal Resolution Process or the Investigative Procedure, they will need to submit a *Formal Complaint*. The Formal Complaint is a document that is created from information provided by the Complainant. The Formal Complaint must be submitted to the Office of Equal Opportunity (OEO) ([oeo@brandeis.edu](mailto:oeo@brandeis.edu) 781-736-4806) in person, by mail, or through email.

1. Statement: The Complainant must provide a statement (written or oral) to OEO outlining the details of the alleged incident(s) that is believed to have violated the Policy, including the name of the Respondent(s) and the date(s) (or approximate dates) and location(s) of the incident(s). From the information provided by the Complainant, a written Formal Complaint will be created. The Formal Complaint must be signed by the Complainant, or otherwise indicate the Complainant is initiating the complaint. If the Formal Complaint is submitted in a form that does not meet these requirements, OEO will work with the Complainant to correct any deficiencies.
2. Witnesses and Documents: With the Formal Complaint, the Complainant should provide OEO with the names and contact information for any witnesses who may have relevant information about the alleged incident(s). The Complainant should include a brief description of what information a witness might have related to the alleged conduct. The Complainant should also identify to OEO any documents that may be available regarding the incident(s), including emails, text messages, journal entries or social media posts. Both parties should understand that any information gathered through the course of this Formal Complaint Process will be shared with the other party.
3. Review Privacy / Non-Retaliation Requirements: Each Party (and witness) will review a document containing information about the requirements of the Process regarding privacy

and non-retaliation. Through a review of this document, the parties and witnesses should understand that while parties are not restricted from discussing the allegations in order to be able to gather information relevant to the Formal Complaint, they have been advised that there is a prohibition against retaliation and that they have been advised about the importance maintaining of discretion and privacy regarding the complaint to protect the integrity of the Process.

## **B. University-Initiated Administrative Formal Complaint**

Brandeis has the option to independently initiate an Administrative Formal Complaint against a student or employee (staff or faculty) under the Formal Complaint Process. This type of complaint may be initiated in situations where the person(s) who experienced the alleged conduct is unable or uninterested in initiating the process and/or the conduct at issue poses a threat to campus safety (which includes, but is not limited to, the involvement of physical violence, the use of weapons, an ongoing threat, or the involvement of minors or repeat offenders/multiple victims). This type of complaint can also be initiated when the conduct is discovered by the University (rather than through a report), when allegations are made against a University employee, or when the allegations are made by a non-affiliate (including a former affiliate) or third-party. Most alleged violations of the Policy by employees will be addressed through an Administrative Formal Complaint, at the discretion of OEO. OEO has the option to initiate an Administrative Formal Complaint when sufficient information is available regarding the incident to provide the Respondent with adequate notice (as discussed below). To obtain sufficient information about the incident, usually an account of the incident from the person(s) who experienced the alleged conduct will be required.

In this type of complaint, the University will act as the Complainant, and the Administrative Formal Complaint will be signed by the Director of OEO (or their designee) (Director) physically or electronically. The person who experienced the alleged conduct will be considered the complaining witness in an Administrative Formal Complaint. For Administrative Formal Complaints involving alleged Title IX Sexual Harassment/Violence under the Policy, the complaining witness may still have the rights of a party to the complaint, as decided at the discretion of the Director.

## **C. Notice to the Respondent**

After a Formal Complaint has been initiated, the Respondent (student, staff or faculty) will receive a written Notice of Formal Complaint. This Notice will also be shared with the Complainant. The Notice of Formal Complaint will include the identities of the parties involved (if known), the specific section(s) of the Policy Against Discrimination, Harassment & Sexual Violence (Policy) alleged to have been violated, a brief description of the alleged conduct, and the date(s) (or approximate dates) and location(s) of the alleged conduct. The Respondent will then have the opportunity to meet with the Office of Equal Opportunity (OEO) to review the Notice of Formal Complaint and to discuss the Informal Resolution Process, Investigative Procedure, Formal Resolution Process and Title IX Grievance Process.

