

MONTSERRAT COLLEGE OF ART

ANNUAL SECURITY & FIRE SAFETY REPORT

2020

TABLE OF CONTENTS

Introduction	3	Sexual Harassment/Sexual Misconduct/ Title IX Policies and Procedures	12
About Campus Security	4	Introduction and scope	
Timely Reporting and Emergency Notifications	4	Statement of non-discrimination	
Timely Warnings		Compliance with	
Emergency Notification		Non-discrimination policies	
Reporting Criminal Acts Occurring on Campus	5	Scope of Sexual Misconduct and Title IX policies	
Campus Security Authorities		Prohibited Conduct	
Officials with Authority		Definitions/descriptions	
Missing Persons Policy	6	Reporting Sexual Misconduct	
Pastoral and Professional Counselors	6	Filing a formal report	
Access to Campus Facilities	7	Supportive measures	
Access to College Residence Halls		Informal resolution	
Educational and Prevention Programs	8	Grievance procedure	
New Student Orientation		Appeal	
Programming throughout the academic year		Campus and community resources	
Identification Cards (IDs)/Card Access		Training	
Emergency Call Boxes		Campus Sex Crimes Prevention Act	27
Alcohol and Drug Policies	9	Crime Statistics	28
Campus Policy		Crime Statistics	
State and Local Law and Alcohol Use		Hate Crime Statistics	
Social Host Law		Fire Safety	30
State Law and Drug Use		For the entire campus	
Sanctions for violation of alcohol and drug policy		What to do in case of a fire	
		Building evacuation locations	
		Fire hazards, policies and procedures	
		Fire safety education	
		Fire Statistics for on-campus residential units	34

INTRODUCTION

The Dean of Students Office prepares 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. Due to the on-going pandemic, the report covering the 2019 calendar year must be published by December 31, 2020.
- Report crime statistics for campus property, on-campus residential facilities and public property that are within the campus or immediately adjacent to and accessible from the campus
- Report fire statistics for each on-campus student residential facility
- Establish policies and procedures relating to campus security and fire safety
- 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 security which occur on campus property, in on-campus student residential facilities and public property that is within the campus or immediately adjacent to and accessible from the campus
- Maintain a public, written fire log that records any fires that occurred in any on-campus student residential facility

The full text of this report can be found on the Montserrat College of Art website at:

www.montserrat.edu/campus-safety-security/

This report is prepared in cooperation with the local law enforcement agencies surrounding our Beverly campus.

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

ABOUT CAMPUS SECURITY

Montserrat College of Art currently contracts with Allied Universal Security Services to provide on-campus security, for one hundred and sixty-eight hours per week. For the full 2019 calendar year, Securitas Security Services USA, Inc. held the contract.

There is one officer per shift, including a Security Supervisor/Manager. The officers answer calls, provide directions and answer questions while stationed at the main lobby of the Hardie Building. The officers are required to make frequent foot patrols of the campus, using the Heliaus System, a compliance report management program that ensures critical areas on campus are checked and allows for tracking of incidents by category. During these patrols, the officers assist community members, check all campus building doors, secure the exteriors of residence halls and interiors of academic/administrative buildings and address any suspicious activity. Security personnel also take reports of criminal activity from community members.

The jurisdiction of the security staff is limited to campus buildings and the immediately adjacent property. Security staff calls Beverly Police for assistance when needed.

The College, including the security officers, has a good working relationship with the Beverly Fire and Police Departments. The officers carry a cellphone at all times. Campus Security is currently based out of the front desk on the first floor of the Hardie Building.

The Campus Security cell phone number: 978-626-2176 (can receive text messages)

Beverly Fire and Police Emergency number: 911

TIMELY REPORTING AND EMERGENCY NOTIFICATIONS

Timely warnings

The Dean of Students, or designee, provides timely warning notices to the community whenever an incident is considered by the College to represent a threat to the community. Notices are made to the entire campus via the campus-wide e-mail system and posted notices on campus, including in campus residence halls.

Emergency notification

Montserrat College of Art uses “e2Campus/Omnilert”, 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 self-enroll in this system montserrat.omnilert.net/subscriber.php?command=show_signup

In addition, the College utilizes the campus-wide e-mail system to notify the campus community about weather-related school closing and immediate threats to the health and/or safety of students or employees. The campus-wide e-mail system is designed to reach all active students, faculty, and staff in the campus community.

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, including to Campus Security. 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. Students who have knowledge of criminal activities are expected to report this to the College administration, and may be held accountable if not reported.

Campus Security Authorities (CSA) are staff to whom crimes can – and should - be reported. Once received, the reports are given to the Dean of Students for determination of action to be taken. A CSA is 'to report allegations made in good faith to the reporting structure established by the institution'.

All Title IX reports should be made to the Title IX Coordinator, Christin Bouranis, HR Generalist and/or the Deputy Title IX Coordinator, Maureen Wark, Dean of Students.

Crimes should be reported to one of the following:

Dean of Students:	978-921-4242, ext. 1130	maureen.wark@montserrat.edu
Campus Security Supervisor:	978-626-2176	security@montserrat.edu

Additional Campus Security Authorities:

Director of Campus Life	978-921-4242, ext. 1135
Assistant Director of Campus Life	978-921-4242, ext. 1133
The above can also be reached through the Administrator on Call phone:	978-801-1135
All Resident Assistants (RA)	978-712-0084 (on call phone)
All Security Officers	978-626-2176

Officials with authority: Criminal activity may be reported to any member of the community with the understanding that the information should be passed along to one of the offices listed above. Montserrat has identified the following individuals as ‘officials with authority’ which means that they are obligated to report any Title IX violations to the Title IX Coordinator:

Dean of Students is the
Deputy Title IX Coordinator

Dean of Academic Affairs

Associate Dean of Academic Affairs

Registrar

Director of Campus Life

Assistant Director of Campus Life

Graduate Assistant for Student Affairs

Resident Assistants

Human Resources Generalist

is the Title IX Coordinator

PASTORAL AND PROFESSIONAL COUNSELORS

When acting in their official capacity, pastoral and professional counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics. These professionals are encouraged, however, to share information on how to report a crime if necessary.

