

**MASSACHUSETTS COLLEGE OF LIBERAL ARTS
ANNUAL CLERY REPORT**

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MASSACHUSETTS COLLEGE OF LIBERAL ARTS ANNUAL SECURITY REPORT

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Massachusetts College of Liberal Arts is required by federal law to produce and make available by October 1st of each year, an annual report containing campus safety and security procedures, as well as statistics related to criminal offenses reported to the police and college officials for the last three consecutive years. The MCLA Department of Public Safety – Campus Police prepares and distributes this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. We work with many other campus departments and outside agencies, such as Residential Programs and Services, the Dean’s Office, the North Adams Police Department and the Massachusetts State Police, to compile the information contained in it. Specifically, campus crime, arrest, and referral statistics include those reported to the MCLA Department of Public Safety – Campus Police, designated campus officials, and local law enforcement agencies noted above.

The MCLA Department of Public Safety – Campus Police encourages all current and future members of our community to use this report as a guide for safe practices both on and off campus. Each campus community member receives an announce email and a written notice in their campus mailboxes that describes the report and provides locations where it can be accessed. The full text of this report can be located on the department’s web site located at: http://www.mcla.edu/Student_Life/publicsafety/cleryreport/ or paper copies are available in the department’s offices located at 277 Ashland Street, North Adams, MA 01247.

VOLUNTARY AND CONFIDENTIAL REPORTING OF CRIME

MCLA and its Department of Public Safety – Campus Police encourages anyone who is the victim or witness to a crime to promptly report the incident to the Campus Police or a designated college official. If you are the victim of a crime and do not want to be identified or pursue action within the college judicial system or the criminal justice system, you may still want to consider making a crime report. While there is no formal policy regulating the confidential reporting of a crime at MCLA, with your assistance, the Director of Public Safety or college designee can, under certain circumstances, file a report on the details of the incident without revealing your identity. The purpose of such a report is to comply with your wish to keep the matter confidential, while taking the steps to ensure your safety and the campus community safety are maintained. With such information, MCLA can keep accurate records of the number of incidents involving students, determine if there are characteristics for a particular pattern of crime to a specific location, method or assailant, and most importantly, alert the campus if need be, to potential safety threats. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. *It is important to note some criminal reports may require the disclosure of victim, witness, or suspect information for legal purposes.*

Massachusetts General Law Chapter 112, Section 12A.5 does require mandatory reporting of rape or sexual assault victims treated by physicians to local law enforcement agencies. MCLA Health Services and Counseling Services, while not mandated by federal, state or local laws to do so, provide information to their clients regarding the voluntary reporting of any crimes, including sexual assault, to the Department of Public Safety – Campus Police and encourage them to make such reports.

CAMPUS SAFETY

At Massachusetts College of Liberal Arts (MCLA), we take every possible step to ensure the safety and security of all our students. Crime is a national problem and from time to time it even affects rural communities, such as the one in which MCLA is located. To prevent such incidents from occurring, a professionally trained Campus Police force, skilled Residence Life staff, and a responsible and informed student body collaborate to enforce our safety and security procedures. MCLA and its Department of Public Safety strongly recommend you never take your safety for granted and adopt, adhere to, and practice safe behaviors at all times... whether on or off campus!

REPORTING A CRIME OR EMERGENCY ON CAMPUS

Criminal acts, crimes in progress or other emergencies on campus should be reported directly by any student, faculty member, or staff member to the Department of Public Safety – Campus Police by dialing the MCLA Campus Emergency Line at extension 5100 or by dialing 911 to notify local emergency services responders. Upon receipt of the call, Campus Police Officers are immediately dispatched to the site of the complaint or incident to take appropriate action and make arrests if necessary. Officers prepare and submit incident reports through the Department of Public Safety – Campus Police. Reports may then be distributed to the Dean of Students Office, Residential Programs & Services (RPS) and to local and state police agencies, as necessary.

Criminal complaints are filed with the Northern Berkshire District Court. The District Attorney's Office handles all criminal complaints for prosecution submitted by the MCLA Department of Public Safety – Campus Police.

In addition, you may want to report any crimes that are not in progress to the following college officials:

Dean of Students	662-5231 – 3 rd Floor, Campus Center
Associate Dean of Students	662-5231 – 3 rd Floor, Campus Center
Director, Human Resources	662-5560 – Mark Hopkins Hall
Director, Health Services	662-5421 – Hoosac Bank Wellness Center
Director, Counseling Services	662-5331 – Hoosac Bank Wellness Center
Director, Residential Programs & Services	662-5249 – Townhouse 89
Director, Women's Center	662-5497 – 3 rd Floor, Campus Center

All crimes occurring on or in the immediate area of campus should be reported to the Department of Public Safety – Campus Police to aid in providing emergency notification and timely warning notices to the community, when appropriate, and to ensure inclusion in the annual crime statistics.

THE CAMPUS COMMUNITY'S RESPONSIBILITY

The cooperation and involvement of campus community members themselves in the campus safety program is necessary. College community members must assume responsibility for their own personal safety and the security of their personal belongings by taking common sense precautions. For example, although the campus is well lighted, any community member – male or female – may feel more comfortable using the Campus Police Escort Service when navigating the campus after dusk or during any time when they feel their safety may be in jeopardy.

Residential living spaces should be kept locked at all times and administrative or business offices should be locked at all times after normal business hours. Valuable items such as wallets, purses, electronic items, etc... should not be left unattended where they can be seen and taken easily. Instead, they should be kept locked in a secure place. Community members should report any suspicious looking individuals who they feel do not belong on campus, any unusual incidents in and around campus or any crime to the Department of Public Safety – Campus Police immediately, and then to Residential Programs & Services staff.

TIMELY WARNINGS

All campus community members are urged to make immediate notifications of events related to the health, safety and protection of life and property on campus to the MCLA Department of Public Safety – Campus Police, using the department's Emergency Line at 662-5100 or by dialing 911. Personnel designated as Campus Security Authorities are mandated by federal law to immediately make such notifications to Campus Police.

The Department of Public Safety - Campus Police, in conjunction with the Massachusetts College of Liberal Arts administration, makes every effort to ensure “timely warnings” regarding certain crimes that may pose an ongoing or continuing threat to the campus community or its property, are distributed to the same when deemed appropriate and necessary. The purpose of such warning is to ensure the highest regard for health, safety and the protection of life and property is maintained within the campus community.

Students, faculty, and staff will be contacted regarding such timely warning(s) through a variety of different methods. These may include telephone calls, cell phone calls, voice-mail messages, e-mail announcements, community postings, local media sources such as television and radio, direct notification through staff, and website notifications, such as the one that can be found on the MCLA Department of Public Safety – Campus Police Safety Alert page at: http://www.mcla.edu/Student_Life/publicsafety/alerts/ The timing and method of warnings will depend on the type of crime, degree of severity of the crime, an assessment of it based on the timeliness and accuracy of available information, and the creation and implementation of an action plan that takes into account the best safety practices for making such a warning(s).

Timely warnings will typically come from the Department of Public Safety - Campus Police, as this department serves as the 24 hour, seven days a week, operation on campus where reports of public safety related information are made. The department also has direct contacts with the North Adams Police and Fire Departments, as well as the Massachusetts State Police, in the event reports involving the safety of the campus community are made to them.

EMERGENCY RESPONSE AND NOTIFICATION

MCLA has an Emergency Notification System composed of several methods of communication. In the event of a significant emergency or other dangerous situation occurring on campus involving an immediate threat to the health or safety of our community members, the system is used to inform the campus of the type of emergency, date, time, and location, what safety actions should be taken (evacuate, shelter in place, lockdown, stay away), and where to get additional information.

