

The 2010 Jeanne Clery  
Disclosure of Campus  
Security Policy and  
Campus Crime  
Statistics/Fire Safety  
Report

JANUARY TO DECEMBER 2010

and

Campus Emergency  
Handbook



**Framingham**  
State University

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# Framingham State University

A SAFE CAMPUS IS A COMMUNITY-WIDE RESPONSIBILITY!

Dear Framingham State University Community.

Each year all colleges and universities are required by law to comply with the Jeanne Clery Campus Security and Campus Crime Statistics Act. This document provides statistics on crimes that have occurred over the past three years on campus and on the streets adjacent to the college.



The Campus Police Department patrols the campus 24 hours a day throughout the calendar year. Our priority is to prevent and deter any criminal

activity; however, it is a community-wide responsibility to always keep safety in mind.

Our commitment to community policing has become an important component in improving the quality of life at Framingham State College. This philosophy requires a partnership between the citizens and the police. High levels of involvement, trust, and respect must be put forth by both groups to make the partnership work.

As the Chief of Police, I cannot stress enough the importance of your involvement with keeping our community safe. With your help and your prompt reporting of any suspicious activity, along with Campus Police's continued efforts to remain visible via cruisers and foot and bike patrols we can minimize the danger of crimes occurring within our community

Brad J. Medeiros  
Chief of University Police

## **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

This report is provided to students, faculty, and staff in compliance with the requirements of the Federal Campus Security Act 11 (Public Law 101-542, 104 Stat. 2381). In addition, it is available to applicants for admission or employment upon request. On campus, the report is distributed in the following ways: students, faculty, and staff receive it by campus mail, it is posted on the University Web site, and the University newspaper, *The Gatepost*, publishes the crime statistics. The report is also available in all the common areas on campus.

## **CAMPUS SAFETY AND SECURITY POLICIES AND PROCEDURES**

The safety and security policies developed at Framingham State University are designed to enhance the safety and security of each member of our community.

- Please familiarize yourself with the information in this document so that you will be able to make informed decisions about your personal safety.
- Please take all possible steps to ensure your safety and the safety of others on campus.
- Please refrain from preventing doors from locking by placing items in doorways.
- Always lock your door and never walk alone after dark. Safety on campus will be assured if all individuals and groups support practices that promote a safe campus environment.

Students, faculty, and staff members along with visitors should feel free to conduct their daily business without fear of physical, emotional, or psychological harm.

**The Framingham State University  
Police Department is located on  
the ground floor at the rear of  
the McCarthy Center.  
Telephone (508) 626-4911**

## **THE FRAMINGHAM STATE UNIVERSITY POLICE DEPARTMENT**

The Framingham State University Police Department has primary responsibility for safety, security and the upholding of all laws of the Commonwealth on the campus. The Department works closely with the University community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment.

Department officers patrol the campus and answer calls on a 24-hour basis throughout the calendar year. A minimum of two officers and a dispatcher are usually assigned to each shift. The Campus Police Officers are sworn Special State Police and Deputy Sheriffs with official authority to conduct investigations and to arrest individuals. The Department's staff also includes Institutional Security Officers who patrol the buildings and grounds. In addition, the Department's staff, using cameras, monitor the entrances to all the residence halls which are also equipped with card access systems and staffed by desk attendants throughout the academic year.

As of the date of this publication the Framingham State University Police Department includes thirteen professionally trained, sworn, uniformed Police Officers; one Institutional Security Officer; and three civilian Dispatchers. Officers' training includes, but is not limited to, the following areas: rape investigation, CPR, crime scene, photography, fingerprinting, LEAPS/NCIC Computer, court prosecution, domestic violence, records management, drug recognition, statistics, safety, crisis intervention, and crime prevention.

## **FRAMINGHAM STATE UNIVERSITY POLICE AUTHORITY**

The Department handles all law enforcement duties in conjunction with the campus and also patrols the streets and areas contiguous to the University traveled by students and faculty to and from the campus to area parking lots and public transportation locations. Sworn members of the department are employed by Framingham State University and serve the institutions as police officers.

It is not the policy of the agency to infringe upon the primary responsibility of other agencies including the Framingham Police Department and Massachusetts State Police in areas not owned, used, or occupied by the University. However, officers maintain a close working relationship with those agencies and cooperate routinely on police responses in the area.

Sworn police officers of the Department are sworn in by the Massachusetts State Police as Special State Police Officers (Massachusetts General Laws Chapter 22C Section 63) granting the "same power to make arrests as regular police officers for any criminal offense committed in or upon lands or structures owned, used, or occupied by such College..." Subsequent to their appointment, officers are also sworn in as deputy sheriffs of Middlesex County, allowing the officers to perform police functions on the public ways of the county. Officers are also charged with the responsibility of performing parking enforcement on the campus property, as

### **FRAMINGHAM STATE UNIVERSITY**

- encompasses 73 acres.
- has 24 buildings.
- is located in the largest town in the country.
- has approximately 1,600 resident students, and on any given day may have a population of over 5,000 individuals.

well as the Town of Framingham public ways.

The department enjoys a close working relationship with the Framingham Police Department, Massachusetts State Police, the Middlesex County District Attorney's Office and several other city and town agencies on court proceedings, investigations and matters pertaining to more than one agency of the commonwealth or a surrounding municipal authority.

### **THE IMPORTANCE OF REPORTING CRIME OR EMERGENCIES IN A TIMELY FASHION**

We invite your involvement in creating an orderly campus. If you have a suggestion for enhancing safety, please bring it to the attention of the Framingham State University Police Department. The accurate and prompt reporting of campus crime is essential to the safety and security of the entire University community. You may report criminal activity or other emergencies by calling the Framingham State University Police Department at 508-626-4911. Uniformed officers patrol the campus on foot, on bicycles, and in marked cruisers.

### **NOTIFICATION OF CRIMINAL ACTIVITY WILL BE MADE PUBLIC IN A TIMELY MANNER**

Members of the Framingham State University campus community are advised on a timely basis about campus crime and crime-related problems.



These efforts include the following:  
University Newspaper: The Gatepost publishes special articles related to campus safety and security on a regular basis. The Gatepost publishes a weekly summary of criminal incidents which occurred the preceding week.

Public Log: Dispatchers at the Campus Police Department document all calls for service in the daily police log, a chronological record of all crimes reported to the Framingham State University Police Department, as well as the names of all persons arrested. Daily logs are available for public viewing during regular office hours.

Posting of Crime Alert Bulletins

FSU Alert

Whelen Emergency Warning Siren

Annual Jeanne Clery Safety and Security Report

### **FSU ALERT**

FSUAlert will be one of the primary methods for alerting the entire college community of important and/or emergency information via recorded phone and text messages. The University has recently installed an emergency warning siren system that will alert the campus via loud speaker message of an emergency situation. The messages will give instructions on how to proceed safely away from the incident.