At this point in the process, the Respondent has the option to accept responsibility for the conduct outlined in the Notice of Formal Complaint. Such acceptance of responsibility must be submitted to OEO in writing. If the Respondent accepts responsibility, the Formal Complaint would be referred to the Dean of Students Office for students or Human Resources for employees (who will work with the employee's supervisor, academic deans, or the Provost as appropriate), for sanctioning in accordance with the appropriate sanctioning process. If the Respondent chooses to accept responsibility, such acceptance cannot be withdrawn.

There is no presumption in any process that the Respondent is responsible for the alleged conduct. Instead, the Investigative Procedure (as discussed below) is meant to gather relevant information about the alleged conduct to assist the decision-maker in making a determination of whether the Policy was violated at the conclusion of the Formal Resolution Process or Title IX Grievance Process, as applicable. If additional possible Policy violations are identified at any point during the Investigative Procedure, the Respondent will be notified of those additional allegations in writing through an Amended Notice of Formal Complaint.

If the Respondent does not accept responsibility for the alleged conduct, then:

1. **Statement:** The Respondent has the option to provide a statement (written or oral) to OEO outlining their response to the Notice of Formal Complaint. This statement must be submitted to OEO within ten (10) business days after receipt of the Notice of Formal Complaint. The Investigative Procedure may be started before the Respondent submits their statement.
2. **Witnesses and Documents:** The Respondent should provide OEO with the name and contact information of any witnesses who may have relevant information about the alleged incident(s). The Respondent should include a brief description of what information a witness might have related to the alleged conduct. The Respondent should also identify to OEO any documents that may be available regarding the incident(s), including emails, text messages, journal entries or social media posts. This information should be submitted to OEO within fifteen (15) business days after the receipt of the Formal Notice of Complaint. The Investigative Procedure may be started before the Respondent submits their witnesses and documents. Both parties should understand that any information gathered through the course of the Formal Complaint Process will be shared with the other party.
3. **Review Privacy /Non-Retaliation Requirements:** Each Party (and witness) will review a document containing information about the requirements of the Process regarding privacy and non-retaliation. Through a review of this document, the parties and witnesses should understand that while parties are not restricted from discussing the allegations in order to be able to gather information relevant to the Formal Complaint, they have been advised that there is a prohibition against retaliation and that they have been advised about the importance maintaining of discretion and privacy regarding the complaint to protect the integrity of the Process.

## **Informal Resolution Process**

This Informal Resolution Process is available to students, staff, faculty and, in some cases, non-affiliated parties. Before an Informal Resolution Process can be used for a violation of the Policy Against Discrimination, Harassment & Sexual Violence (Policy), a Formal Complaint must be initiated (as discussed above). The Complainant and Respondent to a Formal Complaint both have the option to request an Informal Resolution Process. Such informal resolutions can be used prior to, instead of, or during, the Investigative Procedure. The Director of the Office of Equal Opportunity (or their designee) (Director) will decide whether to start, delay, continue or stop the Investigative Procedure during the Informal Resolution Process, at their discretion. Informal methods of resolution may include, but are not limited to, conflict resolution, mediation, restorative justice, facilitated conversations, counseling, training and/or educational conversations or projects. Any informal resolution must adequately address the concerns of the Complainant and Respondent, as well as the overall interest of the University in stopping, remedying, and preventing Policy violations. The Director will make the determination regarding whether the Informal Resolution Process will be an option in a pending matter based on a review and assessment of the allegations, the available information, and the interests of the parties. The Informal Resolution Process is not available for matters where an employee (faculty or staff) allegedly engaged in Title IX Sexual Harassment/Violence against a student.

Entering into the Informal Resolution Process is voluntary, and both the Complainant and Respondent must agree to participate. If the parties agree to the Informal Resolution Process, OEO (or an assigned designee) will attempt to facilitate a resolution that is agreeable to both the Complainant and the Respondent. Either party has the option to discontinue the informal process at any time, and may also request that the Investigative Procedure be started or continued to conclusion. The University also has the discretion to terminate the Informal Resolution Process and continue with the Investigative Procedure or initiate the Formal Resolution Process or Title IX Grievance Process as deemed appropriate by the Director. The parties should understand that information gathered during the Informal Resolution Process cannot later be used in another Process without permission from all parties.