Emergency notifications will typically come from the Department of Public Safety - Campus Police, as this department serves as the 24 hour, seven days a week, operation on campus where reports of public safety related information are made. All members of the Department of Public Safety – Campus Police, as well as designated MCLA Emergency Team members, are properly trained in the procedures for generating and deploying messages through the emergency notification system.

All campus community members should make immediate notifications of events related to the health, safety and protection of life and property on campus to the MCLA Department of Public Safety – Campus Police, using the department's Emergency Line at 662-5100 or by dialing 911. Personnel designated as Campus Security Authorities are mandated by federal law to immediately make such notifications to Campus Police.

When a report(s) of a campus emergency is received, the following procedures are generally followed:

- Campus Police Officers, along with other appropriate emergency services agencies, are immediately dispatched to the location to conduct an initial assessment.
- Once on scene, they are able to confirm the existence, nature, and severity of the reported emergency and take appropriate action. As soon as practical, the responding officer(s) will contact the Incident Commander, who is the Director of Public Safety.
- The Incident Commander will then establish an Incident Command Center, activate the MCLA Critical Incident Response Team, gather information, and disseminate orders to ensure every action for the protection of life and property, alleviation of human suffering and hardship, and maintenance or restoration of essential facilities and services is taken.
- As part of information collected during that initial response, designated MCLA staff authorized to do so, can immediately activate the Communicator NXT emergency notification system and distribute pre-scripted messaging or instantly created messaging to campus community members with heightened accuracy and speed via telephone and cell phone voice calls, cell phone text messages, voice-mail messages, and e-mail announcements.

The following MCLA staff has authorization to activate the Emergency Notification System:

President, Vice-President, or designee
Cabinet Members
Director of Public Safety, Incident Commander, or designee
Critical Incident Response Team Members
On-Duty Campus Police Supervisor

Authorization to send campus-wide notifications will be provided from the highest level listed above as practical and as circumstances will allow. **Notifications involving immediate life safety issues may be sent without delay and without prior authorization from the highest level.** MCLA emergency responders and authorities responsible for emergency management will only delay the delivery of an emergency message if, in their professional judgment, doing so may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In all instances this delay will be minimized to the shortest extent possible.

Distribution methods will be dependent upon the impacted population, available notification time, and geography. Recognizing complete notification of 100% of the campus population is not possible, MCLA will use as many communication methods as possible in an attempt to notify the largest percentage feasible of the impacted population, given the incident/emergency specifics. MCLA also has additional internal methods of notification to include campus websites, telephone intercom paging, community postings, use of local media resources such as television and radio, and direct notification through staff for emergency notification use.

The MCLA Critical Incident Response Team A and the Department of Public Safety are responsible for the coordination and testing of the MCLA Critical Incident Response Plan and Emergency Notification Procedures. Testing is minimally completed on a quarterly basis and more extensively as determined necessary by the above campus entities. All tests are generally announced to the campus community based on the population and geographic areas to be tested via the campus email system.

INVESTIGATION OF MISSING STUDENTS

All campus community members are urged to make immediate notifications of any student (on-campus or off-campus) who may be a missing person to the MCLA Department of Public Safety – Campus Police by using the department's **Emergency Line at 662-5100 or by dialing 911. Personnel designated as Campus Security Authorities are mandated by federal law to immediately make such notifications to Campus Police.**

In addition, you may want to file a missing persons report to the following college officials:

Dean of Students	662-5231 – 3 rd Floor, Campus Center
Associate Dean of Students	662-5231 – 3 rd Floor, Campus Center
Director, Residential Programs & Services	662-5249 – Townhouse 89
Residence Director, RPS	662-5249 – Townhouse 89
Resident Advisor, RPS	662-5249 – Townhouse 89

The MCLA Department of Public Safety – Campus Police complies with Public Law 108-21, Title II, Section 204, which is more commonly known as “Suzanne’s Law.” This law amends Section 3701(a) of the Crime Control Act of 1990 (42 U.S.C. 5779(a)), so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21 and reports the missing person to the National Crime Information Center of the Department of Justice.

When a report(s) of a missing student is received, the following procedures are generally followed:

- Upon receipt of a report of a missing student, Campus Police Officers are immediately dispatched to the site of the complaint to conduct an initial assessment.
- Once on scene, they are able to confirm the existence and nature of the missing person report and take appropriate action. As soon as practical, the responding officer(s) will contact the Director of Public Safety.
- An immediate and full investigation will occur to include interviews of roommates, friends, RPS staff, professors, advisors, etc. Contact with local police agencies, hospitals, and any other resources will also be made. Every effort will be taken to

determine when and where the missing person was last seen, clothing description, daily routines, frame of mind, owned vehicles, class schedules, clubs, organizations, etc... that can lead to locating the missing person.

- If the initial investigation reveals information that confirms the missing person report or the missing student's health or safety may be in jeopardy for any reason, the Massachusetts State Police and the North Adams Police Department will be contacted for additional assistance. Information gathered about the missing person will be posted on the National Crime Information System computer network, as well as with regional and local law enforcement computer networks. This will occur as soon as possible, but no later than 24 hours after the person is confirmed missing. A decision may be made to request the assistance of the local media in helping to locate a missing person.

Important Notes: *Each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that student is determined to be missing. Only authorized campus personnel and law enforcement officials, in furtherance of a missing person investigation, may have access to this contact person. In the event a student does not designate such a confidential contact person, law enforcement will still be notified and fully investigate all reports of missing people. The parents or guardians of students who are under the age of 18 and not emancipated must and will be contacted within the 24 hour time-frame.*

Notification Procedures

A. MCLA will adhere to the following notification procedure for a missing student who resides in on campus housing:

1. **Any reports of missing students are to be referred immediately to the MCLA Department of Public Safety – Campus Police. If, after investigating the report, it is determined that the student has been missing for up to 24 hours or if the determination occurs sooner, the Dean of Students will contact the individual identified by the student or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.**

Note - MCLA reserves the right to contact family under emergency exceptions to FERPA law, when circumstances deem it appropriate to do so.

SECURITY AND ACCESS TO CAMPUS FACILITIES - RESIDENTIAL BUILDINGS

Massachusetts College of Liberal Arts houses approximately 1000 full-time students in three residence areas. Each of the residence areas is staffed by a Residence Director, a team of undergraduate students who serve as Resident Advisors and Student Assistants who work at the main desks in each residence area.

The entrance doors and emergency exit alarm doors are important components of building security in the two traditional style residence halls, Berkshire Towers and Hoosac Hall. The outside main entrances to Berkshire Towers and Hoosac Hall are locked 24 hours a day. Entrance to the two residence halls is controlled by front door keys which are issued to each building resident. Additionally, the residence area Student Assistant staff check College I.D.'s as students enter. Students are cautioned not to prop these doors open or to allow people they do not know or who are not

residents of the building to enter behind them. All individual rooms in Berkshire Towers and Hoosac Hall are also locked. Each resident is issued a key to his/her individual room and is responsible for locking it.

In the Flagg Townhouse Apartments, each resident is ultimately responsible for the security of his/her own apartment. Each resident receives two keys. One key is for the exterior doors of the apartment; the other is for the resident's room within the apartment. Townhouse residents are advised to keep their exterior apartment doors and individual room doors locked at all times; carry apartment keys with them at all times; not to store keys in stairwells, on light fixtures or in areas outside of the townhouse, and not provide or lend their keys to others. Each apartment has a door viewer and residents are advised to use them as a means to identify people before opening the doors to their apartments.