FSUAlert will only be used during times of emergencies including but not limited to:

- School closings
- Inclement weather
- Public safety/community warnings
- Campus Safety bulletins
- Evacuation or Lock-down drills
- Campus law enforcement
- Security mobilizations and more...

Please log on to MyFramingham to register or update your information.

The information you enter will be kept confidential and used only for emergency notifications.

Emergency response and evacuation procedures are publicized through the Framingham State University Police Department website. Warning and notification systems as well as emergency response and evacuation procedures are tested and evaluated on an annual basis.

### **SAFETY BULLETINS SHOULD BE TAKEN SERIOUSLY**

In the event of a major incident of violent crime on the campus or in the neighboring community, safety bulletins will be posted by the Framingham State University Police Department in the Safety Bulletin Posting Cases, located near the main entrances to all campus buildings. **These postings should be taken seriously.** Resident students are encouraged to notify the Framingham State University Police Department, Resident Assistants (RAs), or Residence Directors (RDs) of any safety or security problem or concern that a student may have. A student, RA, RD, police officer, and any other member of the University community may also refer any violation of the Student Conduct Code directly to the Dean of Academic Support and Student Affairs located in the McCarthy Center, Room 508.

### **CODE BLUE EMERGENCY PHONES**

Code blue emergency phones have been placed on all academic buildings, foyer of each residence hall, and the walkway behind Hemenway Hall. In addition, they are located in the following parking lots: Maynard, Maple, Maple Field, Union Avenue, and Linsley Lot. These phones ring directly into the Framingham State University Police Department. When using these phones, please remain calm and give clear details of the situation you are reporting.

**To operate an emergency phone, simply press the button. The Framingham State University Police Department will respond immediately. Even if you cannot speak, they will know your location and a cruiser will arrive on the scene very quickly. Audio contact with the Police Department will remain activated throughout the emergency.**

### **POLICE ESCORT SERVICE AND SHUTTLE BUS SERVICE**

The Framingham State University Police Department requests that students ask for escorts *only when absolutely necessary and when no other options are available. Escorts are provided for safety reasons only.* Escorts will be given from 2 a.m. until dawn. Students should plan their schedules accordingly as there are no escorts given during daylight hours.

In September 2009, the shuttle schedule was adapted to reduce fuel emissions to comply with the Climate Action Plan. From Monday to Friday the shuttle runs continuously to Union Ave Resident Student lot from 7 a.m. to 3:45 p.m., to Maple Commuter lots from 6 a.m. to 9:30 a.m., and to all lots from 4 p.m. to 10 p.m. The shuttle is available to all lots through dispatch only from 10 p.m. to 2 a.m. (3 a.m. on Thursday). On Saturday and Sunday the shuttle runs to all lots continuously from 8 a.m. to midnight and through dispatch from midnight to 2 a.m. The shuttle may be dispatched by calling 508-215-5920 or with the call box at shuttle stops.

We encourage students to walk in groups from parking lots or between residence halls when not using the shuttle bus service, which operates both days and evenings during regular school sessions, to provide transportation to and from upper campus to the student parking lots. The shuttle bus stop is located at the Bement parking lot. The bus route usually takes about 20 minutes for the entire circuit. Students

may contact the Student Transportation Center at 508-215-5920 for immediate shuttle information.

### **WEAPONS ON CAMPUS**

State Law (M.G.L. Ch.269 sec. 10) prohibits any individual other than the Police Officers from the Framingham State University Police Department from bringing to campus or possessing any weapon or firearm while on campus property without the consent of the Chief of the Framingham State University Police Department.

### **UNIVERSITY ALCOHOL POLICY**

The Framingham State University Police Department enforces all state laws and college regulations regarding the possession, use, and sale of alcoholic beverages. University policy restricts when, where, and how alcohol may be served, and the source of funds used to purchase alcoholic beverages. Please refer to the Framingham State University *Ram Handbook*, or call the Office of Academic Affairs and Student Support for current Alcoholic Beverage Policy guidelines. There are many alcohol education and abuse prevention programs provided throughout the year by the Office of Social Issues and Wellness.

### **UNIVERSITY ILLEGAL DRUG POLICY**

The Framingham State University Police Department enforces all state and federal laws concerning illegal drugs. When illegal drug use is suspected and the college and/or the Framingham State University Police Department are notified of illegal drug use or sale, or when the Framingham State University Police Department apprehends illegal users or sellers, appropriate steps are taken to determine the facts of the situation. Persons apprehended by the Framingham State University Police Department for possession of, use of, or distribution of illegal drugs will be prosecuted.

### **COLLEGE HAZING POLICY**

Pursuant to the laws of Massachusetts, Chapter 536, the University expressly prohibits hazing which is defined as an act(s) which endanger the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

Consent of the participants is not a defense against a complaint of hazing. In addition Massachusetts General Laws defines hazing as conduct such as whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverages, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such student or other person to extreme mental stress including extended deprivation of sleep or rest or extended isolation.

Hazing will be treated as a violation of the Code of Conduct. Charges will be filed through the Judicial System as well as externally as a violation of Massachusetts General Law.

### **CAMPUS MAINTENANCE**

The University has installed and maintains exterior lighting around each building, along all walkways, and in parking lots. In addition, a concerted effort is made to keep the shrubbery and other plants trimmed to eliminate potential hiding places. Custodians, grounds crew, and maintenance



personnel are on duty 24 hours per day, 365 days per year. They are especially alert and responsive to health, safety, and maintenance problems.

Resident students are urged to report potential hazards or maintenance problems to the Framingham State University Police Department or to a Residence Life staff member so that the problem may be corrected or repaired as soon as possible.

## **KEY CONTROL AND ACCESS CARD POLICY**

It is the policy of Framingham State University to promote the security of campus personnel and appropriate access to University property. This policy is based on providing as much security possible with as little inconvenience to the campus as practical. To accomplish this, the following policies have been adopted to enhance personal and building security by maintaining a tight control of the issuance of keys and access cards.

Campus Police recognizes its responsibility in implementing the key/access card policy in a way that will insure a smooth transition from past practice to a formal process of key/access control.

Keys/access cards will be issued only to authorized persons who have a need for frequent access to specified areas. Authorization for issuance of a key is the responsibility of the appropriate Vice President, Department Head, Director, Dean or Chairperson of a Department.

The issuance of exterior building keys will be limited only to employees who have a need for frequent access in order to perform job-related responsibilities. All key requests will be carefully reviewed and only valid and necessary requests will be approved.

All persons issued University keys shall at all times be held responsible and accountable for said keys. Individuals

must personally sign for their keys and shall not transfer, duplicate or loan their keys to another individual. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria.