At the conclusion of the Informal Resolution Process, a Resolution Agreement between the parties will be created which may include an acknowledgement that the Resolution Agreement will be the final resolution of the pending matter. If a Resolution Agreement is reached between the parties, both the Complainant and Respondent will receive a written copy of that final Agreement. When a Resolution Agreement has been entered where the parties acknowledge that the Agreement is the final resolution of the pending matter, the Formal Complaint will be dismissed, and the pending matter will be considered closed. The Formal Complaint Process may not subsequently be initiated with respect to any of the allegations in the Formal Complaint that is the subject of the Resolution Agreement. If the Resolution Agreement is violated or the terms are not followed/completed by one of the parties, that violation will be addressed for students as a conduct matter through the Department of Student Rights and Community Service and for employees by Human Resources, the Academic Deans and/or the Provost (or their designee), as appropriate.

## **Investigative Procedure**

Once a Formal Complaint has been initiated, the Director of the Office of Equal Opportunity (or their designee) (Director), will assign one Investigator who will be responsible for gathering information regarding the allegations raised in the Formal Complaint. The assigned Investigator may be an employee of the University or someone from outside the University, at the discretion of the Director. The Director will assign an Investigator who does not have a conflict of interest or bias for or against complainants or respondents generally, and who has no conflict or bias against any of the parties to the Formal Complaint. The assigned Investigator will have annual training and experience on issues of relevance, as well as discrimination, harassment, and sexual violence (sexual assault, dating violence, domestic violence and stalking), and will be able to create an Investigative Report that fairly summarizes relevant evidence in the pending matter. Brandeis reserves the right to assign more than one investigator or a note taker in addition to the Investigator to a matter as deemed necessary by the Director at their discretion. In all cases, the Investigator will conduct a prompt, equitable, fair, thorough and impartial investigation into the allegations raised.

### **A. Providing Information**

In the Investigative Procedure, both the Complainant and Respondent have the equal opportunity to present and suggest witnesses and to submit all information (inculpatory and exculpatory) they believe is relevant to the resolution of the pending matter. The parties should understand that it is best to provide the Investigator with all of the relevant information as early in the Investigation as possible, in accordance with any timelines set in the Investigative Procedure or by the Investigator. While the parties are encouraged to share any information they believe is relevant, it is the responsibility of the Investigator to gather all relevant and available information in the pending Investigation. However, the scope of the Investigation will not be not limited to information provided by the Complainant or Respondent or to the allegations in the Notice of Formal Complaint. If additional possible Policy violations are identified at any point during the Investigative Procedure, the Respondent will be notified of those allegations in writing through an Amended Notice of Formal Complaint.

The parties must provide the Investigator with all information relevant to the Formal Complaint that is known and available during the Investigative Procedure. Relevant Information that was known and available but was not shared during this Investigation will be presumptively inadmissible in the subsequent Formal Resolution Process or Title IX Grievance Process, as applicable. If a party refuses to participate in Investigation or provide all information available to them at time of Investigation, that information cannot be presented for the first time in the Formal Resolution Process or Title IX Grievance Process barring exceptional circumstances, as determined by the Director (or their designee).

### **B. Scope of Investigation**

The Investigator is responsible for conducting an objective review of the information from the Investigation and will be responsible for deciding what information is relevant for inclusion in the

Investigative Report. The burden of proof in any process always remains with the University. There is no presumption in the Investigation that the Respondent is responsible for alleged conduct. Instead, it is the Investigator's role to gather relevant information about the alleged conduct to assist the decision-maker in making a determination of as to whether the Policy was violated at the conclusion of the Formal Resolution Process or Title IX Grievance Process, as applicable.

During the course of the Investigative Procedure, the Investigator may utilize some or all of the following information or procedures, at their discretion, and in whatever order the Investigator deems most appropriate.