GUEST POLICY

All non-residents of a residence area are considered guests. A sign-in policy at the main desk for all visitors is required. Both on-campus and off-campus visitors to a residence area must be escorted by their residence area sponsor at all times. Overnight visits by non-MCLA students are limited to a maximum stay of two nights within any seven day period. This practice is managed through a guest pass process.

SECURITY AND ACCESS TO CAMPUS FACILITIES – ACADEMIC AND SUPPORT BUILDINGS

Besides the 3 residence halls, there are nineteen other buildings on campus broken down into four basic use categories; academic support, student support, administrative support or faculty/staff office spaces. Generally speaking, academic buildings are unlocked during the hours of 7am-11pm; administrative support buildings are unlocked during the hours of 8:30am-5:00pm; student support locations are unlocked during the hours of 8:30 am-5:00pm with the exception being the Amsler Campus Center which is open 7am to midnight or later during special occasions or events; faculty/staff office spaces remain locked at all times when not in use. Campus community members, guests and invitees all have access to these buildings during the business hours noted above. During non-business hours, (typically between 11pm-7am) access to these buildings is restricted through the use of issued building keys or through special authorized admittance approved by the college administration and provided by the Department of Public Safety – Campus Police.

SECURITY AND MAINTENANCE CONSIDERATIONS OF CAMPUS FACILITIES

The security and maintenance of campus facilities are the responsibility of several departments throughout the college. Representatives from the Department of Public Safety – Campus Police, Facilities Department, and Residential Programs and Services all perform specific levels of routine maintenance, security checks, life safety surveys and inspections, and testing, as required by Massachusetts building, fire, and health codes. As an example, during the normal course of their patrols, Campus Police are responsible for the identification, documentation, and notification of any types of health and life safety hazards and to submit reports for correction of the same. Residence Life Staff perform regularly scheduled residence hall and room inspections in an effort to identify, document, and correct violations of community living standards and maintain records of the condition of facilities. The Facilities Department is responsible for the management and correction of the majority of health, life safety, and general maintenance issues generated by the inspections mentioned above, as well as

performing their own inspections on life safety systems such as building sprinkler systems, smoke and carbon monoxide detectors, and fire alarm systems.

DEPARTMENT OF PUBLIC SAFETY – CAMPUS POLICE AUTHORITY AND JURISDICTION

The MCLA Department of Public Safety – Campus Police is a proactive, full-time, law enforcement agency with the sworn duty to provide for the safety and security of the MCLA community. The department's jurisdictional responsibility comprises about twenty-five acres of land, containing twenty-two buildings, including three residence hall areas housing approximately 1000 students. In addition, there is an athletic complex comprised of seventy acres of land, three buildings about two miles away from the main campus and an art gallery in downtown North Adams. All officers of the department are sworn and warranted police officers with powers of arrest under the authority of Massachusetts General Law Chapter 22C, Section 63. All officers are required to attend a state certified police academy, successfully complete the basic Campus Police Officer Field Training Program and attend yearly in-service training to upgrade their skills and maintain state mandated certifications. This ensures the highest standards of professionalism are kept. Officers are trained in first aid, CPR/AED and emergency medical procedures as First Responders.

MCLA campus and resident areas are patrolled by Campus Police Officers on foot, on bicycle and in a cruiser, 24-hours a day. With twenty-four hour, year-round coverage, they are able to provide assistance at any time for the following listed emergencies:

- Reporting a fire
- Saving a life
- Stopping a crime
- Investigate reports of unusual people or circumstances
- Major maintenance problems when maintenance staff cannot be reached
- Any problems related to health, safety, or the protection of life and property needing immediate attention

The Department of Public Safety has an excellent working relationship with all surrounding law enforcement agencies, to include the North Adams Police and the Massachusetts State Police. The Massachusetts State Police is a nearby resource to assist in the enforcement of local and state laws on campus. Criminal incidents are routinely reported to these two agencies.

State and local police provide backup on campus, upon request from the Department of Public Safety – Campus Police. City police provide the use of their lockup facility for persons arrested by Campus Police Officers. State and local police provide information to the department in regards to off campus criminal incidents involving our students, either as victims or suspects. In addition, the Department of Public Safety – Campus Police is connected to the Law Enforcement Agencies Processing System, which contains criminal information and records entered on a nationwide scale.

MCLA does not operate any off-campus housing facilities, but does have two off-campus organization facilities located in downtown North Adams. Campus Police Officers routinely patrol city streets which have a heavy concentration of college students in residence in proximity to the campus, as well as the two off-campus locations and athletic complex. When an MCLA student is involved in an off-campus offense, MCLA Campus Police Officers may assist local law enforcement agencies with the investigation, however, the North Adams Police or the Massachusetts State Police have primary jurisdiction in all areas off campus.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMMING

The Department of Public Safety – Campus Police and various other campus organizations collaborate throughout the year to present security awareness and crime prevention programming designed to inform college campus community members about campus security procedures and practices and to encourage them to be alert and vigilant around such issues. The department raises community awareness for students, parents, faculty, staff and visitors to the campus by providing a variety of educational strategies and tips during new employee orientation sessions, first year student orientation sessions, Residential Programs & Services staff training sessions, residence hall floor meetings, and through public announcements to the community and student organizations.

Additionally, campus community members are offered ways to prevent becoming victims of crime through dedicated bulletin boards updated monthly, campus-wide poster campaigns, bulletins and crime alerts as needed, brochures, the college newspaper, campus electronic mail system, 24 hour/day access to the department web site and through the use of the college radio station. The Department of Public Safety – Campus Police offers an escort service for the college community 24 hours a day, 7 days a week.

ALCOHOL POLICY

The Department of Public Safety – Campus Police strictly enforces local, state and federal laws regulating the possession, sale, consumption or furnishing of alcohol. MCLA intends for its students to abide by Massachusetts General Laws which prohibit those persons under the age of 21 from possessing, purchasing, or transporting alcoholic beverages. Those students who are of legal drinking age may possess alcoholic beverages in specific residence areas and under specific conditions, such as specifically designated social events. Students of legal age who choose to possess and use alcohol must do so responsibly. Students who are 21 years of age may not consume, possess or otherwise use alcohol when a minor is present. Conversely, minors may not be present when/where there is alcohol present unless specifically approved. This standard applies both on and off campus.

At no time are students allowed to possess on-campus (regardless of content) kegs, half-kegs, or similar “common” containers of beer such as “beer balls” and/or alcohol abuse apparatus such as funnels. Students are expected to become familiar and/or concerned with, where relevant, policies established by such offices as Residential Programs & Services and Public Safety before becoming involved in any event where alcoholic beverages are to be present. Behaviors resulting in violations of community standards as a result of improper use of alcohol will not be excused or mitigated.

DRUG POLICY

The Department of Public Safety – Campus Police strictly enforces local, state and federal laws regulating the possession, sale, use or furnishing of illegal drugs. In accordance with the General Laws of Massachusetts, the college, as an instrument of the state, is obliged to uphold and maintain standards in relation to illegal drugs and substances. Therefore, students alleged to be in violation of these standards can expect the college to pursue such matters through its regularly established judicial processes. The possession, use, distribution or sale of narcotics, hallucinogens or other dangerous and/or illegal drugs is prohibited. The possession or sale of drug related paraphernalia is also prohibited.

The college embraces wellness and, therefore, prohibits the use of any substance in a harmful or abusive manner. This may include over-the-counter substances or prescription drugs. Behaviors resulting in violations of community standards, as a result of improper use of drugs or other substances, will not be excused or provide justification for the college to mitigate its response to associated behaviors and violations.