If a key or access card is lost or stolen, the Campus Police Department must be notified upon discovery of the loss by the key/card holder. In the case of loss or theft, the individual department will be responsible for charges associated with keys, locks, or other hardware changes that may occur because of a missing key. Keys/Access cards must be turned into Campus Police if the college employee transfers to another department or is no longer employed by the University. The employees' final paycheck may be held pending return or clearance of outstanding keys.

Keys/access needed by outside contractors must be authorized by the Facilities Department, including individual name, firm name, and specific dates the contractor will be on campus.

Building security shall be everyone's concern. If you are issued a key to access an area make sure you are securing the same area when you are through. Check windows to make sure they are closed and locked, turn electrical appliances off, turn lights off, and secure all doors you unlocked.

Any individual who is not eligible for a key whose work responsibility requires him/her to enter a University building or office at a time when the area is locked should make arrangements with their department heads for notification to Campus Police for access after hours. This may be done by the Department Head notifying Campus Police at extension 4911.

## **ACCESS TO CAMPUS BUILDINGS**

Except for residence halls, most University facilities are open to the public during the day and evening

hours when classes are in session. Visitors are required to check in with the Framingham State University Police Department for parking permits and parking instructions. During the times that the college is officially closed, college buildings are generally locked and only faculty and staff are admitted (with proper FSU Faculty/Staff identification). Use of some areas such as computer labs, art labs, and research labs are restricted during off-hours except under pre-arranged and approved circumstances. Some college-sponsored programs are open to the general public while others are restricted to students with a current Framingham State University Identification Card.

### **INVESTIGATION OF PREVIOUS CRIMINAL RECORDS OF PROSPECTIVE STUDENTS AND EMPLOYEES**

During the admissions/job application process prospective students and employees are asked to disclose whether they have ever been convicted of a felony or similar offense. The college does not hire a candidate for a position if a prior offense indicates that the hiring would create a significant threat to the University community or to the public.

### **RESIDENCE HALL STAFF**

Resident Directors (RDs) and Resident Assistants (RAs) are assigned to each of the residence halls. All RDs and RAs receive comprehensive training before each University year begins. This training includes how to handle various emergencies ranging in scope from psychological problems to health concerns, fire evacuations, vandalism, disorderly conduct, etc. The Director of Residence Life, who supervises the RDs and the RAs, is available to assist students during the day. The RAs and RDs are on duty every night and weekend to help students with any kind of problem. RAs provide extra support by touring the residence hall floors on

a regular basis while on duty during designated hours.

### **SECURITY IN STUDENTS' ROOMS**

Each residence hall student room has its own lock and key. All rooms have lockable windows and screens. Anyone found to be tampering with screens on any building may face serious disciplinary proceedings and/or criminal charges. All student room doors are posted with a warning against leaving the doors unlocked at any time. All students are further warned against propping doors in an open position or disabling any security system on the campus. Tampering with or disabling any security device or system is not only unsafe for the entire University community, but could also lead to serious criminal charges.

### **RESIDENCE HALL SECURITY AND VISITORS**

Each residence hall desk is located in the lobby and is staffed by attendants who monitor people entering and leaving the building. Security cameras have been placed in each residence hall lobby for added security. Desks are staffed 24 hours per day, seven days per week. In the rare event that a desk is not covered, the Framingham State University Police Department will secure the entrance and assume responsibility for monitoring the residents and guests entering the building when the Card Access System is not activated. All visitors and guests of resident students are required to sign in and leave valid photo identification at the desk. Guests will be allowed in the building only when the sponsoring resident is present to accompany them to his or her room. Once a guest has been signed in, it is the responsibility of the resident to escort that guest at all times while he/she is in the building. Students will be held directly responsible for the actions of their guests.

## SECURED ENTRANCES

Residents and guests enter all residence halls through designated main entrance doors. Cameras and desk workers monitor all entrance doors. In addition, all other doors are alarmed and designated for emergency use only. Any individual found responsible for using or tampering with any emergency sounding device or door will be charged with judicial misconduct and/or criminal complaints.

## OFF-CAMPUS HOUSING

Framingham State University does not own, nor does it sponsor or recommend, any off-campus housing. Students seeking off-campus housing are cautioned to check thoroughly with local police and the landlord of any rental property about the incidence of crime in the area. It is also important to check for adequate safety devices in the building or apartment prior to signing any lease agreement.

<http://www.crimemapping.com/map/ma/framingham>

## HOUSING DURING THE HOLIDAYS AND BETWEEN TERMS

The residence halls are closed during the winter and spring breaks, and students are not allowed access without prior approval of the Office of Residence Life. Special circumstances may exist for international students or others which would necessitate special consideration through the Office of Residence Life. Residents may sign up with the Office of Residence Life for housing during break periods.

## RESIDENCE HALL RULES AND REGULATIONS

The residence halls are governed by rules and regulations for the benefit of the entire college community. It is very important that ALL students and guests abide by the rules set forth in the *Guide to Residence Living* and



the *Ram Handbook* while living on or visiting campus. These rules have been developed for the safety and security of all.

## FIRE SAFETY

The Framingham State University Police Department and Facilities Department work together with the Framingham Fire Department to ensure that Framingham State University is in compliance with all fire and life safety codes and standards.

All residence halls meet or exceed local and national fire safety codes and are equipped with modern fire alarm systems including smoke detectors and sprinkler systems. In addition, all fire extinguishers are inspected on a regular basis. Egress drills for residential students are conducted several times a year with the Office of Residence Life & Housing Staff.

The Framingham State University Office of Residence Life & Housing publishes residence hall policies regarding fire safety, fire drills, fire alarms, and escaping from fire in the annual Framingham State University RAM Student Handbook.

Smoking: All Framingham State University Academic, Administration, Athletic, and Residence Life buildings are smoke free. This includes all student rooms, hallways, and common areas.

## RESIDENCE HALL FIRE PREVENTION INFORMATION

All the residence halls at Framingham State University are protected with a fire

## RESIDENTIAL FIRE INCIDENT REPORT

	HORACE MANN			LARNED			LINSLEY		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Number of Fire Incidents	0	0	0	0	1	1	0	0	0
Fire Related Injuries	0	0	0	0	0	0	0	0	0
Fire Related Deaths	0	0	0	0	0	0	0	0	0
Property Damage	0	0	0	0	0	1	0	0	0

	O'CONNOR			PEIRCE			TOWERS		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Number of Fire Incidents	0	0	0	0	0	0	0	0	0
Fire Related Injuries	0	0	0	0	0	0	0	0	0
Fire Related Deaths	0	0	0	0	0	0	0	0	0
Property Damage	0	0	0	0	0	0	0	0	0

protection system. This system includes an approved fire suppression system, along with smoke detectors located in the common areas and individual rooms. These components are connected to Framingham Fire Department's central fire alarm and the monitoring system located at Campus Police and are monitored twenty-four hours a day.