1. *Documents:* The Investigator will review any statements provided by the Complainant/ Respondent. At the beginning of the Investigation, the Complainant/ Respondent should also identify all documents which they believe may be relevant to the complaint, including both paper and digital items, such as text messages, journal entries, e-mails and social media communications. If they are not in possession of those documents, the Complainant/ Respondent should identify who may have those materials. It will be the responsibility of the Investigator to try, to the best of their ability, to gather the identified information outside the possession of the parties. As determined by the Investigator, any documents or information deemed to be material to the complaint and that will be used in the Investigative Report will be disclosed to both the Complainant and Respondent for comment or rebuttal during the course of the Investigation. All documents obtained through the course of the Investigation, regardless of whether they are included in the Investigative Report, will be shared with the parties for review and comment during the Investigative Report Review.
2. *Complainant/ Respondent Interviews:* The Investigator will interview the Complainant and Respondent separately. This meeting is an opportunity for the party to discuss their recollection of the event(s) in question, supplement any statements previously submitted, voice any concerns, and to work with the Investigator to determine what additional information may be helpful in the Investigation of the allegations in the Formal Complaint. Each party will receive written notice of the request for an interview by the Investigator with sufficient time to prepare before the interview, as determined by the Investigator. The Investigator may interview the Complainant and Respondent more than once, as necessary, at the discretion of the Investigator. During this interview, the Complainant/ Respondent will have the opportunity to learn about the evidence gathered in the Investigation to date and the Investigator will provide them with an opportunity to comment or respond to that information. There will be no opportunity for the Complainant and Respondent to question each other directly during the Investigative Procedure. However, each party will have the opportunity to submit written or oral questions to the Investigator to be asked of the other party or witnesses. The Investigator will then ask those questions, as deemed appropriate by the Investigator at their discretion, of the opposite party or witnesses. The Investigator will contact the Complainant/ Respondent individually to schedule these meetings. If the Complainant/ Respondent does not respond or attend a meeting with the Investigator within ten (10) business days after that initial contact, the Complainant/ Respondent's opportunity to participate in the Investigation and any subsequent process may

close. The Complainant/Respondent may waive their right to be heard and to participate in the Investigation by failing to cooperate with the Investigator. If a party refuses to participate in the Investigation or provide all relevant information known and available to them at time of Investigation, that information cannot be presented for the first time in the Formal Resolution Process or Title IX Grievance Process barring exceptional circumstances, as determined by the Director.

3. *Witnesses:* The Investigator will interview any witnesses identified by the Complainant/Respondent that the Investigator deems to be relevant to the resolution of the Formal Complaint, at their discretion. Please note that character witnesses are not considered relevant to the Process. The Complainant/Respondent both have an equal opportunity to identify witnesses for the Investigator and can tell a person they have been identified as witnesses and that they may be contacted by the Investigator. Witnesses should not be intimidated, threatened, or improperly influenced in any way by either the Complainant or Respondent or through others (e.g. friends, family members, attorneys, etc.). Any attempt to threaten, intimidate or the otherwise improperly influence the testimony of a witness may result in a separate disciplinary action by the University. The Investigator may also interview any other person(s) that they believe may have information relevant to this matter, at their discretion. The Investigator will employ best efforts to interview relevant witnesses who are no longer on campus or in the Boston area, attempting to contact them by phone or internet (i.e. Zoom, Google Meet, etc.). Witnesses will review the Privacy/Non-Retaliation Requirements, acknowledging that they have been advised about the prohibition against retaliation and that they have been advised about the importance maintaining discretion and privacy regarding the complaint to protect the integrity of the process and the privacy interests of the parties.
4. *Expert Witnesses:* The Investigator reserves the right, at their discretion, to consult with any experts which they deem necessary to the determination of the facts of this case. An expert witness may be consulted to review or provide a professional opinion regarding information discovered in the Investigation including, but not limited to, rape kits and toxicology reports.