Please find the complete listing of the MCLA employee and student substance abuse policies below. Additional copies are available from the Department of Public Safety – Campus Police, Dean of Students, Human Resources, RPS and Health Services and are also published on the MCLA web site and in the student handbook.

ALCOHOL AND DRUGS

a. Preamble: Policy Principles

MCLA is a community dedicated to the academic and personal development of its members and is committed to educational and social programs promoting these ends.

The use of illegal drugs and alcohol abuse at the College workplace, on College property or at College activities both on and off campus impairs the safety and health of community members, inhibits the personal and academic growth of students and undermines the public's confidence in the College. Only in an environment free of illegal drugs and alcohol abuse can the College fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community. For these reasons, it shall be the policy of MCLA that all College activities, College property and the College workplace shall be free of the use of illegal drugs and the "abuse" of alcohol. MCLA recognizes the definition below of alcohol and other drug abuse. [The College considers substance abuse (alcohol and other drugs) to be a maladaptive pattern of substance use manifested by recurrent and significant adverse consequences related to the repeated use of substances. For example, there may be repeated failure to fulfill major role obligations, repeated use in situations in which it is physically hazardous, multiple legal problems, and recurrent social and interpersonal problems. Typically, these problems occur recurrently during the same 12- month period. In other words, criteria for substance abuse includes the harmful consequences of repeated use. As cited in the Diagnostic and Statistical Manual 4th edition, DSM IV, 1994.]

Responsible use of alcohol will be allowed at College activities and on College property only under specified conditions. First, possession and consumption is limited to persons of legal age and is confined to particular locations and/or events. Second, events where alcohol will be served shall be managed through the campus dining services. Third, resident students who are of legal age shall observe the regulations, which control the possession, use or distribution of alcohol within residence areas. Students should refer to the Resident Student Handbook for these regulations.

The College affirms that fundamental responsibility for personal behavior associated with the use of alcohol rests with the individual; however, the College will provide constructive leadership for promoting a positive environment for its members. In addition, the College will maintain and enforce rules and regulations deemed appropriate and necessary to preserve conditions essential to academic and personal well being.

The principle aims of College policy concerning the use of alcoholic beverages on campus include:

- * Providing balanced support for activities and programs for those who, by choice or by law, do not use alcoholic beverages.
- * Reducing pressures on those who do not wish to use alcohol in social settings, formulation and enforcement of regulations for social events and individual conduct encouraging responsible, moderate and safe use of alcoholic beverages; providing for discipline of those whose use of alcohol is associated in any way with infringements of the rights of other community members to pursue academic, personal, and social endeavors.
- * Provision for information, educational programs and counseling services to support community interests and values affected by social and individual use of alcohol, to minimize problems associated with alcohol use, and to assist all students in pursuing their goals for educational and personal development.
- * Provide opportunity for community-wide participation in the formulation, dissemination, and enforcement regulations.

b. Prohibited Conduct

The students and staff of MCLA shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances or alcohol on College property, in conjunction with any College activity or in the College workplace. No alcohol shall be present at any staff or student meetings or events where College business related efforts are being conducted. Responsible use of alcohol is allowed in this policy and is limited by the three conditions listed in section a. Any individual who violates this prohibition will be subject to disciplinary action in accordance with the College's policies. Further, any employee or student employee must notify the Human Resources Director within five (5) days of being convicted of violating a criminal drug statute in the workplace. The College will notify appropriate authorities as required that an employee or student employee has been convicted of a drug-related offense within ten (10) days. All resident students living in Berkshire Towers, Hoosac Hall or the Flagg Townhouses should familiarize themselves with the Residence Area Alcohol and Drug policies, found in the Resident Student Handbook. This document is available to all students through Residential Programs & Services. All College guests are expected to adhere to College policies throughout their visit on campus or attendance at campus events and programs.

c. Alcohol and Other Drugs: Effects and Abuse Prevention Resources

Substance abuse programs have been developed which apply to the College as both an educational institution and a workplace. These programs are designed to:

- establish and enforce clear policies for employees and students that promote an educational environment free from the abuse of alcohol and the use of illegal drugs
- educate all members of the campus community about the health risks associated with the use of illegal drugs and the abuse of alcohol
- create a campus environment that promotes and reinforces healthy, responsible living and respect for community and campus standards and regulations
- provide intervention for alcohol abusers and users of illegal drugs through counseling, treatment and referral

Counseling Services and Health Services provide education on substance use and abuse. If students and/or employees have any questions concerning the health risks associated with the use of illegal drugs or substances and the abuse of alcohol, they should contact Counseling Services, Health Services, the Employee Assistance Program or personal health care providers.

d. Help and Information Concerning the Health Risks Associated with Drug and Alcohol Use

The use of drugs and alcohol, even infrequently, may damage one's health. A listing of the health risks associated with the use of alcohol and drugs is enumerated under Part V of this policy. The College's Counseling Services and Health Services or your health care provider can inform you of the effect specific substances have upon your health.

Help concerning drug and alcohol-related problems are available from several sources. If you need assistance, or know of someone who needs help, or, if you have questions concerning alcohol and drug abuse, you may contact any of the following:

Counseling Services, Hoosac Bank Student Wellness Center, Ext. 5331

Web site: <http://MyStudentBody.com> http://www.mcla.edu/Athletics/CHOICES/What_is_e-CHUG/
http://www.mcla.edu/Athletics/CHOICES/What_is_e-TOKE/

Health Services Office, Hoosac Bank Student Wellness Center, Ext. 5421

MCLA Director of Human Resources

Mark Hopkins Hall, Ext. 5598

Drug and Alcohol Hotline

Substance Abuse Division, Information and Referrals, (800)327-5050

Alcoholics Anonymous

For more information on local meetings, call Pittsfield (413)443-0212, or Berkshire Intergroup (413)448-2382. Each Saturday, *The Transcript* has a complete listing of all AA groups and other 12-step self-help groups.

Employee Assistance Program

(413)499-4481 or (800)255-2599

Mental Health and Substance Abuse Services of the Berkshires

(413)499-1000

McGee Unit at Hillcrest Hospital
165 Tor Court, Pittsfield, MA
(413)443-4761 or (800)222-1664, Ext. 154
Narcotics Anonymous
(413)443-4377

e. Health Risks Associated with Use of Alcohol and Other Drugs

Alcohol

- addiction (particularly for individuals with alcoholism in their families)
- every drinking episode results in some irreversible damage to brain cells
- fetal alcohol syndrome (birth defects caused by women drinking during pregnancy)
- increased risk of cirrhosis, ulcers, heart disease, injury by accident, cancer of mouth, esophagus, liver and stomach
- blackouts
- development of personality disorders
- increased tendency to abusive behavior
- impaired judgment may put yourself in life-threatening situation (physical alcohol/ unwanted pregnancy)
- loss of inhibitions
- malnutrition and resultant damage to muscle, bone and other tissues
- circulatory impairment
- depression of central nervous system function
- increased effect of narcotics/tranquilizers when used together
- alcohol poisoning leading to possible coma and death

Marijuana

- psychological addiction depending on patterns of use
- stored in body fat for 4-6 weeks
- disruption of brain function is caused by a motivational syndrome (loss of energy and enthusiasm including short-term memory loss and impaired depth perception and time/space orientation)
- lung damage due to tar and other chemicals
- increased heart rate
- increased appetite which can lead to weight gain
- idiosyncratic constriction of air passages in lungs of asthmatics
- disruption of reproductive organ function in men and women

Stimulants (Ephedrine, Crystal Meth, Crack, Cocaine, Ritalin, etc.)