Fire drills: Each semester the department in conjunction with housing and residence life conducts fire drills from each residence hall during the academic year. The University requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuation may face disciplinary action.

### OTHER SOURCES OF INFORMATION ON CAMPUS

In addition to the information contained in this pamphlet, the *Ram Handbook* and the *Guide to Residence Living* are both excellent resources with more detailed information about what is expected from students, faculty, staff and guests of the University. Consider these publications as guides for a productive experience at Framingham State University. New and returning students have opportunities to discuss issues of safety and

security during Orientation programs with advisors, and at residence hall meetings. A variety of programs are held throughout the year for students, faculty, and staff dealing with a range of issues including alcohol and drug abuse, sexual assault, acquaintance rape, emergency procedures, and many other safety and security-related topics. The student newspaper, *The Gatepost*, carries weekly updates on Framingham State University Police Department activity and incidents on campus.

### PROCEDURES FOR SEXUAL ASSAULT VICTIMS

If you are assaulted, be sure to get the help you need medically, emotionally, and legally. The medical procedure following an assault is essential. Specifically, you should receive a pelvic exam, emergency medical treatment for internal or external injuries, tests to collect evidence for the courts if you choose to prosecute, information on any medication or treatment recommended, tests for STDs, and tests for pregnancy within six weeks of the attack.

It is extremely important not to wash, douche, shower, rinse your mouth, eat, drink, smoke, or change your clothes before going to the hospital. Emotional

**TO REPORT A CRIME, OR IF YOU BELIEVE YOU ARE THE VICTIM OF A CRIME, CALL THE FRAMINGHAM STATE UNIVERSITY POLICE DEPARTMENT AT 508-626-4911.**

trauma is probably the most common and natural after-effect of rape.

There are many ways to respond to trauma resulting from rape. Some people find that talking with a friend helps. Others find that joining support groups or getting professional counseling are more effective methods. Framingham State University offers counseling to students and staff. The office is located at the Wellness Center at the corner of State Street and Maynard Road. The Framingham State University Police Department also offers Rape Aggressive Defense (R.A.D.) courses free of charge to all female Framingham State University faculty, staff, and students.

Reporting or not reporting a crime is a personal choice. All crimes are worth reporting whether or not you take a legal course of action. You can contact the Framingham State University Police Department or the Town of Framingham Police Department. There are several officers who are trained in sexual assault investigations. All cases of crime are kept confidential.

### **CAMPUS PROCEDURE FOR RESPONDING TO SEXUAL ASSAULT**

Dr. Melinda K. Stoops, Dean of Students, is obligated by law to report the number of on-campus sexual assaults annually. This process affords the opportunity to assess and develop preventive strategies and explore additional educational needs. Reporting these incidents, anonymously or otherwise, to on-campus resources is strongly encouraged. Some of the on-campus resources include the Framingham State University Police Department, the Director of Health Services, the Director of the Counseling Center, and the Dean

of Academic and Student Affairs.

If a student wishes to handle the situation through the university's judicial system, a closed hearing will be conducted. The student or Dean of Academic Support and Student Affairs can request a hearing with one judicial officer or a panel of three professional faculty or staff members. Because of the sensitive nature of this type of case, priority will be given. Interim modified living arrangements will be made possible in cases where the victim and the accused live in the same residence hall. For students in need of a Victim's Advocate one will be made available through the Framingham State University Police Department. Both the accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and accused shall be informed of the outcome of the results of the proceeding. Sanctions that may be imposed following a final determination of a disciplinary proceeding regarding rape or other forcible or non-forcible offenses may range from findings of not responsible to expulsion from the University.

### **PROTECTING PERSONAL AND UNIVERSITY PROPERTY**

Lock your door every time you leave your room or office. Engrave expensive equipment and valuables. The Framingham State University Police Department has an engraving program. Don't store your purse or wallet in an unlocked desk drawer. Don't leave your belongings (books, gym bags, backpacks, calculator, coats, etc.) unattended in the library, cafeteria, hallways, locker rooms, or classrooms.

## **IF YOU ARE WORKING LATE**

Notify the Framingham State University Police Department that you are in your office and indicate when you expect to leave. Keep your office door locked. Lock all doors behind you when entering and exiting at night. These preventive measures are advised for your protection. Your location on campus is important for officers to know in case of a sudden illness or in case of fire. For these reasons, the Framingham State University Police Department must know when you are in campus buildings after hours.

## **CRIME PREVENTION PROGRAMS OFFERED ON CAMPUS**

The Framingham State University Police Department Crime Prevention Unit offers programs to the Framingham State University community on the following topics: domestic violence, sexual assault, workplace violence protection, alcohol/drug awareness, general safety, rape aggression defense, road rage, identity theft, police encounters, and many more areas. The goal of the department is to host these programs in the residence halls throughout the academic year. We hope to run at least two programs a month. The Crime Prevention Unit will distribute posters with locations, dates, and times of each program throughout the year.

The domestic violence program will include facts about the law, signs and symptoms of an abusive relationship, ways to protect yourself from domestic violence, and facts about restraining or protection orders. It also will introduce the Framingham State University Police Domestic Violence Unit staff and show how they can assist you in a domestic violence incident.

The sexual assault program will include the definition of sexual assault and how you can tell if you have been sexually assaulted. It will also contain the facts about the law and will give helpful

tips on how to protect yourself from becoming a victim of sexual assault. You will meet the Sexual Assault Unit staff, and learn how it can assist you in a sexual assault incident. In addition, the Framingham State University Police Department offers R.A.D. (Rape Aggression Defense). This is a women's self-defense class that gives women the tools to protect themselves against assault, including strategies to avoid becoming a victim.

Each program topic has a number of resources, both on and off campus, readily available to the community. You will be given these resources in the handouts. All programs will consist of lectures, a series of handouts, and informative videotapes.

## **DEFINITIONS OF REPORTED CRIMES**

The following definitions of crimes are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Murder (and Non-negligent Manslaughter)**

The willful (non-negligent) killing of one human being by another.

### **Rape (Forcible)**

The carnal knowledge of a person forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit by force or threat of force.

### **Sexual Offenses (Forcible)**

Any sexual act directed against another person and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sexual Offenses (Non-forcible)**

Unlawful, non-forcible sexual intercourse. A) Incest: Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law. B) Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Aggravated Assault**

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers from obvious severe or aggravated bodily injury, several lacerations, or loss of consciousness. Note: An unsuccessful attempt to commit murder would be classified as an aggravated assault.

**Sexual Assault with an Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly; or against the person's will where the victim is incapable of giving consent because of his/her youth, or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against a person's will where the victim is incapable of giving consent because of his or her youth, or because of his or her temporary or permanent mental incapacity.