### **C. Investigative Report and Review**

Once the Investigation has been completed, the Investigator will prepare a draft Investigative Report summarizing the relevant facts obtained through the Investigative Procedure. The Investigator may draw conclusions regarding the credibility of statements by the Complainant, Respondent, witnesses and the reliability of documentation. The Investigator will also identify any undisputed facts from the Investigation. Once the draft report is complete, the Complainant and Respondent (student, staff or faculty) will each be given the opportunity to independently review the draft Investigative Report and any exhibits to that report. The parties will also be given access to all of the interviews and documentation gathered through the Investigative Procedure regardless of whether it was included in the draft Investigative Report (“gathered information”). The review of the draft Investigative Report and gathered information is expected to be done electronically, barring exceptional circumstances, as determined by the Director. At the written request of a party, the draft Investigative Report and

gathered information may also be shared with their support person/advisor. The draft Investigative Report and the gathered information should not be shared, copied, downloaded, photographed, or circulated in any manner by the parties and/or their support person/advisor.

The Complainant/Respondent will be given access to the draft Investigative Report and gathered information for ten (10) business days. The Complainant and Respondent will have the option (but are not required) to provide written comments regarding the draft Investigative Report and the gathered information within that ten (10) business days period. Those comments should contain a party's substantive comments on the content of the draft Investigative Report and gathered materials. All submitted comments should be written by the parties (submissions by third parties, such as friends, family, advisors or attorneys may not be considered). Only comments to the draft Investigative Report that are submitted in writing to the Investigator within the ten (10) business day period will be considered in the Formal Complaint Process.

After receipt of the comments from the parties (if any), the Investigator will address those comments as they deem appropriate, at their discretion. The Investigator has the option to engage in further investigation if the Investigator deems it necessary to review any new or additional information included by a party through their written comments. The parties should note that new information raised for the first time during the report review may prolong the conclusion of the Investigative Procedure.

Based on the submitted comments from the parties and the results of any additional investigation, the Investigator will create the Final Investigative Report. The Investigator may include or address any comments submitted by the parties in that Final Investigative Report, at their discretion. Once the Final Investigative Report has been created, the Complainant/Respondent will each be given access for ten (10) business days to the report, but there will be no additional opportunity to provide comments. At the written request of a party, the Final Investigative Report may also be shared with their support person/advisor. The Final Investigative Report should not be shared, copied, downloaded, photographed, or circulated in any manner by the parties and/or their support person/advisor. Once the Final Investigative Report has been completed and it has been shared with the parties, the Investigative Procedure will be closed.

#### **D. Resolution of Formal Administrative Complaints**

When the University initiates a Formal Administrative Complaint, the University is considered the complainant in the Process. The Administrative Formal Complaint will follow the processes outlined in the Formal Complaint Process, but without a Complainant. The person who experienced the alleged conduct will be the complaining witness in an Administrative Formal Complaint. As a complaining witness, that individual will typically not have the option to review and comment on the draft Investigative Report, the exhibits to that report or the gathered information. At the discretion of the Director, limited information may be shared with the complaining witness as deemed appropriate. Due to privacy considerations, the complaining witness will typically not receive written notification of the outcome of any Process or information about any assigned sanctions, but may be generally

notified of the outcome of the Process at the discretion of the Director. For Administrative Formal Complaints involving alleged Title IX Sexual Harassment/Violence under the Policy, the complaining witness may still have the rights of a party to the complaint, as decided at the discretion of the Director.

### **Process Determination/Dismissal**

At the conclusion of the Investigative Procedure, the Director of the Office of Equal Opportunity (or their designee) (Director) will make a determination regarding whether the adjudication of the Formal Complaint will be made through the Formal Resolution Process or the Title IX Grievance Process. For more information about the Formal Resolution Process, please see the Formal Complaint Process on the OEO website. For more information about the Title IX Grievance Process, please see the Title IX Grievance Process on the OEO website.

