



## ANNUAL SECURITY AND FIRE SAFETY REPORT 2011

The Dean of Students and the Security Office prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (The 'Clery Act').

The Clery Act requires colleges and universities to:

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

The full text of this report is located on the Montserrat College of Art website at [www.montserrat.edu](http://www.montserrat.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

Each year, an e-mail notification is made to all enrolled students and current faculty and staff members that provides the web site link to access this report. Copies of the report may also be obtained at the Dean of Students Office.

## **CAMPUS SECURITY POLICIES AND PROCEDURES**

- **Access to Campus Facilities**

Consult the notice at the reception desk for building access hours. No unauthorized personnel are allowed on the premises during the hours when the College is closed. Suspicious persons or activities on campus should be reported to the Facilities Manager, Dean of Students or other appropriate authorities. Broken or damaged locks or lights in need of replacement should be brought to the attention of the Facilities Manager immediately. Students are expected to respect the need for security on campus. Students are expected to take proper care of keys to studios and apartments; to refrain from propping doors open to labs, residences or campus buildings. It is a serious breach of security to lend a key to anyone, or to duplicate a key. Actions which compromise security and the safety of self and others may result in Conduct Board action.

- **Alcohol and Drug Policy**

In compliance with the Federal Drug-Free Schools Act, Montserrat College of Art maintains a drug-free campus. This applies to controlled substances, illicit possession and/or abuse of prescription drugs, and the abuse and/or unlawful use of alcohol. In order to foster the College's role as an educational institution and to protect members of its campus community, Montserrat College of Art restricts the use of alcohol. Montserrat students are not allowed to possess or use alcohol or other drugs on campus. No drugs or alcohol are allowed on the premises for student events or in College Housing. This applies to all students, resident students, and their guests, including those over 21 years of age. RA's will document for violations of alcohol and drug policy that occur in the campus residences and will confiscate any alcohol or drugs.

Students are expected to conform to all state and local laws including those pertaining to possession and use of alcohol and drugs. Any violation of state and local drug and alcohol regulations which takes place on campus or in the vicinity of the campus will also be considered a violation of Montserrat's drug and alcohol policy and will be addressed by the Conduct Board. Possession of empty containers is taken as evidence of possession of alcohol. Possession of a large number of empty containers (or keg) is also taken as evidence of a serving violation. Providing alcohol to persons under 21 is a violation of state law and will be grounds for Conduct Board action whether it takes place on campus or off.

- **Missing Persons**

All reports of missing resident students should be directed to the Dean of Students Office who, in conjunction with the security office, will conduct an investigation to determine whether the student is missing in accordance with this policy. Montserrat will notify the appropriate law enforcement agency not later than 24 hours after the time the student is determined missing in accordance with such procedures; and after 24 hours, Montserrat will initiate emergency contact procedures in accordance with the students' designation.

- **Reporting Criminal Acts Occurring on Campus**

Students or others who are victims of a criminal act or have knowledge of criminal activities are expected to report this to the College administration. The College will investigate such reports and file further reports with law enforcement agencies when necessary. Since the College does not maintain its own police force, members of the Montserrat community should also report all crimes to civil authorities, such as the City of Beverly Police Department. In order to maintain a safe campus, the cooperation of all members of the College community is requested in reporting such incidents.

## **FIRE SAFETY**

Throughout the year, Montserrat College of Art conducts unannounced fire drills in compliance with state and local ordinances. Fire drills are an important part of planning for the safety of all members of the Montserrat community. During a fire drill, all persons must leave the building via one of the marked fire exits; there are no exceptions to this requirement. No one should re-enter the building until told to do so by personnel conducting the fire drill. False fire alarms are a criminal offense and are subject to arrest, fines and College discipline action.

- **Fire safety policies:**

Behavior which subjects campus residents to danger from fire is considered extremely serious and will be referred for discipline. Sanctions may be assessed up to and including dismissal from College Housing or dismissal from the College. This includes disconnecting or disabling the smoke or fire alarms in campus buildings, as well as disregard or negligence of fire safety in cooking, smoking, or creating art. Residents are required to practice prudent and sensible fire-safety measures. Students should practice basic fire-safety while cooking. Do not leave the kitchen unattended when the stove is on and keep the stove clean, free of grease and other combustibles.

Halogen lamps, holiday lights/trees, candles and incense are not allowed in any residence because of their potential fire hazard. Students are not permitted to hang tapestries, or other appendages from the ceiling or block a walkway, nor may they hang items from sprinkler heads. This will create interference with the sprinkler system. Students should avoid overloading of electrical outlets, and limit clutter and combustibles in their apartments.

No flammable liquids or gases are to be stored anywhere within the residence halls. No grills, gas or charcoal, motor vehicles or associated items such as lighter fluid are allowed in the residence halls. Spray cans that contain flammable vapors such as fixatives, and spray paints that are being used for artwork are also prohibited. Grills are also prohibited from the residence halls and not permitted on any decks, backyards, or porches. Open flame devices such as candles or kerosene lamps are prohibited, as is the burning of incense on College property. Under no circumstances may a student light a fire of any kind in or near College Housing. It is a fire hazard to use a closet as sleeping or studio space.

Fire doors (in hallways, stairwells, etc.) may not be blocked open at any time or used as entry/exit doors by residents.

Hall lights must remain on at all times. Excessive littering is considered a fire hazard and will be treated accordingly.

Hallways must be kept clean and clear. Students should know location of fire extinguishers, alarms and exits.

- **What to do in case of a fire:**

Sound the building alarm by pulling the alarm box located near an exit. Leave the building immediately and call 911.

Do not use elevators; use the fire exits only. Crawl to stay beneath smoke if necessary.

Do not open a door if the doorknob or door is warm. If you can't leave a room, open windows at the top and bottom, hang something out the window to attract attention and shout for help.

Move away from and do not re-enter the building until permitted by the Fire Department officials.

## **PROGRAMS AVAILABLE TO THE MONTSERRAT COMMUNITY**

Educational sessions on personal and campus safety and security are made by the Montserrat security manager and the Beverly Police Department during new student orientation. Programs are also offered to the campus community on an as needed basis. New students also learn about the Health Center and Counseling Center during new student orientation through education sessions presented by the school's registered nurse and counseling psychologist.

## **EMERGENCY NOTIFICATION AND TIMELY WARNINGS**

Montserrat College of Art uses “e2Campus”, a system which allows for instant communication to members of the college community through their cell phones and emails in the case of a safety issue or school closing. All students, faculty and staff are strongly encouraged to sign up for this system.

The Dean of Students and the Security Manager provide timely warning notices to the community whenever an incident is considered by the College to represent a threat to the community. Notices are made via e-mail and written notices posted on campus. It is possible that the ‘e2Campus’ system could be utilized.

## **CRIME AND FIRE LOGS**

- A public, written crime log that records crimes reported to campus police which occur on campus, on non-campus buildings or property, or public property that are within the campus or immediately adjacent to and accessible from the campus is maintained in the Security Office, Lower Level, Helena Sturnick Student Village, 26 Essex Street, Beverly, MA 01915.
- A public, written fire log that records any fire that occurred in an on-campus student housing facility is maintained in the Security Office, Lower Level, Helena Sturnick Student Village, 26 Essex Street, Beverly, MA 01915.
- The 2008-2010 crime statistics for campus, non-campus buildings or property, or public property that are within the campus or immediately adjacent to and accessible from the campus follows in this report.
- The 2008-2010 fire statistics for each on-campus student housing facility follows in this report.