MISSING PERSONS POLICY

The Missing Person Policy is intended to comply with the Higher Education Opportunity Act of 2008 to respond to and assist with reports of missing students. This policy applies to students who reside on campus and are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior. Such circumstances could include, but are not limited to; reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with persons who may endanger the welfare of the student.

In the beginning of the semester, all resident students will have the opportunity to designate an individual(s) as the missing person contact. All reports of missing resident students should be directed to the Dean of Students Office who, in conjunction with campus security when necessary, 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 that the student is determined missing in accordance with such procedures; and after the 24 hours Montserrat will initiate emergency contact procedures in accordance with the student’s’ designation.

ACCESS TO CAMPUS FACILITIES

Consult the notice posted at campus buildings 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 immediately to the Security at **978-626-2176** or to other appropriate authorities.

Students are expected to take proper care of keys to studios and apartments, to refrain from propping doors open to ANY space on campus including but not limited 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 that compromise security and the safety of self and others will result in disciplinary action being taken.

Access to College Housing

College personnel are authorized to enter an apartment/room at any time and under the following conditions:

- To respond to an emergency,
- To conduct regular and scheduled health and safety inspections announced in advance,
- To perform preventive maintenance, repair damages and take care of building needs.

Staff (defined as Resident Assistants, Director of Campus Life, Assistant Director of Campus Life, Graduate Assistant or other College official, including facilities and security staff) may enter a room for policy enforcement if there is reasonable belief that a violation of College regulations has occurred or is occurring. In all cases, reasonable care will be taken to protect the privacy of the students' apartment and belongings. A staff member will knock and identify themselves before entering. Denying entrance or interfering with any College personnel, including RAs, who request entry as part of carrying out their duties will call for disciplinary action.

Students are expected to respect the need for security in college housing. Students are expected to take proper care of keys/key cards to apartments and to refrain from propping doors open to campus residences. It is against policy to lend a key to someone else, either student or non-student, or to duplicate a key for someone else. It is unlawful to have copies made of college issued keys. Failure to respect security compromises the safety of self and others, and thus may result in disciplinary action.

EDUCATIONAL and PREVENTION PROGRAMS

New Student Orientation

Educational sessions on personal and campus safety and security are made by the Dean of Students during New Student Orientation. New students also learn about the Health Center and Counseling Center during New Student Orientation through educational sessions presented by the staff in those areas. Mandatory workshops on sexual violence prevention education are presented by our colleagues at the YWCA of Northeastern Massachusetts.

Programming throughout the academic year

Programs are offered to the campus community throughout the year. These programs are offered in the form of workshops (emergency preparedness, personal safety, etc.) for all students, faculty and staff or through educational outreach such as e-mail notification and/or educational tabling. The College works closely with agencies such as the YWCA of Northeastern Massachusetts and the Beverly Police Department to provide timely and helpful workshops for the campus community as the need arises.

Because we are a very small campus, with very low incidents of alcohol and drug violations, along with a low incidence of sexual misconduct issues, there is a lot of one-on-one or small group/house 'programming' with appropriate staff on matters related to education and prevention, including on personal safety.

Identification Cards (IDs)/Card Access

In the first weeks of the semester, identification cards (ID cards) are issued and/or updated. All students are required to obtain ID cards and carry them while on College premises. ID cards must be presented to Campus Security and/or other College officials when requested.

These cards are not transferable. Lending an ID card or falsifying information on an ID card are considered serious infractions and will be handled through the College conduct process.

Lost ID cards must be reported to Campus Security immediately. All students are required to get a replacement card. Temporary identification cards are available from Campus Security. These cards must be returned to Campus Security within 72 hours.

Emergency Call Boxes

Montserrat College of Art is equipped with emergency call boxes at two entrances to the Student Village residence hall. The emergency call boxes dial directly to the campus security cell phone which is carried and answered by the officer on duty.

ALCOHOL AND DRUG POLICIES

Campus policy:

The following behaviors are prohibited:

- a.** Possession, use, or distribution of any controlled substance or illegal drug, including marijuana
- b.** Possession, use, or distribution of any drug paraphernalia
- c.** Illegal use, possession, or distribution of alcoholic beverages
- d.** Use, possession, or distribution of alcoholic beverage in campus residences
- e.** Use, possession, or distribution of any controlled substance or illegal drug, including marijuana in campus residences
- f.** Unauthorized use of alcoholic beverages and/or any controlled substance or illegal drug, including marijuana in campus facilities
- g.** Public intoxication (alcohol and/or drugs)
- h.** Drunk and/or disorderly conduct
- i.** Being in the presence at the time any of the above actions occur

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. Campus Life staff, including RAs, will document 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 Student Conduct. 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 disciplinary action whether it takes place on campus or off.

Providing and serving alcohol in a context that encourages excessive consumption, such as drinking games, is considered very serious. Montserrat holds students responsible for what happens in their residences and for the behavior of their guests. Students are responsible for the activities in their residences of other students and non-student guests. If alcohol is consumed and/or illegal drugs used in a College residence, the College considers the resident

to be “hosting” and will proceed accordingly. Note: Failure to seek medical assistance for a fellow student who has passed out from alcohol or drugs is extremely serious and can be life threatening. All students are to call for assistance without fear of discipline.

Smoke/strong odor/smell of marijuana in a residence hall will be considered as marijuana use and will be reported by the Campus Life staff accordingly.

Possession of drug paraphernalia is illegal in Massachusetts and is considered an infraction of college policies as well. Although Massachusetts voters approved the legalization of marijuana in the state, marijuana is still illegal under federal law and since Montserrat College of Art receives federal funding, we must comply with the federal law. *As such, it is still against college policy for anyone to possess, grow, use, distribute and/or purchase marijuana on campus. Please also note that marijuana is legal only for people 21 and over (just like alcohol) and use of marijuana in public places in Massachusetts is still banned.*

(A) State Law & Alcohol Use

The Commonwealth of Massachusetts regulates possession, sale and use of alcohol. Persons under the age of twenty-one (21) are prohibited from the possession and/or use of alcohol; providing alcohol to persons under twenty-one is prohibited. Violation is subject to severe sanctions including arrest and criminal prosecution. Driving under the influence of alcohol or with open containers of alcohol is illegal for all persons and is similarly subject to arrest and criminal prosecution. A person in possession of an open container of an alcoholic beverage on public property may be arrested.