- extremely addictive
- development of overwhelming, uncontrollable compulsion to repeat use (with “crack” cocaine)
- central nervous stimulant
- increased heart rate, respiratory rate and blood pressure
- possible death-producing fibrillation of the heart
- possible death-producing seizures and strokes
- impairs judgment
- anxiety, restlessness, apprehension, hyperactivity, impulsiveness, exhaustion, delusional thinking
- increased tendency of abusive behavior

Hallucinogens (LSD, PCP, mushrooms, Ecstasy)

- paranoid thoughts, anxiety, panic, depression
- delusions, time and visual distortions
- depersonalization
- extreme suggestibility while under the influence of the drug
- intensification of any pre-existing psychosis
- ataxia (unsteady gait/balance problem)
- impaired memory
- alteration of electrical activity of brain
- changes in levels of brain chemicals

Inhalants (a diverse group of chemicals, including solvents, aerosols, gases, and volatile nitrites)

- depression of the central nervous system, can lead to death from a single use

- psychologically and physically addictive
- headache, muscle weakness, abdominal pain, nausea, vomiting, nosebleeds, tremors
- heart, lung, kidney, and liver impairment/damage
- brain and nervous system damage and paralysis

Heroin

- prolonged psychological dependence
- rapid tolerance and physical addiction
- depression in central nervous system, suppression of pain sensation and relief from anxiety
- possible collapsed veins and infections such as hepatitis, endocarditis, or HIV/AIDS due to needle infection transmission
- irregular heartbeat and breathing
- drowsiness which may progress to coma and death depending on dose
- possibility of severe health consequences depending on the inert chemicals with which the heroin is combined

The above information on health risks was compiled by the Health Services Office.

f. Criminal and Legal Sanctions Associated with Drug and Alcohol Use

Student Affairs and the Department of Public Safety maintain a list of the legal sanctions associated with alcohol and drug abuse. In general, severe sanctions may be imposed upon an individual who manufactures, distributes or possesses controlled substances such as marijuana, cocaine, crack or prescription drugs. The penalties may be doubled for offenses occurring on or near the College. These penalties include fines and imprisonment.

The illegal purchasing of alcohol, the illegal possession of alcohol, or the providing of alcohol to minors carries penalties including fines and imprisonment. Specific references may be obtained from the Department of Public Safety.

Further, the Department of Higher Education's Alcohol Policy (BHE 99-02) that was incorporated into the guidelines for campus safety and security and campus codes of conduct adopted by the Board in May 1997, call on campuses to add to the list of zero tolerance offenses third offense underage possession or consumption of any alcoholic beverage following progressive discipline for the first two offenses.

Additionally, minimum mandatory sanctions are described in the Resident Student Handbook and in this Handbook, which result from responsible findings in alcohol violations.

RAPE AND SEXUAL ASSAULT HIGHER EDUCATION AMENDMENTS OF 1992 (SEXUAL ASSAULT-PUBLIC LAW 102-325)

This law contains a provision requiring colleges to develop and disseminate their sexual assault policies. In addition, colleges are required to collect statistics on "forcible" and "non-forcible" sex offenses. The college does not tolerate sexual assault in any form. Rape and other sexual assaults are violations of Commonwealth law, as well as college policy prohibiting sexual assault. MCLA accepts the following as definitions of sexual assault as defined by law.

Sex offenses - Attempted or actual unwanted sexual activity, forcible or non-forcible sex. Forcible sex is, "any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent," and includes forcible rape, forcible sodomy, sexual assault with any object and forcible fondling. Non-forcible sex is "unlawful, non-forcible sexual intercourse", including incest and statutory rape.

Acquaintance rape - Rape by a date, friend or acquaintance, regardless of the relationship between perpetrator and victim is as serious a crime as stranger rape and

the same laws and criminal penalties apply to both. Date rape often occurs out of some level of mutually acceptable sexual activity. At some point, the victim has stopped consenting and is overpowered.

WHERE TO GET HELP

Any student who feels his/her rights have been violated in relation to the sexual assault policy should report the matter to any of the following staff and/or office representatives:

Dean of Students and Associate Dean of Students
Director of Public Safety – Campus Police
Director of Residential Programs & Services
Director of Counseling Services

Information concerning sexual assault incident aftermath and college complaint processes is available in these locations. The Department of Public Safety can provide information concerning civil and criminal proceedings. In addition students may contact the College Counseling Center (413-662-5331) and/or the Elizabeth Freeman Center, (24 hour hotline 413-663-9709), a local rape crisis center with offices in North Adams and Pittsfield.

RAPE AWARENESS EDUCATION AND PREVENTION PROGRAMS

Trained personnel provide members of the campus community with numerous presentations on rape awareness, prevention education, and reporting throughout the academic year. In addition, the MVP Program at Northeastern University offers several action steps which students are encouraged to consider in an effort to prevent sexual assault and rape. Although the language in the information below suggests that rape is a crime, which men commit against women, as a society, we know rape crimes can be committed by anyone and that women are not the only victims. Nonetheless, the information below is provided as a guide to strengthening rape prevention education.

ACTION STEPS FOR MEN

1. Approach gender violence as a **men's** issue, involving men of all socioeconomic and racial backgrounds. View men not only as perpetrators or potential offenders, but also as empowered **bystanders** who can confront abusive peers.
2. If a brother, a friend, a classmate, or a teammate is abusing his female partner--or is abusive to females in general--do not look the other way. Urge him to seek help, or if you do not know what to do, consult a friend, a parent, a professor, or a counselor. **Do not remain silent.**
3. Have the courage to look inward. Understand how your own attitudes and actions may perpetuate sexism and violence, and work to change them.
4. If you suspect that a woman close to you is being abused or has been sexually assaulted, gently ask if you can help.
5. If you are emotionally, psychologically, or physically abusive to women, or have been in the past, seek professional help **now.**
6. Be an ally to women who are working to end all forms of gender violence. Support campus women's centers, attend "Take Back the Night" rallies, and raise money for battered women's shelters and rape crisis centers. If you belong to a team or a

fraternity, organize a fundraiser.

7. Recognize and speak out against homophobia and gay bashing. Discrimination and violence against lesbians and gays are wrong in and of themselves. This abuse also has direct links to sexism (for instance, men who speak out against sexism are often subject to homophobic abuse--one reason so few men do so).
8. Attend programs, take courses, and read articles and books about masculinity, gender inequality, and the root causes of gender violence. Educate yourself and others about how large social forces affect the conflicts between individual men and women.
9. **Don't fund media sexism.** Refuse to purchase any magazine, rent any video, or buy any music that portrays women in a sexually degrading or violent manner.
10. Mentor and teach young boys about how to be men in ways that do not involve degrading or abusing girls and women. Lead by example.

ACTION STEPS FOR WOMEN

1. Think about gender violence as a major social problem that touches the lives of women of all socioeconomic and racial backgrounds. Focus on the ways in which you, as an empowered **bystander**, can support at-risk women and girls and confront abusive men.
2. If you are being emotionally, psychologically, or physically abused in an intimate relationship, or have been in the past, seek professional help **now**.
3. If you suspect that your sister, friend, classmate, or teammate is being abused or has been sexually assaulted, let her know you are there to support her.
4. Help to educate and empower your peers and younger girls to end sexism and not tolerate abuse. Get involved with youth outreach and mentoring programs in local high schools and middle schools.
5. Familiarize yourself with the resources available for women on your campus, including the Women's Center, Counseling Services, and Health Services. Be a positive resource for women close to you by sharing information and making appropriate referrals.
6. Support women and men who are working to end men's violence against women. Get involved with the campus Susan B. Anthony Women's Center, attend "Take Back the Night" rallies, and volunteer at battered women's shelters and rape crisis centers. If you belong to a campus group, organize a fundraiser.