### **D. Rights**

Students involved in the Resolution Process or who report incidents of discrimination, harassment or sexual misconduct have certain rights under this Policy and applicable laws. All individuals have the right to:

1. Have disclosures of discrimination, harassment and sexual misconduct, including sexual assault, sexual exploitation, stalking, and relationship violence treated seriously by the University.
2. Seek support services such as health and counseling services, advocacy services, schedule and housing changes, academic support and/or work adjustments, as applicable.
3. Notify law enforcement of the incident and seek their involvement if applicable. They also have the option to decline to involve law enforcement.
4. Participate in a Resolution Process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Have one support person or advisor of their choice present at all meetings with administrators in the Resolution Process.
6. Receive notification in writing of the outcome of any Resolution Process.

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

For additional information about employee conduct proceedings please consult Human Resources or <https://www.brandeis.edu/human-resources/policies/index.html> .

## 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 have 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 they have 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 PARC 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 an adverse or negative action taken against an individual for reporting concerns about discrimination, harassment or sexual misconduct, participating in a resolution process or investigation or otherwise exercising their rights under this Policy. A retaliatory adverse action can include (but is not limited to):

- Hostility
- Intimidation
- Threats or verbal abuse
- Exclusion
- Different treatment
- Harassment

Retaliation against anyone who files a complaint of discrimination, harassment or sexual misconduct and/or who participates in an inquiry or investigation into those behaviors is strictly prohibited. Any person who retaliates against an individual for reporting discrimination, harassment or sexual misconduct and/or for participating in an inquiry or investigation is subject to disciplinary action up to and including dismissal from the University or termination. Brandeis has the discretion to address issues of retaliation through the Resolution Process in this Policy or through a student conduct process or human resource process. The Office of Equal Opportunity, in consultation with the Dean of Students Office and/or Human Resources, will have the discretion to decide what process will be utilized to address incidents of retaliation on a case-by-case basis.

## **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:

### **Threat Assessment Management Team**

In order to extend our efforts on emergency preparedness and prevention, Brandeis University has established a threat assessment management team. The objective of the threat assessment management team 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, nunchucks, 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 chief 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:

- **Community** 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 contact the Department of Public Safety to acquire information from this log. Information deemed newsworthy is published in both newspapers.

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 their 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 their 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 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](http://www.drugabuse.gov)

## **Drug and Alcohol Abuse Education Programs**

- 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

| Primary Crimes                                  | Year | On Campus | Student Housing<br><i>(subset of On Campus)</i> | Noncampus Building<br>or Property | Public<br>Property | Unfounded |
|---|------|-----------|---|-----------------------------------|--------------------|-----------|
| <b>Criminal Homicide</b>                        |      |           |   |                                   |                    |           |
| <i>Murder and Nonnegligent<br/>Manslaughter</i> | 2019 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2020 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| <i>Negligent Manslaughter</i>                   | 2019 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2020 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| <b>Sex Offenses</b>                             |      |           |   |                                   |                    |           |
| Rape  | 2019 | 3         | 3   | 0                                 | 0                  | 0         |
| Fondling  | 2019 | 3         | 3   | 0                                 | 0                  | 0         |
| Incest  | 2019 | 0         | 0   | 0                                 | 0                  | 0         |
| Statutory Rape                                  | 2019 | 0         | 0   | 0                                 | 0                  | 0         |
| Rape  | 2020 | 2         | 2   | 0                                 | 0                  | 0         |
| Fondling  | 2020 | 0         | 0   | 0                                 | 0                  | 0         |
| Incest  | 2020 | 0         | 0   | 0                                 | 0                  | 0         |
| Statutory Rape                                  | 2020 | 0         | 0   | 0                                 | 0                  | 0         |
| Rape  | 2021 | 4         | 2   | 0                                 | 0                  | 0         |
| Fondling  | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| Incest  | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| Statutory Rape                                  | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| <b>Robbery</b>                                  | 2019 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2020 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| <b>Aggravated Assault</b>                       | 2019 | 2         | 2   | 0                                 | 3                  | 0         |
|   | 2020 | 1         | 0   | 0                                 | 1                  | 0         |
|   | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| <b>Burglary</b>                                 | 2019 | 1         | 0   | 0                                 | 0                  | 0         |
|   | 2020 | 2         | 0   | 0                                 | 0                  | 1         |
|   | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| <b>Motor Vehicle Theft</b>                      | 2019 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2020 | 1         | 0   | 0                                 | 0                  | 0         |
|   | 2021 | 0         | 0   | 0                                 | 0                  | 0         |
| <b>Arson</b>                                    | 2019 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2020 | 0         | 0   | 0                                 | 0                  | 0         |
|   | 2021 | 0         | 0   | 0                                 | 0                  | 0         |