**Forcible Sodomy**

Oral or anal sexual intercourse with 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 because of his/her youth, or because of his/her temporary or permanent mental or physical incapacity.

**Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Burglary (Breaking or Entering)**

The unlawful entry into a building or other structure with the intent to commit a felony or theft.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle (includes joyriding).

**Hate Crime**

A crime in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, national origin, ethnicity, gender, disability, or sexual orientation of any person.

**REPORT ALL SUSPICIOUS ACTIVITY AND  
VANDALISM IMMEDIATELY TO  
THE PROPER AUTHORITIES.**

The following information is given in order to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## **CAMPUS CRIME STATISTICS**

**January 1 - December 31, 2010**

<b>2010 Crime Statistics Annual Report</b>				
	On campus	Residence halls	Non-campus	Public property
Arson	0	0	0	0
Murder	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	5	5	0	0
Sexual Assault:				0
Forcible	4	4	2	2
Non-forcible	0	0	0	0
M.V. Theft	0	0	0	0

<b>2010 Arrests</b>				
Liquor Violations	2	2	0	0
Drug Violations	1	1	0	0
Weapons Violations	2	2	0	0

<b>2010 Referrals to the Disciplinary System</b>				
Liquor Violations	104	95	3	2
Drug Violations	39	19	3	3
Weapons Violations	12	8	1	1

<b>2010 Hate Crimes Statistics Report</b>				
(Reported occurrences that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin or disability as prescribed by the Hate Crimes Statistics Act (28 U.S. C 534).)				
	On campus	Residence halls	Non-campus	Public property
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Offenses-Non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Any other crime involving bodily injury	0	0	0	0
Simple Assault	0	0	0	0
Larceny	0	0	0	0
Intimidation	0	0	0	0
Vandalism	0	0	0	0

The following information is given in order to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## **CAMPUS CRIME STATISTICS**

**January 1 - December 31, 2009**

<b>2009 Crime Statistics Annual Report</b>				
	On campus	Residence halls	Non-campus	Public property
Arson	0	0	0	0
Murder	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	8	6	0	0
Sexual Assault:				0
Forcible	1	1	4	2
Non-forcible	0	0	0	0
M.V. Theft	0	0	0	0

<b>2009 Arrests</b>				
Liquor Violations	1	0	0	0
Drug Violations	2	1	0	0
Weapons Violations	2	1	0	0

<b>2009 Referrals to the Disciplinary System</b>				
Liquor Violations	102	91	0	1
Drug Violations	35	28	0	0
Weapons Violations	2	2	0	0

<b>2009 Hate Crimes Statistics Report</b>				
(Reported occurrences that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin or disability as prescribed by the Hate Crimes Statistics Act (28 U.S. C 534).)				
	On campus	Residence halls	Non-campus	Public property
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Offenses-Non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Any other crime involving bodily injury	0	0	0	0
Simple Assault	0	0	0	0
Larceny	0	0	0	0
Intimidation	0	0	0	0
Vandalism	3	3	0	0

The following information is given in order to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## **CAMPUS CRIME STATISTICS**

**January 1 - December 31, 2008**

<b>2008 Crime Statistics Annual Report</b>				
	On campus	Residence halls	Non-campus	Public property
Arson	0	0	0	0
Murder	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	6	6	0	0
Sexual Assault:				0
Forcible	3	3	0	3
Non-forcible	0	0	0	0
M.V. Theft	0	0	0	0

<b>2008 Arrests</b>				
Liquor Violations	5	0	0	0
Drug Violations	1	0	0	0
Weapons Violations	0	0	0	0

<b>2008 Referrals to the Disciplinary System</b>				
Liquor Violations	77	50	0	0
Drug Violations	29	13	0	0
Weapons Violations	3	3	0	0

<b>2008 Hate Crimes Statistics Report</b>				
(Reported occurrences that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin or disability as prescribed by the Hate Crimes Statistics Act (28 U.S. C 534).)				
	On campus	Residence halls	Non-campus	Public property
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Offenses-Non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Any other crime involving bodily injury	0	0	0	0
Simple Assault	0	0	0	0
Larceny	0	0	0	0
Intimidation	0	0	0	0
Vandalism	0	0	0	0

## DATA FROM THE FRAMINGHAM POLICE DEPARTMENT

In compliance with the new regulation of Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, the following reflects the contiguous geographical areas of Framingham State College owned or leased property.

This contiguous area includes the following streets: Adams Road, Barber Road, Church Street, High Street, Maple Lane, Maple Street, Maynard Road, Normal Hill Road, River Street, Salem End Road, State Street, Union Avenue, and Wood Terrace. Note the data reflects the entire streets listed, and not just the area surrounding campus. The streets are public ways in the Town of Framingham.

### January 1, 2010 through December 31, 2010

Aggravated Assault .....	8
Arson .....	0
Burglary.....	7
Hate Crimes.....	0
Manslaughter .....	0
Motor Vehicle Theft.....	1
Murder .....	0
Robbery.....	1
Sex Offenses, Forcible...0, Non-Forcible...2	

### ARRESTS

Liquor Law Violations.....	1
Drug Abuse Violations.....	4
Weapons Violations .....	2

## INVESTIGATION OF MISSING PERSONS

The Framingham State University Police Department 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.

“Suzanne’s law” is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously, police were only mandated to report missing persons under the age of 18. This law, which was signed by President Bush as part of the national “Amber Alert” bill on April 30, 2003, requires police to initiate prompt investigations into missing young people.

This change in federal law will have little impact on the practices of Framingham State University Police Department because we have always been very aggressive in investigating reported missing persons.

If you have any questions about Suzanne’s Law, please let us know.





## **Framingham State University Police Sex Offender Registry**



### **Sex Offender Registry information as required under the "Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration" Act.**

Under the "Campus Sex Crimes Registration Act," which took effect on October 28, 2002, the Framingham State College Police Department is a repository for information concerning registered sex offenders who study, work, and/or carry on a vocation at Framingham State College.

Under the current procedures of the Commonwealth of Massachusetts Sex Offender Registry Board the only methods of obtaining sex offender information as it applies to Framingham State College requires that an individual seeking such information either apply for it in person at the "Town of Framingham Police Department" or the individual applies directly to the Massachusetts Sex Offender Registry Board.

The Massachusetts Sex Offender Registry Board which was established pursuant to Massachusetts General Laws Chapter 6, Sections 178C - 178F, classifies each registered offender into one of three categories.

- Level 1: considered a low risk offender
- Level 2: considered a moderate risk offender
- Level 3: considered a high risk offender

Sex offender information is available to the public by Massachusetts Law only if the person has a duty to register, and has been classified by the Massachusetts Sex Offender Registry Board as a level 2 or level 3 offender.