A person under twenty-one who is in possession of an alcoholic beverage may be arrested and fined. (M.G.L. c.90 section 24). A person under twenty-one who operates a motor vehicle containing any alcoholic beverage may be arrested fined and have their driver's license suspended for three months. (M.G.L. c.90 section 24).

Persons under 21 years of age who purchase, attempt to purchase alcohol, make arrangements with another to purchase or procure alcohol, misrepresents their age, alters or falsifies his I.D. with intent to purchase alcohol shall be punished by a fine of \$300. A conviction of this crime will result in a driver's license suspension of 180 days. (M.G.L. c. 138 section 34A)

Any person under 21 years of age who knowingly possesses, carries, or transports alcohol shall be punished by a fine of \$50 for a first offense and \$150 for any subsequent offense. A conviction of this crime will result in a driver's license suspension of 90 days. (M.G.L. c. 138 Section 34C).

A person operating a motor vehicle under the influence of alcohol or any other drug, first offense, may be imprisoned for two years, fined one-thousand dollars and have their driver's license suspended. Punishments greatly increased for any offense after this. (M.G.L. c.90 section 24). Persons using false identification, identification of another, or altered it or falsely obtained ID cards may be arrested, imprisoned for three months and fined. (M.G.L. c.90 section 24).

The City of Beverly Police Department practices zero tolerance for underage drinking. Order 94-2 issued by Beverly Police states that when an officer comes into contact with underage

persons using or in possession of alcohol, they can arrest or issue a summons to the underage person, as well as notify the parents or guardians and confiscate all alcoholic beverages. If the person is over 17, the officer proceeds according to the normal adult procedures. The City of Beverly follows all state laws for alcohol use.

(B) Social Host Law

Massachusetts has a social host law, (M.G.L. c.138 section 34), which imposes potential liability on social hosts as a result of their serving alcohol to obviously intoxicated persons or persons under 21 years of age. Students who provide alcohol to minors, including students living in off campus residences, will be subject to disciplinary action by the College in addition to possible charges by the state punishable by a fine of not more than \$2,000 or by imprisonment for not more than one year, or both.

(C) State Law & Drug Use

Federal, state and local laws prohibit the manufacture, distribution, possession and/or use of controlled substances (illegal drugs) and the illicit use of prescription drugs. Violation of these laws is a criminal offense subject to arrest and criminal prosecution in state and/or federal courts.

The penalties for possession of the substances outlined in Massachusetts General Law, chapter 94C, section 34 are punishable by one (1) year or less of imprisonment or by a fine of not more than \$1,000 or both. Possession of heroin is punishable by two (2) years or less in a house of correction or by a fine of not more than \$2,000 or both for the first offense. Possession of marijuana or a Class E substance is punishable by not more than six (6) months in a house of correction or a \$500 fine or both. Possession of all other controlled substances is punishable by up to one year incarceration or a fine of \$1,000 or both. (M.G.L. c. 94C Section 34).

Possible sanctions for violation of alcohol and drug policy

- Warnings
- Fines
- Loss of housing privilege
- Restitution of Damages
- Educational assignments/programming
- Behavior Agreements
- Disciplinary Probation
- Removal/Suspension from on campus housing
- Interim suspension
- Suspension from the College
- Expulsion from the College

Sanctions for violation of alcohol and drug policy

The sanction for a specific violation of the alcohol and drug policy will reflect the seriousness of the infraction. The sanctions can include all the sanctions listed above. Student who have violated the College's alcohol and/or drug policy may also be subject to criminal prosecution under applicable state and federal laws.

SEXUAL HARASSMENT/SEXUAL ASSAULT/ TITLE IX POLICIES AND PROCEDURES

Introduction and Scope

Montserrat College of Art strives to develop a campus community that supports the academic mission and programs. As such, the College supports and promotes an environment that is free from all forms of unlawful harassment, discrimination and sexual misconduct. Sex discrimination, including sexual harassment, sexual violence and sexual misconduct occurring in the classroom, residence halls, or in other campus or off-campus settings in which students may find themselves in connection with their status as Montserrat College of Art students, is unlawful, prohibited and will not be tolerated by the College.

Statement of Non-discrimination

Montserrat College of Art is committed to a policy of non-discrimination and equal opportunity for all applicants, employees and students without regard to race, color, religious creed, sex, sexual orientation, gender identity and expression, national origin, ancestry, age, disability, veteran status, active military service, genetic information, or any other category protected under applicable law.

The Human Resources Office has been designated to handle inquiries regarding Montserrat College of Art non-discrimination policies. Inquiries concerning the application of non-discrimination policies may also be referred to:

Regional Director, Office of Civil Rights
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109
617.289.0174

Compliance with Non-discrimination policies

To ensure compliance with state and federal civil rights laws and regulations, the College has developed internal policies and procedures that provide for a prompt and impartial process for individuals involved in an allegation of harassment or discrimination on the basis of protected class status. The College values all members of the community and works to balance the rights of all those involved in a grievance process during what is a challenging time.

The College complies with Title II, section 504 of the Rehabilitation Act of 1973 and the Americans Disability Act; Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 (Title IX); Violence Against Women Reauthorization Act of 2013 (VAWA); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); and Chapter 151B and 151C of the Massachusetts General Laws, as well as all other federal and state laws.

Scope of Sexual Misconduct and Title IX policies

When any of these issues come forward, the College will take all necessary steps to prevent the recurrence of these issues and to correct the effects on complainants and others.