| VAWA Offenses     |      |   |   |   |   |   |
|-------------------|------|---|---|---|---|---|
| Dating Violence   | 2019 | 4 | 4 | 0 | 0 | 0 |
|                   | 2020 | 2 | 2 | 0 | 0 | 0 |
|                   | 2021 | 3 | 1 | 0 | 0 | 0 |
| Domestic Violence | 2019 | 1 | 1 | 0 | 0 | 0 |
|                   | 2020 | 2 | 1 | 0 | 0 | 0 |
|                   | 2021 | 2 | 2 | 0 | 0 | 0 |
| Stalking          | 2019 | 1 | 1 | 0 | 0 | 0 |
|                   | 2020 | 2 | 1 | 0 | 0 | 0 |
|                   | 2021 | 3 | 0 | 0 | 0 | 0 |

| Arrests & Disciplinary Referrals  |      | Arrest    |                 |                                |                 | Referred for Disciplinary Action |                 |                                |                 |
|-----------------------------------|------|-----------|-----------------|--------------------------------|-----------------|----------------------------------|-----------------|--------------------------------|-----------------|
|                                   |      | 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>      | 2019 | 0         | 0               | 0                              | 0               | 86                               | 59              | 0                              | 0               |
|                                   | 2020 | 0         | 0               | 0                              | 0               | 161                              | 156             | 0                              | 0               |
|                                   | 2021 | 0         | 0               | 0                              | 0               | 47                               | 47              | 0                              | 0               |
| <i>Drug Abuse Violations</i>      | 2019 | 0         | 0               | 0                              | 0               | 1                                | 1               | 0                              | 0               |
|                                   | 2020 | 0         | 0               | 0                              | 0               | 30                               | 28              | 0                              | 0               |
|                                   | 2021 | 0         | 0               | 0                              | 0               | 0                                | 0               | 0                              | 0               |
| <i>Illegal Weapons Possession</i> | 2019 | 0         | 0               | 0                              | 0               | 0                                | 0               | 0                              | 0               |
|                                   | 2020 | 0         | 0               | 0                              | 0               | 0                                | 0               | 0                              | 0               |
|                                   | 2021 | 0         | 0               | 0                              | 0               | 1                                | 1               | 0                              | 0               |
| <b>Notes</b>                      |      |           |                 |                                |                 |                                  |                 |                                |                 |

## 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.

**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 |
|------------------------|--|--------------------------|-----------------------|-----------------|---------------------------|---------------------------|---|
| 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 Rd       | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| 150 Charles River Rd   | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| 164 Charles River Rd   | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| 178 Charles River Rd   | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| 567 South St.          | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Foster Mods            |  |                          |                       |                 |                           |                           |   |
| Foster Mods Upper      | X                                      |                          | X                     | X               |                           | Class A                   | 1   |
| Foster Mods Lower      | X                                      |                          | X                     | X               |                           | Class A                   | 1   |
| Ziv Quad               |  |                          |                       |                 |                           |                           |   |
| Ziv 127                | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Ziv 128                | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Ziv 129                | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Ziv 130                | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Village Quad           |  |                          |                       |                 |                           |                           |   |
| Village A              | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Village B              | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Village C              | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Ridgewood Quad         |  |                          |                       |                 |                           |                           |   |
| Ridgewood A            | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Ridgewood B            | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Ridgewood C            | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| Skyline                |  |                          |                       |                 |                           |                           |   |
| North                  | X                                      |                          | X                     | X               | X                         | Class A                   | 1   |
| South                  | 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.**

**5.1 Smoking:** All Brandeis campus buildings are completely smoke-free. Cigarettes and other smokeable products, including cigars, pipes, electronic cigarettes and vaporizers, present clear health risks to members of the community, both to users and to those experiencing second-hand smoke. Use of any smokeable product 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 product 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. Students found responsible for smoking in a campus building may be assessed a fine of up to \$150.00 per involved student. Fines may escalate with multiple offenses.