Trained personnel, guest speakers and peer educators provide members of the campus community with numerous presentations on rape awareness, prevention education and reporting throughout the year.

RAPE/SEXUAL ASSAULT/SEXUAL ABUSE VICTIMS

A student, staff, or faculty member who is a victim of rape, sexual assault, or sexual abuse is strongly encouraged to report this crime immediately to the campus Department of Public Safety. The college may provide support to victims of sexual offenses through a variety of resources including the Counseling Services, Health Services, Department of Public Safety, Residential Programs & Services, and the Dean of Students. It is each victim's individual decision whether to report these crimes to the local police, but the department urges that reporting take place to help assure a safe living and working environment for the entire college community.

Even if a victim does not wish to pursue a criminal prosecution or initiate a formal complaint, the college urges that the victim notify campus authorities so appropriate support services can be pursued in an informed manner.

RAPE PREVENTION/PERSONAL SAFETY

- * Prevention is being alert and prepared.
- * Lock your room at all times. Lock your townhouse or suite door as well.
- * Use the peephole in your door.
- * Avoid poorly lighted streets, alleys and pathways.
- * Keep alert — if you see a person acting suspiciously head for bright lights and people.
- * Never jog/walk alone. Stick to a planned route and run with a friend.
- * Never hitchhike.
- * Be aware of your surroundings.
- * Your first defense is noise — scream! Scream “fire” not “help” to attract more attention.
- * Don't get in an elevator if there is someone suspicious already in the car.
- * Convey confidence through body language. Walk with your head up and be alert.
- * Don't mark your room key or key chain with your name, address, or telephone number.
- * If a person at a party insists or pressures you to accept a ride home, become suspicious and do not accept the offer.
- * If you use alcohol, do so responsibly.
- * Never leave your drink unattended.
- * In a dating situation, define exactly what you want from a relationship.
- * Always strive to say what you really mean. Be assertive. Maintain control over your personal life.
- * Trust your instincts. If you feel it is not right, it probably is not.

PENALTIES RELATED TO SEXUAL ASSAULT

While a sexual offense against an individual is rare on our campus, MCLA is committed to creating and maintaining an environment where sexual abuse, sexual assault, and rape are not tolerated and where all members of the college community are educated in preventing such an incident. All reported incidents will be investigated. Sexual assault, sexual abuse, rape, stalking, and harassment will result in disciplinary action up to and including dismissal from the college.

PROCEDURES FOR REPORTING SEXUAL ASSAULT AT MCLA

All criminal actions or other emergencies occurring on campus should be reported to the Department of Public Safety. Public Safety staff will assist the victim in reporting the case of alleged sexual assault to other appropriate agencies. The emergency telephone number is **662-5100 or 911** from on campus.

If you are a victim and decide not to notify Public Safety, please:

- * Get immediate emotional support and physical safety.
- * Get immediate medical attention.

CONFIDENTIALITY

All police contacts with victims of sexual assault are private matters. Massachusetts law guarantees the privacy of sexual assault victims. The identity of victims will be kept private and will not be released to anyone without the victim's consent, including college officials or any media.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The federal **Campus Sex Crimes Prevention Act**, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board. Information concerning offenders registered with the Sex Offender Registry Board may be disclosed to any person 18 years of age or older, requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request form, which may be obtained through the City of North Adams Police Department.

Information concerning offenders may also be available electronically through contact with the appropriate web site related to the Massachusetts Sex Offender Registry Board. The pertinent web site address for securing related information is:

<http://www.state.ma.us/sorb/>

MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Criminal Offenses - On-Campus

For each of the following criminal offenses, enter the number of occurrences that took place On-campus

On-campus	2008	2009	2010
Criminal Offense			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	1	1	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	1	2
Aggravated Assault	0	0	1
Burglary	19	21	9
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Robberies and Sex Offenses reported to the MCLA Campus Police were investigated with the assistance of the Massachusetts State Police.

Of those criminal offenses that took place On-campus, enter the number that occurred in residence halls for each of the following criminal offenses.

On-campus, Residence Halls	2008	2009	2010
Criminal Offense			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	1	1	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	2
Aggravated Assault	0	0	1
Burglary	16	11	4
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Robberies and Sex Offenses reported to the MCLA Campus Police were investigated with the assistance of the Massachusetts State Police.

Criminal Offenses - Non-campus

For each of the following criminal offenses, enter the number of occurrences that took place at Non-campus buildings

Non-campus	2008	2009	2010
Criminal Offense			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	1	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number of occurrences that took place on Public Property.

Public Property	2008	2009	2010
Criminal Offense			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	2	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Offenses - On-campus

**Note: Your institution is required to disclose data on hate crimes by category of prejudice. For purposes of this data collection only the total number of hate crimes is being requested.

For the criminal offenses listed below, enter the number of reported occurrences that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity "hate crimes") that took place On-campus, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534). These data are collected as the summary of these six types of prejudice.

Forcible rape is included in all forcible sex offenses.

On-campus	2008	2009	2010
Criminal Offense			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	4	1	0

Of those criminal offenses that took place On-campus, enter the number that occurred in residence halls for each of the following criminal offenses.

On-campus, In Residence Halls	2008	2009	2010
Criminal Offense			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0

Hate Offenses - Non-campus

**Note: Your institution is required to disclose data on hate crimes by category of prejudice. For purposes of this data collection, only the total number of hate crimes is being requested.

For the criminal offenses listed below, enter the number of reported occurrences that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity ("hate crimes") that took place Non-campus buildings, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534). *Forcible rape is included in all forcible sex offenses.*

Non-campus	2008	2009	2010
Criminal Offense			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0

Hate Offenses - Public Property

**Note: Your institution is required to disclose data on hate crimes by category of prejudice. For purposes of this data collection, only the total number of hate crimes is being requested.

For the criminal offenses listed below, enter the number of reported occurrences that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity ("hate crimes") that took place Public Property buildings, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534). *Forcible rape is included in all forcible sex offenses.*

Public Property	2008	2009	2010
Criminal Offense			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0

Arrests - On-campus

Enter the number of arrests for each of the following crimes occurring On-campus. Do not include drunkenness and driving under the influence in these statistics.

On-campus	2008	2009	2010
Crime			
Illegal Weapons Possessions	0	0	0
Drug Law Violations	2	0	0
Liquor-law Violations	0	0	0

Of those arrests that took place On-campus, enter the number that occurred in residence halls for each of the following crimes.

On-campus, Residence Halls	2008	2009	2010
Crime			
Illegal Weapons Possessions	0	0	0
Drug Law Violations	0	0	0
Liquor-law Violations	0	0	0

Enter the number of "Disciplinary Actions/Judicial Referrals" for each of the following crimes.

Disciplinary Actions/Judicial Referrals	2008	2009	2010
Crime			
Illegal Weapons Possessions	2	1	1
Drug Law Violations	13	23	25
Liquor-law Violations	146	101	76

Arrests - Non-campus

Enter the number of arrests for each of the following crimes occurring at Non-campus buildings.

Do not include drunkenness and driving under the influence in these statistics.

Non-campus	2008	2009	2010
Crime			
Illegal Weapons Possessions	0	0	0
Drug Law Violations	0	0	0
Liquor-law Violations	0	0	0

Enter the number of "Disciplinary Actions/Judicial Referrals" for each of the following crimes.