Title IX prohibits sexual discrimination, including sexual harassment and sexual violence. Conduct prohibited under Title IX includes domestic violence, dating violence, sexual assault and stalking. Any questions regarding Title IX may be referred to the Title IX Coordinator or Deputy Coordinator or to the Office of Civil Rights.

Title IX Coordinator: Christin Bouranis, Human Resources Generalist
24 Essex St., 2nd floor 978-921-4242 ext. 1171
christin.bouranis@montserrat.edu

Deputy Title IX
Coordinator: Maureen Wark, Dean of Students
23 Essex St., 1st floor 978-921-4242, ext. 1130
Maureen.wark@montserrat.edu

Inquiries may be made externally to Office for Civil Rights (OCR)

US Department of Education
400 Maryland Ave SW
Washington, DC 20202-1100
Customer Service Hotline # (800) 421-3481
Facsimile (202) 453-6012
TDD# (877) 521-2172
OCR@ed.gov
www.ed.gov/ocr

Regional Director, Office of Civil Rights
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109
617.289.0174

Massachusetts Commission Against Discrimination (MCAD)
1 Ashburton Place, Suite 601, Boston, MA 02108
(617) 994-6000
TTY 617-994-6194
Fax: 617-994-6024
mcad@mass.gov

All portions of the Sexual Misconduct and Title IX Policy apply to:

- All students alleging sexual misconduct carried out by other students, employee(s) of the College or a third party
- All acts of sexual misconduct whether the act occurred on campus or off campus
- All students regardless of sexual orientation or sexual identity
- Any online behavior that may affect the education experience for any student

The procedures contained here are for students, whether they are the complainant or the respondent. Employees who find themselves as a complainant or respondent affected by any sexual misconduct/Title IX violations should consult the Faculty or Staff Handbook. The policies that the College has developed and follows are not a substitute for the law. Montserrat College of Art supports any student who reports any criminal activity to local law enforcement agencies.

Montserrat will respond to all forms of Title IX sexual harassment that occur with any educational program or activity against a person in the United States and any non-Title IX sexual harassment/sexual assault and VAWA crimes outside of an education program or activity or against a person outside of the United States.

The College will respond promptly to all complaints. Where it is determined that such inappropriate conduct has occurred, the College will act to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Sexual Harassment is prohibited under the Title VII of the Civil Rights Act of 1964, Title IX of the Higher Education Amendments of 1972 (Title IX), the Violence Against Women Act of 1994 (VAWA), and Chapter 151B and 151C of the Massachusetts General Laws.

Prohibited Conduct

The following behavior is prohibited at Montserrat College of Art:

Sexual harassment

includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking. It is defined as conduct, on the basis of sex, that satisfies one of the following:

- *Quid Pro Quo Sexual Harassment* is when an employee of the College conditions the aid, benefit or service of the institution on an individual's participation in unwelcome sexual activity.
- *Hostile Environment Sexual Harassment* is unwelcome conduct, on the basis of sex, as determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Montserrat's education or programs.

Sexual assault, as defined (below) by the Clery Act:

- *Rape* – The 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* – the 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* - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- *Statutory Rape* - Sexual intercourse with a person who is under the statutory age of consent

Violence Against Women Act (VAWA) Crimes:

Domestic Violence - Includes felony or misdemeanor crimes of violence committed:

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- 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, where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the person involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, but does not include acts covered under the definition of domestic violence

Stalking - 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

For purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

In addition, the following Violence Against Women Act (VAWA) crimes also fall under Title IX Sexual Harassment:

Additional important definitions:

Complainant: The person making the allegations of sexual misconduct.

Respondent: The person against whom a complaint of sexual misconduct has been made.

Consent

Consent means words or overt actions by a person clearly communicating a freely-given present agreement to perform a particular sexual act. Words or overt actions clearly communicate consent when a reasonable person in the circumstances would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

Consent is active, not passive. Silence or the absence of resistance or saying "no," in and of themselves, cannot be interpreted as consent. Consent can only be given if one is of legal age. Consent to one form of sexual activity cannot, by itself, constitute consent to other forms of sexual activity. Whether an individual actively and willingly participates in conduct may be a factor in determining whether there was consent.

Previous relationships or previous consent do not, by themselves, constitute consent to future sexual acts. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may be factors in determining whether there was consent. An existing sexual, romantic, or marital relationship does not imply consent.

Prior sexual activity with other individuals does not imply consent.

Consent cannot be procured, expressly or implicitly, by use of force, intimidation, threats, or coercion, as that term is defined below.

There can be no consent to sexual activity with someone known to be—or who should be known to be—mentally or physically incapacitated, as that term is defined below.

Use of alcohol or other drugs will never function to excuse behavior that violates this Policy.

Incapacitation

A person who is incapacitated cannot give valid consent to sexual contact. Incapacitation

means the inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental or physical disability, sleep, unconsciousness, involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to the influence of drugs or alcohol, incapacitation requires more than being under the influence of drugs or alcohol; a person is not incapacitated just because they have been drinking or using drugs. Where drugs and/or alcohol are involved, incapacitation is determined based on the facts and circumstances of the particular situation, looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation, whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent, and whether such condition was known or reasonably known to the respondent or a reasonable person in respondent's position. Use of drugs or alcohol by the respondent is not a defense against allegations of sexual misconduct.

Coercion

Coercion refers to conduct or intimidation that would compel an individual to do something against their will by:

- (1) the use of physical force
- (2) threats of severely damaging consequences, or
- (3) pressure that would cause a reasonable person to fear severely damaging consequences.

Coercion is more than an effort to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone used to get consent from another.

Retaliation

The College prohibits retaliation against any individual who reports harassment, discrimination, or misconduct or participates in an investigation of such reports. Retaliation against an individual for reporting harassment, discrimination, or misconduct or for participating in an investigation of a claim of harassment, discrimination, or misconduct is a violation of this policy and, like harassment, discrimination, or misconduct will be subject to disciplinary action.

Reporting Sexual Misconduct

Montserrat College of Art encourages all survivors to report any incident of sexual misconduct as soon as possible so that the college can respond promptly and effectively. Incidents of sexual misconduct may be reported to the Title IX Coordinator/Deputy Coordinator, a member of the Campus Life professional staff or to the Director of Campus Security. All reports should be disclosed to the Title IX Coordinator.