Any member of the public who is 18 years of age or older may request sex offender information. Sex offender information will be provided to any person who is seeking the information for his or her own information or for the protection of a child who is under 18 or for the protection of another person for whom the requesting person has the responsibility, care, or custody.

In an effort to provide Framingham State University with the most up-to-date Sex Offender Registry Information, we are providing the web site and location of the Massachusetts Sex Offender Registry Board and the Town of Framingham Police below.

The Commonwealth of Massachusetts  
Sex Offender Registry Board  
P.O. Box 4547  
Salem, MA 01970  
Phone 978-740-6400

Framingham Police Department  
508-872-1212  
[www.framinghampd.org](http://www.framinghampd.org)

# CAMPUS EMERGENCY HANDBOOK

Dear FSU Campus Community Member:

This booklet is designed to inform all members of the Framingham State University campus community about appropriate actions in an emergency situation. Maintenance of campus safety and security is a priority for all of us. Everyone, including students, faculty, and staff, should read this booklet in advance and at least once a semester in order to keep in mind appropriate responses should the campus experience a serious emergency event. Please do not hesitate to call or write should you have any questions regarding emergency preparedness and response protocols.

Sincerely,

Brad Medeiros,  
Chief, Framingham State University Police Department

## **PURPOSE OF AN EMERGENCY RESPONSE PROTOCOL**

A campus-based Emergency Response Protocol is necessary:

- To provide management plans and procedures that most effectively protect the health, safety, and welfare of students, faculty, staff, and the public, protect the environment, and to mitigate potential damage in the event of an emergency.
- To provide a coordinated response to emergencies that may impact members of the campus community and/or the environment while paying special attention to the safety and security needs of all.
- To provide for the essential needs of students and employees during and following an emergency.
- To coordinate training and review procedures in order to maintain a state of readiness and provide effective response should an emergency occur.
- To use critical emergency incidents, when appropriate, as teachable experiences to enhance the quality of life for all those impacted by the incident.

## **CAMPUS STATE OF EMERGENCY**

The authority to declare a campus state of emergency rests with the president of the University or his designee as follows. During the period of any major campus emergency, the president of the University will place into effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. When necessary, the president will convene the administrative Emergency Response Team (ERT).

## **EMERGENCY RESPONSE**

During a campus emergency, the Framingham State University Campus Police Department will take appropriate and immediate measures necessary to meet the emergency and to protect persons and property. The chief of Campus Police or designee will immediately notify the University President regarding the emergency.

The ERT will be activated depending on the level of emergency designated by the Campus Police Chief or designee. The level of the emergency and instructions

will be communicated with the University community through the Campus Police Department in conjunction with the Director of College Communications by one or all of the following:

- Campuswide e-mail
- Campuswide telephone broadcast
- Dialogic (DCC) communication text message and cell phone community notification system
- Public announcement (PA) systems.

## **DEFINITION OF EMERGENCY**

Framingham State University has defined an emergency as an event that would likely result in injury to members of the community and/or destruction to facilities and equipment. Such events include unanticipated circumstances such as fire, explosion, natural disaster, acts of violence, or release of hazardous materials. Other events may be foreseeable and there may be sufficient warning to provide for a planned response; such emergencies include forecasted storms or pandemic conditions.

### **Localized Emergency**

Localized emergencies impact only a small part of the University community and do not impact the overall functioning of Framingham State University. A localized emergency may not require the intervention of the ERT as a whole but may require certain members of the team to be involved as necessary. Examples include a small, localized fire, an isolated power failure, or a hazardous material spill of small proportion.

### **Major Emergency**

A major emergency is defined as a serious emergency that completely disrupts one or more major operations of Framingham State University. The ERT would need to make major decisions about the functioning of the University.

### **Disaster**

A disaster is defined as a campuswide, municipal, regional, national, or global

emergency that seriously impairs or halts the operation of Framingham State University. Outside public safety and other emergency services will be required but may not be immediately available. In this scenario, major policy decisions will always be required by the ERT.

## **EMERGENCIES INVOLVING HARASSMENT, VIOLENCE, OR THREATS OF VIOLENCE**

Harassment, threats, and violent behavior are unacceptable and will not be tolerated at Framingham State University. All reports of harassment, intimidation, threats, and physical violence will be investigated and individuals found responsible for such actions will be subject to disciplinary action, including expulsion, termination, and prosecution.

Planning and practice are effective tools individuals may use to prevent and protect against the unlikely event of violence on campus. Preventive actions include:

1. learning to recognize early warning signs
2. early reporting, and intervention
3. considering potential scenarios
4. planning a response.

Every hostile or potentially violent situation is different; threatened individuals will have to rely on their best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

### **Harassment**

Do not ignore harassing behavior, which is defined as behavior that causes alarm or concern for the safety of oneself or others. Report concerns to your supervisor or, if the individual exhibiting such behavior is a student, to the Dean of Students. Any time a person believes that violence is imminent, Campus Police should be called. Treat all threats or rumors of violence as serious. Call Campus

Police if you observe a weapon, are informed of someone on campus in possession of a weapon, or informed of someone's intent to bring weapons to campus.

Every situation is different and the threatened individual will have to rely on his or her best judgment as to the best course of action. Your own safety and the safety of others are the top priority. General guidelines include:

- Do not tolerate verbal or physical harassment from anyone.
- Do not give out personal information about yourself or others (co-workers or students). Information you should protect include your home address, class schedule, or telephone number.
- Those using web-based social networking sites such as MySpace and Facebook should not include private information such as phone numbers and addresses in profiles.
- Report civil protection orders ("No Contact Orders" or "Restraining Orders") to Campus Police. The Campus Police Department will request a copy of the order.

If you encounter a stranger whose actions appear to be suspicious:

- Establish eye contact and ask if you can help him or her.
- Do not physically confront the person. Keep a safe distance.
- Do not let anyone block your access to an exit.
- Do not let anyone into a locked building or office.
- Do not block the person's access to an exit.
- Note the person's travel direction, clothing, body type (weight and height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercing, tattoos, etc.

### **Active Shooter Incident**

If someone has entered an area and has started shooting a firearm, the following actions are recommended. These guidelines are recommendations

only. Individuals may have to act in ways different from those outlined here.