Disciplinary Actions/Judicial Referrals	2008	2009	2010
Crime			
Illegal Weapons Possessions	0	0	0
Drug Law Violations	0	0	0
Liquor-law Violations	0	0	0

Arrests - Public Property

Enter the number of arrests for each of the following crimes occurring on Public Property.

Do not include drunkenness and driving under the influence in these statistics.

Public Property	2008	2009	2010
Crime			
Illegal Weapons Possessions	0	0	0
Drug Law Violations	0	0	0
Liquor-law Violations	0	0	0

Enter the number of "Disciplinary Actions/Judicial Referrals" for each of the following crimes.

Disciplinary Actions/Judicial Referrals	2008	2009	2010
Crime			
Illegal Weapons Possessions	0	0	0
Drug Law Violations	0	0	0
Liquor-law Violations	0	0	0

MASSACHUSETTS COLLEGE OF LIBERAL ARTS
ANNUAL FIRE SAFETY REPORT
Revised August 2011

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF FIRE SAFETY STATISTICS

The Massachusetts College of Liberal Arts is required by federal law to produce and make available by October 1st of each year, an annual report containing campus fire safety equipment and procedures, as well as statistics related to fires reported to the police and college officials for the last three consecutive years for all on-campus student housing areas. The MCLA Department of Public Safety – Campus Police prepares and distributes this report to comply with the Campus Fire Safety Right to Know Act established in the Higher Education Opportunity Act ((Public Law 110-315) in August 2008. We work with many other campus departments and outside agencies, such as Facilities, Residential Programs and Services, the Dean’s Office, and the North Adams Fire Department to compile the information contained in it. Specifically, fire related reports and referral statistics include those reported to the MCLA Department of Public Safety – Campus Police, designated campus officials, and local fire agencies noted above.

REPORTING A FIRE OR OTHER EMERGENCY ON CAMPUS

Fires in progress or other emergencies on campus should be reported directly by any student, faculty member, or staff member to the Department of Public Safety –Campus Police by dialing the **MCLA Campus Emergency Line at extension 5100** or by dialing **911** to notify local emergency services responders. Upon receipt of the call, Campus Police Officers are immediately dispatched to the site of the report to take appropriate action and assist in the evacuation of building occupants. Officers prepare and submit fire incident reports through the Department of Public Safety – Campus Police. Reports may then be distributed to the Dean of Students Office, Residential Programs and Services (RPS) and to local and state police agencies, as necessary.

Arson or other fire related criminal incidents may be investigated with the assistance of the Massachusetts State Police Fire Marshal’s Office or the North Adams Fire Department. Complaints are filed with the Northern Berkshire District Court. The District Attorney's Office handles all criminal complaints for prosecution submitted by the MCLA Department of Public Safety – Campus Police.

In addition, you may want to make any fire related reports not in progress to the following college officials:

Dean of Students Center	662-5231 – 3 rd Floor, Campus
Assistant Dean of Students Center	662-5231 – 3 rd Floor, Campus
Director, Residential Programs & Services (RPS)	662-5249 – Townhouse 89
Residence Director, RPS	662-5249 – Townhouse 89
Residence Advisor, RPS	662-5249 – Townhouse 89
Director, Facilities Department	662-5099 – Brewer Perkins Building

GENERAL STATEMENT OF COLLEGE OWNED/CONTROLLED ON-CAMPUS STUDENT HOUSING FIRE SAFETY EQUIPMENT

At MCLA, each of the residence areas is equipped with a variety of fire safety equipment. This equipment can include fire extinguishers, hard wired and local smoke detectors, hard-wired heat detectors, exit signs, emergency lights, hard-wired carbon monoxide detectors, kitchen fire blankets (where applicable) and sprinkler and chemical fire protection systems. The fire alarm system in each residence area consists of “state of the art” equipment. It provides excellent fire detection and warning capability and is VERY sensitive. Fire alarm conditions report directly to the MCLA Department of Public Safety Dispatch and the North Adams Public Safety Department Dispatch, both of which are monitored 24 hours a day, year-round. Detailed fire safety equipment information, by residence area, is provided in the tables below.

Table 1 – Hoosac Hall Residence Area

Residence Area	Fire Detection, Warning, and Suppression Equipment
<p style="text-align: center;">Hoosac Hall</p>	<ul style="list-style-type: none"> • Notifier Fire Alarm System Model Nfs2-3030 tested bi-annually • Smoke detectors are located in each dorm room and have sounder bases • An audio unit is present in each dorm room • Rooms 01-02 of each floor has a visual component for hearing impaired individuals • Each bathroom has an audio/visual unit • Each hallway has four units for ease of sight • Sprinkler system is present and tested bi-annually • Sprinklers work off a diesel fire pump with OSY-S sensors and system sensor tampers model VSR-FS tampers located in A and B evacuation stairwells • Emergency lighting is present in all spaces. • Fire alarm system has battery back up • Fire extinguishers are located in hallways near exit stairwells • Fire rated door are present and stairwell exits have magnetic door contacts present that release when a fire alarm condition is present. • Roof escapes are not present • Pull-stations are accessible at end of halls near evacuation stairwells and also near elevator exit. • Elevator recall is present • Carbon monoxide detectors are present in the fire pump room • Trash chute is sprinkled and has fire detection • Fire stand pipes are present in each stairwell level • Two emergency generators cover building needs • Exit signs are present • Emergency exit doors have egress crash bar alarms

Table 2 – Townhouse Building Complex

Residence Area	Fire Detection, Warning, and Suppression Equipment
<p>Townhouse Block A, B, C, D, E, F, G, H</p> <p>Apartment Style Living</p>	<ul style="list-style-type: none"> • Fire Alarm System Notifier Panel Model # NFS-320 tested bi-annually • Smokes detectors located throughout apartment are photo electric with an amplifying sounder base • Carbon monoxide detectors are present in mechanical spaces and laundry area in A and H blocks • No sprinklers present • Exterior emergency lighting is present • Cooking fire blankets are located in kitchen • Fire alarm system has battery back up • Fire extinguishers present in kitchen area • Fire rated doors present • Roof escapes are not present • Pull-stations are accessible inside of the entrance and exit doors to the units • No elevators, trash chute or emergency generators present • Two exterior doors serve as emergency exits <p>All blocks had their fire alarm systems updated in 2009 and 2010.</p>

Table 3 – Berkshire Towers Residence Area

Residence Area	Fire Detection, Warning, and Suppression Equipment
<p>Berkshire Towers A & B</p>	<ul style="list-style-type: none"> • Fire Alarm System Simplex 4100 tested bi-annually • Smoke and heat detectors are located in each dorm room • Common areas on dorm room floors have a 110 volt smoke and a heat detector • Heat detectors are located in bathroom spaces and floor storage spaces. • Common areas on 1st floor are protected by smoke detectors and a Dorm Rooms System exhaust fan designed to move air in fire situations. • Sprinkler system is present and tested bi-annually • Sprinkler system is run by an electric fire pump and there are tampers are in all four stairwells - electric model # VSR-F • Mains are osysu-A2 each floor has tampers to individual suites Flow switches are Grumman sprinkler mfg division Flow-cator Model fc-66 • Emergency lighting is present • Kitchen hood suppression system is liquid-chemical • Fire alarm system has battery backup • Fire extinguishers located near exit hallway and storage space • Fire rated doors are present and stairwell exits have magnetic door contacts present that release when a fire alarm condition is present • Roof escapes are not present • Pull-stations are accessible at elevator lobby and by each emergency exit stairwell • Elevator recall is present • Carbon monoxide detectors are present in mechanical spaces and laundry room • Trash chute is sprinkled and has fire detection (Trash chute not used) • Fire stand pipes are present in each stairwell landing • Emergency diesel generator is present • Exit signs are present • Emergency exit doors have egress crash bar alarms

PROCEDURE FOR STUDENT HOUSING EVACUATION

All residents must vacate the building when the fire alarm sounds or when instructed by a campus official acting within the scope of their authority orders such. Evacuation procedures for each specific residence area are covered by Residential Programs and Services – Resident Advisors during initial semester floor/section meetings. Evacuation drills are conducted for each student residence building twice a year, once at the beginning of each semester.