It is likely that someone may be most comfortable disclosing an incident of sexual misconduct to someone they know well such as a faculty or staff member or resident advisor (RA). Please understand that information disclosed to many of these individuals must be reported to the Title IX Coordinator. Staff in the counseling center and health office are not required to disclose such information to the Title IX Coordinator. Faculty and staff will also attempt to direct survivors to confidential resources, if they wish to maintain confidentiality.

Montserrat has identified the following individuals as 'officials with authority' which means that they are obligated to report any Title IX violations to the Title IX Coordinator:

Dean of Students is the Deputy Title IX Coordinator

Dean of Academic Affairs

Associate Dean of Academic Affairs

Registrar

Director of Campus Life

Assistant Director of Campus Life

Graduate Assistant for Student Affairs

Resident Assistants

Human Resources Generalist is the Title IX Coordinator

Montserrat has designated the Title IX Coordinator and a small group of other College administrators to evaluate requests for confidentiality and to oversee our response to any report of sexual misconduct where the complainant has disclosed an incident and requested that their identity not be disclosed and/or that no action be taken.

When there is a sexual misconduct complaint, the Title IX Coordinator will consult with a small group of College administrators to weigh any request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the complainant. When weighing a request that no action be taken (no investigation) or that the complainant's identity remain confidential, the Title IX Coordinator and the small group of administrators will consider a range of factors, including but not limited to whether:

- The respondent is likely to commit additional acts of sexual or other violence, such as:
- There have been other sexual misconduct complaints about the same respondent,
- The respondent has a history of arrests or records from a prior school indicating a history of violence,
- The respondent threatened further sexual misconduct or other violence against the complainant or others,
- The sexual misconduct was committed by multiple respondents,
- The sexual misconduct was perpetrated with a weapon,
- The complainant is a minor,
- The respondent is an employee of Montserrat College of Art,
- The College possesses other means to investigate the sexual misconduct (e.g., security cameras or personnel, physical evidence).

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue conduct action against the respondent. If none of these factors are present, the College will likely respect the complainant's request.

If the College honors a request for confidentiality or decision not to participate in an investigation, the College's ability to meaningfully investigate the incident or pursue conduct action against the respondent(s) may be limited.

Sexual harassment should be reported in accordance with the following procedures.

The complainant is encouraged, but not required, to report sexually harassing behavior to the Title IX Coordinator, Deputy Coordinator, a college official with authority (see above) or by completing a Concern Form online at: (this will be a HIPPA compliant form w/in the Cognito Form platform)

A college 'official with authority' must report possible sexual harassment of which they are aware to the Title IX Coordinator. They cannot guarantee confidentiality.

'Confidential' reporting options

You may file an anonymous incident report which does not require you to use your name. Please understand, however, that an anonymous report will limit Montserrat's ability to respond and/or pursue appropriate action against the alleged respondent. The filing of an anonymous report is not the same as filing a formal report.

Filing a formal report

Any student or employee of Montserrat College of Art may file a formal complaint with the Title IX Coordinator. A formal complaint MUST be:

- 1) made in writing
- 2) signed by the complainant either physically or electronically
- 3) submitted to the Title IX Coordinator in person, by mail, by email or by use of an online Concern Form ([link](#))

A formal report is NOT COMPLETE until the complainant meets with the Title IX Coordinator.

A formal report should contain the following information, to the extent possible:

- The conduct that is the basis for the allegations of sexual harassment
- the identity of the respondent
- the date and location of the alleged conduct

Once the Title IX Coordinator is informed of an allegation of sexual harassment, they will discuss support measures with the complainant. In order for the grievance procedures to be enacted, the complainant or the Title IX Coordinator must execute a formal complaint. If a formal complaint is filed, the College must provide relevant information, in writing, to the respondent prior to an interview.

A complainant may, but is not required to, contact local law enforcement to notify them of the alleged sexually harassing conduct. The College encourages a complainant to notify the Title IX Coordinator and local law enforcement when sexually harassing behavior occurs, but that decision rests solely with the complainant.

Local law enforcement and other agencies:

Beverly Police Department:

191 Cabot St.

Beverly, MA 01915

Emergency line: 911

Non-emergency line: 978-922-1212

Regional Director, Office of Civil Rights

U.S. Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109

617.289.0174

Massachusetts Commission Against Discrimination (MCAD)

1 Ashburton Place, Suite 601, Boston, MA 02108

(617) 994-6000

TTY 617-994-6194

Fax: 617-994-6024

mcad@mass.gov

Supportive measures

Supportive measures are non-punitive, non-disciplinary services which can be offered to the complainant and respondent. The purpose of supportive measures is to restore or preserve equal access to the College's education or employment program or activity without burdening the other party, including steps taken to protect the safety of all parties and Montserrat's educational environment and to deter sexual harassment. Supportive measures may include, but not be limited to:

- Counseling
- Academic-related adjustments (deadlines, section changes, etc.)
- Modification to work or class schedule
- Mutual limitations on contact between the parties (a campus No Contact Order (NCO))
- Changes in work or on-campus housing locations
- Leave of absence

Montserrat College of Art can offer a range of supportive measures both prior to and after the filing of a formal complaint or when no formal complaint is filed. These measures may become permanent, depending on the outcome of the grievance process. Requests for supportive measures must be made to the Title IX Coordinator or Dean of Students office.

Information pertaining to supportive measures offered will be confidential to the extent possible. Violations of the supportive measures enacted will be referred for additional disciplinary action.

Informal Resolution

While not required, an Informal Resolution process may be extended to the parties involved. At any time after a formal report has been filed, but prior to a decision maker reaching a determination regarding responsibility, either the complainant or the respondent may request that the College facilitate an informal resolution process. In cases where a College employee has been accused of sexually harassing a student, the Informal Resolution process will not be an option.