- If possible, exit the building immediately.
- Notify anyone you may encounter to exit the building immediately.
- Unless otherwise indicated by emergency response personnel, report to your building assembly area (see evacuation plan). This should be done only if it is reasonably safe to do so. Otherwise, it may be better to leave the campus.
- Call 4911 from any campus phone; from a cell phone dial 508-626-4911. Give the dispatcher the following information:
  - Your name and location
  - Location of the incident (be as specific as possible)
  - Number of shooters (if known)
  - Identification or description of shooter
  - Number of persons who may be involved

If you are directly involved and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door.
- Cover the door windows. Keep quiet and act as if no one is in the room.
- Do not answer the door.
- Notify Campus Police at 4911 (from a cell phone dial 508-626-4911).
- Give the dispatcher the following information:
  - Your name and location (be as specific as possible)
  - Number of shooters (if known)
  - Identification or description of shooter
  - Number of persons who may be involved

Wait for local police or Campus Police to assist you out of the building.

If you find yourself directly confronted with an armed individual who is threatening to commit or has committed violence, the following guidelines should be used to the

extent possible and warranted by the circumstances of the situation:

- Remain as calm as possible; be cooperative and patient.
- Remember that time is your best weapon; offer to listen.
- Don't judge or argue with perceptions.
- Treat each concern as important and valid. A person in crisis will only respond to someone who is willing to listen and who is understanding, respectful, and non-threatening.
- Maintain polite eye contact; keep gestures and body language open and non-threatening. Use a low, soft, slow voice when you speak. Do not make sudden moves--request permission of the person before you make any moves.
- Be truthful--to lose credibility can be catastrophic. Assure the person you will do everything you can to resolve his/her grievances in a fair manner.
- Ask the aggrieved party to suggest a solution. A person in crisis will be more accepting of a solution that he or she has helped formulate.
- Always look for a win-win outcome. Retaining dignity (saving face) is paramount to the person in crisis.
- Be observant. Note as much as possible about the aggressor, including type and number of weapons, state of mind, and what was said. Pay attention to details about the space you are in. If you are released or decide you must escape, this information may be needed by police to ensure the safety of others.

### **Bomb Threat**

If you receive a bomb threat over the telephone:

- Be calm--do not panic.
- On display-type telephones, note the number from where the call is coming. Note the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine, if possible, the sex and age of the caller and note any identifying

attributes such as an accent, a lisp, or a background noise. Attempt to question the caller.

- Immediately notify your supervisor and the Campus Police Department at 4911. Complete a Bomb Threat report form, available from Campus Police. The on-duty Public Safety supervisor will direct the following: notify the appropriate responders (Fire Department, Framingham Police Department) and campus staff (President's Office, Dean's Office).

If a bomb threat is received, Campus Police, in conjunction with other emergency responders as appropriate, will conduct a thorough search of the campus or specific area under threat. The following procedures are followed in order to conduct such a search:

- The Campus Police department shift supervisor will direct the search in such a manner that all area of the threatened facility is methodically searched.
- All available Campus Police officers will be dispatched to conduct a discreet search of the location involved.
- Maintenance personnel will be asked to assist in the search on a volunteer basis.
- Radios will not be transmitted within 500 feet of the threatened facility. A location outside the area will be designated for pre-search instruction and searchers can monitor their radios for instructions during the search.
- The search will include all rooms, locked and unlocked (unless otherwise directed by the Campus Police Department shift supervisor), all unlocked cabinet doors and drawers, classroom furniture, trash receptacles, shelves and ledges, and all other unsealed containers (boxes and crates).
- If a suspicious item is discovered, it will not be touched or moved. Campus Police will coordinate the securing of a safe perimeter pending

the arrival of personnel equipped and trained to remove the threat.

### **Threatening Behavior and Classroom Disturbances**

Behavior that is clearly intended to pose a threat to self or others is not tolerated at Framingham State University. Report such disturbances to Campus Police immediately:

- Be prepared to give a description of the person or persons causing the disturbance.
- Gather key details of what happened.

If the disturbance is in a classroom, faculty can take the following actions:

- If safe to do so, the disruptive person(s) should be told to leave the classroom.
- If the safety of the others is threatened, dismiss the class; ask students to leave the room in an orderly manner.
- Inform Campus Police of any incident involving overt threats or acts of violence.
- Notify the Dean of Students if a student's disturbing behavior is ongoing or is disruptive of the teaching and learning environment of the classroom.

### **Contaminated Mailings**

Campus and non-campus based mail and delivery services may be used to distribute toxic or lethal materials such as Anthrax. Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Excessive security material such as masking tape, string, etc.
- Restrictive terms such as "Personal" or "Confidential" or a state postmark

that does not match the return address

If you receive a package you feel to be suspicious:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, **COVER** the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- Leave the room and **CLOSE** the door or section off the area to prevent others from entering.
- Call Campus Police.
- Wash your hands with soap and water to prevent spreading any contaminant to your face.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling. **SHOWER** with soap and water as soon as possible. **Do not use bleach or other disinfectant on your skin.**
- List all people who were in the room or area when this suspicious letter or package was received. Give this list to law enforcement officials for follow-up investigations and advice.

Note: Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.

If you have reason to believe that a room or area on campus has been contaminated by **AEROSOLIZATION** (a small device triggered, warning that

air-handling system is contaminated, or warning that a biological agent has been released in a public space):

- Turn off all local fans or ventilation units in the area.
- LEAVE the area immediately.
- CLOSE the door or section off the area to prevent others from entering (i.e., keep others away).
- Report the incident to Campus Police and your supervisor.
- List all people who were in the room or area. Give this list to law enforcement officials for further investigation.

See the Centers for Disease Control web site on Emergency Preparedness for more Anthrax information.

## **EMERGENCIES RESULTING FROM ACCIDENT, POWER OUTAGE, OR FIRE**

### **Aircraft Crash**

The following procedures should be followed should an aircraft crash on the campus:

- Immediately take cover under tables or desks and remain clear of all windows to protect against debris until mass movement stops.
- Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures if possible. Even if fire or explosion does not occur on impact, the threat of fire or explosion remains and individuals should respond accordingly.
- Assemble at the pre-designated assembly point if it is safe to do so or proceed to an alternate assembly point as directed by Campus Police or other emergency response personnel. Wait at the safe assembly point until otherwise directed.
- If required, a campuswide evacuation will be conducted when it is safe to do so without complicating the emergency response.

Persons who are trapped and unable to evacuate a building should:

- Alert emergency search and rescue

crews or anyone within shouting distance of your location.

- If a telephone is available, attempt to call extension 4911 (Campus Police) and report your location.
- If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants, and heat.
- If you are injured, tend to your wounds.
- Remember, the first priority during any emergency is life safety. Help is on the way.

If an airplane crashes near campus:

- The campus may be used as a staging area or command post by emergency responders.
- Keep campus access roads open and remain clear of the command post and responders.
- Follow building evacuation plans.
- Wait at designated assembly points until receiving further instructions from a campus official or emergency responder.

## **GENERAL MEDICAL EMERGENCIES**

A medical emergency can occur anywhere on campus. The reaction of the victim or those around him/her can ensure quick arrival of trained emergency personnel.