### **Section 8 of Rights and Responsibilities outlines fire safety for the residence halls**

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

**8.4. Candles and Incense:** Candles and 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. Students found responsible for candles or incense may be assessed a fine of up to \$150.00 per involved student. Fines may escalate with multiple offenses.

### **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 2018-2020

Statistics 2019

| 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 |
| 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            | 1                            | 7/26/2019 | 20:27 | Stove Fire    | 0  | 0                                  | \$0-99                                  | 190276      |
| Skyline                |                              |           |       |               |  |                                    |   |             |
| North                  | 0                            |           |       |               |  |                                    |   |             |
| South                  | 0                            |           |       |               |  |                                    |   |             |

## Statistics 2020

| 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 |
|------------------------|------------------------------|------------|-------|---------------|--|------------------------------------|---|-------------|
| 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                  | 1                            | 10/13/2020 | 5:30  | Candle        | 0  | 0                                  | \$0-99                                  | 200230      |
| Gordon                 | 0                            |            |       |               |  |                                    |   |             |
| Scheffres              | 0                            |            |       |               |  |                                    |   |             |
| Rosenthal Quad         |                              |            |       |               |  |                                    |   |             |
| Rosenthal North        | 0                            |            |       |               |  |                                    |   |             |
| Rosenthal South        | 0                            |            |       |               |  |                                    |   |             |
| Rosenthal East         | 0                            |            |       |               |  |                                    |   |             |
| Charles River Quad     |                              |            |       |               |  |                                    |   |             |
| 110 Angleside          | 1                            | 3/14/2020  | 21:27 | Food          | 0  | 0                                  | \$0-99                                  | 200120      |
| 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                            |            |       |               |  |                                    |   |             |
| Skyline                |                              |            |       |               |  |                                    |   |             |
| North                  | 0                            |            |       |               |  |                                    |   |             |
| South                  | 0                            |            |       |               |  |                                    |   |             |

Statistics 2021

| 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 |
| Massell Quad           |                              |            |       |               |  |                                    |   |             |
| Shapiro A&B            | 0                            |            |       |               |  |                                    |   |             |
| Deroy                  | 0                            |            |       |               |  |                                    |   |             |
| U san                  | 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                | 1                            | 12/11/2021 | 3:55  | electrical    | 0  | 0                                  | 100-9999                                | 210288      |
| Ziv 128                | 0                            |            |       |               |  |                                    |   |             |
| Ziv 129                | 0                            |            |       |               |  |                                    |   |             |
| Ziv 130                | 0                            |            |       |               |  |                                    |   |             |
| Village Quad           |                              |            |       |               |  |                                    |   |             |
| Village A              | 1                            | 9/8/2021   | 14:09 | smoking       | 0  | 0                                  | 0-99                                    | 210161      |
| Village B              | 0                            |            |       |               |  |                                    |   |             |
| Village C              | 0                            |            |       |               |  |                                    |   |             |
| Ridgewood Quad         |                              |            |       |               |  |                                    |   |             |
| Ridgewood A            | 1                            | 8/18/2021  | 15:49 | cooking       | 0  | 0                                  | 0-99                                    | 210139      |
| Ridgewood B            | 1                            | 5/20/2021  | 20:24 | electrical    | 0  | 0                                  | 100-999                                 | 210106      |
| Ridgewood C            | 0                            |            |       |               |  |                                    |   |             |
| Skyline                |                              |            |       |               |  |                                    |   |             |
| North                  | 0                            |            |       |               |  |                                    |   |             |
| South                  | 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.