An Informal Resolution process may be facilitated when:

All parties have been given written notification of the allegations of the formal complaint and this grievance procedure as it applies to the adjudication of a formal complaint and an informal resolution

All parties have agreed, in writing, to participate in the Informal Resolution process

The Title IX Coordinator has determined that the Informal Resolution process is appropriate

A trained facilitator will be assigned to the Informal Resolution process. The facilitator will work to find a mutually acceptable resolution for all parties.

An informal resolution will be deemed resolved when both parties agree to an outcome that is also agreeable to the College. Either party may withdraw from the informal resolution process prior to an agreement being reached and the grievance of the formal complaint will move forward.

If an informal resolution agreement is reached, resulting in the matter being resolved satisfactorily, the agreement will be signed by, and provided to the complainant, the respondent and the Title IX Coordinator. In this case, the formal complaint will be dismissed.

Grievance Procedure

Investigation

A neutral, trained investigator(s) will conduct a timely and impartial view to assess the reported facts and may conduct preliminary interviews to determine whether the allegations, if true, could constitute a finding that sexual harassment occurred. If the allegations, if true, could not constitute a finding that sexual harassment occurred, the formal complaint will be dismissed and may be referred to either the Human Resources Office (employees) or to the Office of Campus Life (students) for review under other College policies.

A formal complaint or related allegations may be dismissed, at any time during this grievance process:

If a complainant requests a dismissal, in writing to the Title IX Coordinator

If the respondent is no longer enrolled at or employed by the College

If circumstances prevent the college from gathering evidence sufficient to reach a determination to resolve the complaint

When a formal complaint is dismissed, the parties will be referred to resources as appropriate.

When a formal complaint is dismissed, a complainant has the right to request a reason for the dismissal and the College will provide a written response. An appeal may be submitted as outlined under 'Appeal'.

The Investigator will conduct a thorough and fair investigation of formal complaints in a timely manner and based on the preponderance of the evidence standard (the evidence gathered by the investigator must indicate that it is more likely than not that the alleged conduct occurred). Written notification will be given to each party regarding the Grievance procedures and written notice of the allegations of sexual harassment. This notification will include information to each party of their right to an advisor of choice, the prohibition on providing false information, as well as the presumption that the respondent is not responsible for the alleged conduct until a final determination is made. The investigator will send each party, as well as each party's advisor, evidence gathered during the investigation. This information may be in hard copy or sent electronically and each party will have ten calendar days to submit a written response to the investigator.

After responses are made, the investigator will prepare a report to be distributed ten calendar days prior to the hearing. Each party will have ten calendar days to review the report and provide a written response. The report and written responses will be provided to the hearing officer and to each party.

Live Hearing

After review of all materials related to the initial formal complaint (report, responses, etc.), a hearing officer will facilitate a live hearing. This hearing may be conducted by one hearing officer or a panel of hearing officers, including the student conduct board. Any hearing officer will be trained and screened for any bias or conflict of interest related to this particular case.

During the live hearing, each party will have the opportunity to present their case. The hearing officer(s) may ask questions to parties and witnesses. The hearing officer must permit each party's advisor to ask each party and witnesses all relevant questions, including questions which may challenge credibility. This type of questioning, 'cross-examination', must be done directly, orally, in real time and only by the advisor. The hearing officer(s) will determine whether a question is relevant and provide an explanation if a question is excluded due to non-relevance.

Questions about the complainant's prior sexual behavior or predisposition are not relevant unless the questions are to prove the alleged conduct was done by someone other than the respondent OR if the questions concern specific incidents of past behavior of the complainant with the respondent to show consent.

If a party does not agree to participate in cross-examination, the hearing officer(s) may not rely on statements by that party in reaching a determination of responsibility. No inferences are to be drawn by the hearing officer(s) about the determination of responsibility based solely on the absence of a party or witness from the live hearing or refusal to participate in the cross-examination.

The live hearing, at the request of either party, may be held in separate rooms with technology that enables real time video and audio communication. Each party, along with their advisor, will have access to all evidence gathered during the investigation. Either party may request a break, at any time, to confer with their advisor and/or to examine evidence. The live hearing will be recorded and such recording will be made available to each party.

After the live hearing, the hearing officer(s) will write a written report, which will be provided to each party simultaneously. The report will include: the allegations which potentially constitute sexual harassment; a description of the steps taken throughout the process, from receipt of the formal complaint through determination; factual findings that support the determination; conclusions regarding the application of the non-discrimination statement to the facts and a statement of, including the rationale for, the results of each allegation. The results will include a determination regarding responsibility and whether remedies designed to restore or preserve equal access to the college's educational program or activities will be provided to the complainant. The final report will include sanctions and be provided to each party and will include information regarding the appeal process.

The hearing officer(s)' findings (fact, conclusion and determination) must only be based on the preponderance of evidence standard. The findings should be the result of a full evaluation of all evidence.

Disciplinary sanctions may include, but are not limited to, expulsion from the college, exclusion from specific educational programs or activities, disciplinary probation or suspension.

Remedies that the college may impose should be designed to restore or preserve equal access to the college's programs and activities. These remedies may include, but are not limited to, extension of supportive measures, and training for the parties and/or a specific group within the Montserrat community - or the full Montserrat community.

Appeal

Each party has the right to appeal the hearing officer(s)' determination, within ten calendar days of receiving the decision. An appeal may be made on the following grounds:

- procedures were not followed as prescribed
- there is new information that has come forth which was not known to the student at the time of the hearing
- there was a conflict of interest or bias on the part of the Title IX Coordinator, investigator or hearing officer(s), against the complainant or respondent

An appeal must be submitted, in writing, to the Title IX Coordinator. If the appeal includes bias on the part of the Title IX Coordinator, the appeal should be addressed to the Deputy Title IX Coordinator. A written decision will be given to each party within ten calendar days, with an opportunity for the party who did not submit an appeal to respond. The written response must be received by the appeal officer within ten calendar days. A final written decision will then be issued by the appeal officer to both parties.

Campus and community resources

Any community member who has been impacted by sexual harassment or sexual misconduct of any kind is encouraged to seek immediate assistance.