Whenever you hear the building alarm sound or are instructed to evacuate by a college official acting within the performance of their duties:

- **Do not** panic.
- **Do not** ignore the alarm or request.
- **Leave** the building immediately in an orderly fashion. If you are the last person out of a room close doors (**Not Lock**) behind you.
- **Do not** take time to go to collect personal items.
- **Follow** the quickest evacuation route from where you are to the nearest **marked** exit. (**See posted evacuation plans.**) Be familiar with alternate routes and exits.
- **Do not** use elevators.
- Meetings, events, etc. **must** be dismissed for evacuation out of the building.
- **Do not** go back to your room or dorm for **any** reason.
- **Proceed** to the nearest evacuation assembly point (**EAP**) for your building. If the designated EAP is unsafe or blocked, proceed to an alternate assembly point via the quickest and safest route.
- **Stay** at the EAP until you are told by emergency personnel it is ok to leave.
- **Report** any knowledge regarding missing people or people still in the building to emergency personnel.
- **Never** go back into an evacuated building or area unless directed to do so by emergency personnel or a college official acting within the performance of their duties.

BUILDING EVACUATION – MOBILITY IMPAIRED

Any person unable to use stairs or needing assistance in evacuating a building should proceed to the nearest designated "safe room/area" or remain in their dorm room if it is safe to do so. Emergency personnel will check safe room/areas and other places they are notified of where someone has taken shelter.

If you are on a building floor **WITHOUT** exit doorways and you hear a fire alarm or are ordered to evacuate:

- **Go** to the nearest safe room/area immediately.
- **Inform** a building occupant or dial the Campus Police Emergency Line at extension 5100 to alert responding emergency personnel to your location.
- **Call 911** to ensure rescue personnel are notified of your presence and location inside a building.
- **Tell** them you need immediate assistance evacuating, your exact location (building name, floor, room number, stairwell, etc.), give the phone number you are calling from, and remain by the phone. Emergency dispatchers have direct communication with responding personnel and may need more information from you to assist their efforts to evacuate you.

If you are on a building floor **WITH** exit doors and you are able to do so:

- **Leave** the area by normal means if it is safe to do so.
- **Ask** for the assistance of other building evacuees if necessary.

FIRE SAFETY EDUCATION AND TRAINING

The mission of MCLA Department of Public Safety Fire Prevention Program is to assist in mitigating the threat to life and property throughout the MCLA community, with the delivery of quality education, prevention, inspection, and preparedness.

The MCLA Department of Public Safety, in cooperation with the North Adams Fire Department, offers a variety of fire safety classes. To find out more about availability and programming, call the MCLA Department of Public Safety at (413) 662-5284 or visit us at our web site at:
http://www.mcla.edu/Student_Life/publicsafety/

POLICIES RELATED TO FIRE SAFETY

Candles, Grills and Other Open Flames

Candles of any kind (whether the wick is burnt or not), incense and other open flame lamps and lanterns are not permitted in the residence areas. Charcoal grills may only be used in patio areas away from the outside stairwells and steps in the Townhouses. At no time, should a charcoal grill be used in an area that blocks a walkway or means of egress. After use, charcoal grills must be stored out-of-sight under the Townhouse exterior steps. Grilling supplies like charcoal and lighter fluid must be stored within the Townhouse. Gas grills are not allowed in **any location**.

Electrical Appliances/Extension Cords

U.L.-approved coffee pots, hot pots and popcorn poppers with a safety "shut off" mechanism may be used in the residence areas for the purpose for which they were designed. Rooms in Berkshire Towers and Hoosac Hall are equipped with a combination microwave and refrigerator called a Micro-Fridge. Stand alone microwaves are not allowed in Berkshire Towers and Hoosac Hall, however, students may bring an additional refrigerator (up to six cubic feet in size). Other U.L.-approved cooking appliances (including stand alone microwaves) may only be used in Townhouse apartment kitchens.

Lamps, clocks, stereo equipment, razors and hair dryers may be used by residents. No other appliances, including space heaters and air conditioners, may be used. Irons (with automatic shut-off) may be used in designated areas only. These areas include lounges in Berkshire Towers and Hoosac Hall and the living room in each Townhouse. For safety purposes, please refrain from ironing in individual rooms. U.L.-approved extension cords of No. 16 gauge wire and power strips may be used with the above-mentioned appliances. Please do not

overload extension cords and do not run cords across walkways or under rugs in your room.

Weapons & Fireworks

The possession of firearms and fireworks of any nature or description (any device of an explosive nature, hunting knives, bows, arrows, cross bows, slingshots, metal darts or any other instrument that could be considered a weapon) is prohibited in or around the residence areas and the MCLA campus-at-large. Please see the MCLA Student Handbook for the full College weapons policy.

Smoking and Tobacco Products

All residence areas are smoke-free. Smoking is limited to outdoor areas away from the main entrances of Berkshire Towers, Hoosac Hall and individual apartments. Chewing tobacco is banned from all indoor common areas and those who chew tobacco are expected to dispose of their waste in a manner that is considerate of the health and safety of others.

MASSACHUSETTS COLLEGE OF LIBERAL ARTS ANNUAL FIRE STATISTICS REPORT

Fire - On-Campus Residence Areas

The following fire statistics were collected based on reported occurrences of fire that took place in on-campus student housing facilities:

Hoosac Hall	2008	2009	2010
Number of Fires*	0	0	0
Number of Deaths Related to Fire	0	0	0
Number of Injuries Related to Fire (Medical Facility Treatment Only)	0	0	0
Total Value of Property Damage	0	0	0
Number of Fire Drills Conducted Annually**	2	2	2
Cause of Fire	N/A	N/A	N/A

Berkshire Towers	2008	2009	2010
Number of Fires*	0	0	0
Number of Deaths Related to Fire	0	0	0
Number of Injuries Related to Fire (Medical Facility Treatment Only)	0	0	0
Total Value of Property Damage	0	0	0
Number of Fire Drills Conducted Annually**	2	2	2
Cause of Fire	N/A	N/A	N/A

Townhouse Blocks A-H

	2008	2009	2010
Number of Fires*	1	0	0
Number of Deaths Related to Fire	0	0	0
Number of Injuries Related to Fire (Medical Facility Treatment Only)	0	0	0
Total Value of Property Damage	\$3,394.00	0	0
Number of Fire Drills Conducted Annually**	2	2	2
Cause of Fire	See Notes	N/A	N/A

NOTES:

***This column denotes the number of actual fires occurring on campus in a residence hall. A fire is defined as an incident resulting in the unintentional and/or unexpected production of an open flame condition.**

**** This column reflects the number of mandatory supervised fire drills conducted by the MCLA Department of Public Safety – Campus Police and the North Adams Fire Department.**

2008 Townhouse 63 Fire – Investigated by North Adams Fire Department – Official Cause – Unattended Candle