Medical Treatment

Local Emergency Service 911

Montserrat Health Center (a confidential campus resource)

1st floor 24 Essex St., 978.921.4242, ext.1300

Sheryl.max@montserrat.edu

North Shore Rape Crisis Center

24 hour hotline: 877.509.YWCA (9922)

ywcansrcc.org/programs-services/rape-crisis/

20 Central Ave, Suite 510, Lynn, MA 01901

Beverly Hospital

85 Herrick St., Beverly, MA

978-922-3000

www.beverlyhospital.org/

North Shore Medical Center

81 Highland Ave., Salem MA

978-741-1200

nsmc.partners.org/

Safety

Beverly Police Department 911

Domestic Violence Unit, 978-922-1155

www.beverlypd.org/domesticviolence.html

Counseling and Emotional Support

Montserrat Counseling Center (a confidential campus resource)
1st floor Hardie, 978.921.4242, ext. 1200

Janet.dauray@montserrat.edu

North Shore Rape Crisis Center
24 hour hotline: 877.509.YWCA (9922)

ywcanrcc.org/programs-services/rape-crisis/

20 Central Ave, Suite 510, Lynn, MA 01901

Helping Abuse Working for Change (HAWC)

24-hour hotline: 800-547-1649

www.hawcdv.org/

Salem, MA office: 978-744-8552

Beth Israel Lahey Health

Behavioral Services

www.nebhealth.org/

800 Cummings Ctr., Suite 266-T

978-921-1190

Campus Offices

Title IX Coordinator, Christin Bouranis (not a confidential resource)

2nd floor, 24 Essex St.

978.921.4242, ext. 1171

christin.bouranis@montserrat.edu

The Title IX Coordinator is responsible for overseeing the College's response to Title IX reports and complaints and identifying, and helping to address, any systematic patterns or problems that are revealed.

Dean of Students Office/Title IX Deputy Coordinator (not a confidential resource)

1st floor Hardie, 978.921.4242, ext. 1130,

Maureen.wark@montserrat.edu

The Title IX Deputy Coordinator can assist students and employees with complaints or concerns about sexual misconduct and Title IX issues and direct people to the appropriate resources. The Title IX Coordinator and Deputy Coordinator work together to promptly respond to concerns and reports.

'Non-confidential' resources on campus will work to respect and protect, to the greatest extent possible, the privacy of anyone who comes forward with a concern or complaint.

Training

Title IX Coordinator, Deputy Coordinator, investigators, hearing officers, appeal officers and officials with authority are required to participate in annual training. In addition, on-going training programs are offered on-campus, including at new student orientation.

Training materials are available for review through the Dean of Students office.

CAMPUS SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Act requires college and universities to issue a statement advising the campus community how to obtain information concerning registered sex offenders from the appropriate state law enforcement agencies. In addition, the act registered sex offenders to provide appropriate state officials notice of each institution of higher education in that state at which the offender is employed or carries on a vocation.

Members of the Montserrat College of Art community may access this information by calling the Commonwealth of Massachusetts Sex Offender Registry Board at 978-740-6400 or by contacting the Beverly Police Department at 978-922-1212.

CRIME LOG and STATISTICS

A public, written crime log that records crimes 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 and reported to the College, is maintained at the front desk of the Hardie Building, 23 Essex Street, Beverly, MA 01915.

Crime Statistics

Crime statistics are reported for the campus and surrounding area. The crimes to be reported on include criminal offenses, VAWA offenses, arrests for liquor, drug and weapons charges and on-campus conduct cases for liquor, drug and weapons violations.

Montserrat College of Art Crime Report January 1, 2019-December 31, 2019

OFFENSE	ON CAMPUS			RESIDENTIAL FACILITIES			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
<i>Criminal Offenses</i>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary / Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<i>VAWA Offenses</i>									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<i>Arrests</i>									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Arrests (possessing, carrying, etc.)	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0
<i>Referred for Disciplinary Action*</i>									
Liquor Law Violations	4	6	2	4	6	2	0	0	0
Weapons (possessing, carrying, etc.)	2	0	0	2	0	0	0	0	0
Drug Abuse Violations	3	4	2	3	4	2	0	0	0
<i>Unfounded Crimes</i>	NA	NA	0	NA	NA	0	NA	NA	0

Public property statistics contain crime statistics from the Beverly Police Department.

All crimes occurring in residence halls are also recorded under 'on campus'.

* For 2019, these statistics must not include disciplinary actions that were strictly for school policy violations.

Hate Crime Statistics

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The offenses are the same as listed above. For Clery purposes, there are eight categories of bias: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability.

Montserrat College of Art Hate Crimes Report January 1, 2019-December 31, 2019

OFFENSE	ON CAMPUS			RESIDENTIAL FACILITIES			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
<i>Criminal Offenses</i>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary / Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Public property statistics contain crime statistics from the Beverly Police Department.
All crimes occurring in residence halls are also recorded under 'on campus'.

FIRE SAFETY

Throughout the year, Montserrat College of Art conducts unannounced fire drills across campus 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.
- Failure to evacuate during a fire drill/alarm is a violation of the Community Standards/ Student Code of Conduct.
- No one should re-enter the building until told to do so by personnel conducting the fire drill.

Community members should know location of fire extinguishers, alarms and exits. If you discover a fire, sound alarm and call 911 first, then call the Security phone at **978-626-2176**. **Causing or reporting a false fire alarm is a criminal offense and the person doing so is subject to arrest, fines and additional College disciplinary action.**

What to do in case of a fire

- **DIAL 911** OR sound the building alarm by pulling the alarm box located near an exit.
- Leave the building immediately.
- Do not use elevators; use the fire exits only.
- Crawl to stay beneath smoke if necessary.
- Do not open the 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.

We urge all students to become familiar with these policies and exit routes. All alarms are to be taken seriously and no one is to remain in the building for any reason when an alarm is sounding.

Building evacuation locations

Proceed to designated area closest to you. Always use caution when crossing a street.

Academic/Administrative

Hardie Building:	Beverly Common
24 Essex St.:	Beverly Common
1A Knowlton:	Yard between 7 and 9 Winter
301 Cabot St:	Move down Charnock St to the Dane Street Church parking lot
248 Cabot St:	In the front of the building move 50 feet down the sidewalk. In the rear of the building, move to the far end of the public parking lot.

Residence Halls

1 Watch Hill:	Hardie Checkerboard/Beverly Common
Student Village:	Hardie Checkerboard/Beverly Common
4, 7 & 9 Winter:	Hardie Checkerboard/Beverly Common
42/44 Essex:	Parking lot on the south side of 42/44 Essex
41 Essex:	Parking lot on the south side of 42/44 Essex
1 Knowlton:	Yard between 7 and 9 Winter
13 Knowlton:	Across Knowlton to the Dane St lot
297 and 299 Cabot:	Down Dane St to the Dane St lot
20/22 Chapman:	Across Chapman St to the parking lot
11 Abbott, 197/205 Cabot:	Across Abbott St to the front of the First Baptist Church

Fire hazards, policies and procedures

Studio and Classrooms

- Studio and classroom doors cannot be blocked by anything (furniture, art work, etc.).
- There are safety cans in the painting studios for the disposal of flammable rags, oil-based waste, and solvents. Additionally, there are safety storage units for the storage of flammable materials. The law requires all containers (including but not limited to baby food and pickle jars) containing flammable liquids to be labeled with the contents, name of owner, and date stored. All containers should be glass and must have a fitted cap or lid. Students should never put a solvent into an unmarked container to store it.
- Never put flammables (just mentioned), on top of, or next to radiators, space type heaters, hot plates, or close to any heat source.
- Anything that creates a flame or ember is not allowed in the studios.
- No smoking in studios, or in any campus building.
- There are fire extinguishers in every classroom and at the end of every hall. These are to be used only if fire blocks your exit from a building.

Residence Halls

Any behavior, which results in a fire is considered extremely serious and will be referred to Student Conduct. Sanctions may be assessed up to and including dismissal from the College. This includes disconnecting or disabling the smoke or fire alarms in campus buildings, as well as complete disregard or negligence of fire safety in cooking, smoking, creating art or any other action. Residents are required to practice prudent and sensible fire-safety measures.

ALL hallways must be kept clean and clear and stairwell and fire exit lights must remain on at all times.

Students are not permitted to:

- Intentionally or recklessly misuse or damage fire or other safety equipment
- Falsely report an emergency including, but not limited to, the false report of bomb, fire, or other emergency in any building, structure, or facility by means of activating a fire alarm or in any other manner
- Use candles or open flames in any way
- Smoke in any Montserrat College of Art housing/facility
- Remain in any building during a fire alarm or drill
- Leave the kitchen unattended when the stove/oven is on

- Hang tapestries, or other appendages from the ceiling, including the sprinkler heads. This will create interference with the sprinkler system.
- Block a walkway with any object, including curtains, sheets or drapes.
- Overload any electrical outlet. Only UL listed power strips and extension cords are permitted.
- Students need to limit clutter and combustibles in their apartments. Excessive trash/clutter/filth is considered a fire hazard and may be addressed through the student conduct system.
- Have additional 'appliances', including but not limited to, mini-fridges, microwaves, coffee makers, etc., in any part of the apartment EXCEPT in the common area of an apartment, preferably the kitchen area.
- Light a fire of any kind in or near any college building, including residential houses.
- Use a closet as a sleeping or studio space.
- Block or keep open, at any time, fire doors.

Items which are not permitted in the residence halls include:

- Alcohol/Drugs/Drug paraphernalia
- Pets (including aquarium pets)
- Halogen lamps
- Decorative lights/signs (unless UL certified)
- Extension cords (unless UL certified)
- Hoverboards or similar devices
- Candles/incense
- Kerosene lamps
- Space heaters (unless furnished by the College for a temporary emergency)
- Any items which creates an open-flame
- Flammable liquids or gases, including paint thinners
- Grills, gas or charcoal (also prohibited from the decks, backyards, porches and driveways of all residence halls)
- Weapons (real, realistic, or decorative)
- Motor vehicles, including motorcycles, motorized scooters, etc.
- Opened spray cans that contain flammable vapors such as fixatives and spray paints
- Any opened oil based media
- Tattoo guns or any equipment for tattooing

Any student who smells a strong odor of oil or gas in a campus residence should contact the RA on call AND Campus Security IMMEDIATELY.

Fire Safety Education

Fire safety regulations and policies, as well as fire evacuation procedures, are reviewed during house meetings on the first weekend of each semester. Additional fire safety information is distributed to the community throughout the year, as needed.

FIRE STATISTICS FOR ON-CAMPUS RESIDENTIAL UNITS

Montserrat College of Art - Fires Summary January 1, 2019-December 31, 2019

Name of Facility	2017			2018			2019		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Sturnick Student	0	0	0	0	0	0	0	0	0
42 Essex	0	0	0	0	0	0	0	0	0
44 Essex	0	0	0	0	0	0	0	0	0
297 Cabot	0	0	0	0	0	0	0	0	0
299 Cabot	0	0	0	0	0	0	0	0	0
13 Knowlton	0	0	0	0	0	0	0	0	0
Archer Hall	0	0	0	0	0	0	0	0	0
7 Winter	0	0	0	0	0	0	0	0	0
9 Winter	0	0	0	0	0	0	0	0	0
20 Chapman	0	0	0	0	0	0	0	0	0
22 Chapman	0	0	0	0	0	0	0	0	0
4 Winter	NA	NA	NA	NA	NA	NA	0	0	0
19 Briscoe	0	0	0	NA	NA	NA	NA	NA	NA
1 Watch Hill	0	0	0	0	0	0	0	0	0
19 Essex	0	0	0	NA	NA	NA	NA	NA	NA
11 Abbott	0	0	0	0	0	0	0	0	0
205 Cabot	NA	NA	NA	0	0	0	0	0	0
41 Essex	NA	NA	NA	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0