What to do if someone is injured or becomes ill:

- Stay calm.
- Dial 4911 and explain the type of emergency, the location of the victim, and the condition of the victim. Let the dispatcher know of any safety hazards—chemical spill, fire, fumes, etc. **Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely,**

**or has chest pain.** These all cause the dispatcher to summon an ambulance.

- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if he/she is not moved.
- Do not give the victim anything to eat or drink.

Campus Police officers are trained as Massachusetts First Responders. All officers receive annual re-certification in CPR and use of the department's Automatic External Defibrillators. Campus Police can provide access to ambulance service as well as transportation for community members, as appropriate, to the college's Health Center.

### **Accidental Poisoning**

Call Campus Police immediately in the case of poisoning:

- Try to provide information about what material may have caused the poisoning. Have the container or data sheet available for emergency responders.
- While officers respond quickly on campus, someone in the area can call the Poison Control Center at 1-800-222-1222 for further instructions.

These procedures are taken from the American Association of Poison Control Centers ([www.aapcc.org](http://www.aapcc.org)).

### **Animal Bites**

A bite from any animal, wild or domesticated, constitutes a localized emergency. As soon as possible after injury, report the bite to Campus Police and to the area supervisor. Take the following actions to minimize the effects of the injury:

- Control bleeding by the application of continuous pressure for 5-10 minutes.
- Wash all wounds immediately with soap or detergent solution and a high volume of water for at least 5 minutes. Primate bites require special care. Scrub with an antiseptic

solution if available for 15 minutes under running water.

- Seek follow-up medical care.

### **Power Failure**

If there is a large-scale power failure, you should do the following:

- Contact Campus Police at 4911 from any telephone on campus and give your name, telephone number, location, and nature of the emergency.
- Campus Police will notify appropriate college officials.
- Representatives of the Facilities Management Department will verify the failure and its cause.
- In cases where power failures will affect classes, residence halls, or other college activities for extended periods, the College emergency management team will be notified to respond to campus.

### **Fire**

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to faculty, students, staff, visitors, and emergency personnel. **DO NOT TRY TO FIGHT A FIRE UNLESS YOU HAVE RECEIVED TRAINING IN HOW TO SAFELY DO SO.** In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Leave the area at once.
- Pull the fire alarm.
- Alert other people in the area and instruct them to leave the building.
- Close, DO NOT LOCK, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building (see Evacuation Plan).
- Do not use elevators.
- Go directly to the designated assembly area and await additional instructions.
- Report anyone who is missing and who was in your classroom or area

when the evacuation began to the Campus Police or Residence Life staff.

- Remain at the assembly area until you are instructed how to proceed by the Campus Police or Framingham Fire Department official.

If Trapped:

- Alert emergency responders of your location by whistling, shouting, or using an object to beat on walls or floor in a rhythmic manner.
- If a telephone is available, call extension 4911 and notify Campus Police of your location. You may also place an article of clothing or other device to use as a signal in a window, if a window is available.
- Stuff material in door cracks to minimize smoke and try to stay low near the floor where heat, smoke, and contaminants may be less.
- If you are injured, tend to injuries.

## **EMERGENCIES RESULTING FROM NATURAL FORCES**

### **Earthquake**

Earthquakes are one of the most potentially damaging emergencies the campus could face. The potential coexistence of other disasters with earthquakes, such as fires, natural gas line ruptures, power outages, and ground failures add to the potential for catastrophic damage to campus and the surrounding area. Organizations are expected to be self-sufficient up to 3 days following a major earthquake without government agency or utility company response. In the event of an earthquake:

If Inside:

- Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available—be cautious of swinging doors and people traffic. Avoid outside or high-use doorways.
- Stay away from windows and objects that could fall.
- If in a theater or lecture hall, stay in your seat or get under it, if possible.

Protect your head with your arms.

- When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.
- Proceed to a designated assembly point, or if unsafe, an alternate assembly point. Remain for further instruction.
- Instructors and supervisors: Notify Campus Police of anyone unaccounted for from your area.
- **DO NOT GO BACK INTO THE BUILDING WITHOUT AUTHORIZATION**

If Outside:

- Move away from buildings, overhead lines, poles, or other objects that could fall or move abruptly (vehicles and equipment)
- Get low to the ground and protect your head with your arms.

Always:

- Proceed to the designated assembly area and WAIT.
- Be prepared for after-shocks.
- If you suspect gas, electrical, or other problems, notify campus officials.

### **Flood**

If you encounter high water, do the following:

- Move immediately to higher ground.
- Do not get under tall trees during rainstorms; lightning may strike.
- Avoid fast flowing water whether on foot or in a vehicle (water depth is not always obvious).
- Avoid contact with and DO NOT USE electrical devices.
- Be especially careful with high water at night as darkness may hide other hazards.

### **Tornado Warning**

When a tornado warning is issued by the National Weather Service, Campus Police will activate the emergency notification system(s). All individuals on campus should proceed to the nearest designated shelter. Persons

# EVACUATION OF BUILDINGS PLAN

## The following instructions apply to evacuation of ALL campus buildings:

- When leaving, do not stop to gather personal belongings other than key and immediate essentials.
- Do not open any door if it feels hot. If you are inside a room and cannot exit the building, open a window, and signal for help. Do not panic. Do not jump.
- If you are able to exit, open curtains, leave lights on, and close door.
- When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
- Only re-enter building when told to do so by a uniformed Campus Police officer.
- When exiting a building due to emergency, keep all roadways and walkways clear to allow access of emergency personnel.

## The following instructions apply to evacuation of SPECIFIC campus buildings:

MCCARTHY CENTER	<ul style="list-style-type: none"> <li>• DO NOT USE THE ELEVATOR.</li> <li>• Move quickly to the grassy area in front of Crocker.</li> </ul>
CORINNE HALL TOWERS	<ul style="list-style-type: none"> <li>• In the event of an emergency, an audible will sound throughout the entire building. DO NOT EVACUATE immediately.</li> <li>• Occupants should listen carefully for verbal, spoken instructions via the emergency communication device. The instructions will notify all occupants if they are to evacuate the building. In the event of evacuation, proceed to the nearest emergency exit. Only evacuate the building if told to do so verbally over the fire alarm system. Otherwise, please standby for further instructions.</li> <li>• DO NOT USE ELEVATORS.</li> <li>• Meet in front of Hemenway Hall.</li> </ul>
CROCKER HALL	<ul style="list-style-type: none"> <li>• Move to the nearest side staircase. Center staircases do not exit to the outside.</li> <li>• Move quickly to Crocker Grove.</li> </ul>
HEMENWAY HALL	<ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• If a fire emergency is in the hallway, the rear doors of classrooms and laboratories should be used to allow passage to a different stairwell.</li> <li>• Move quickly to either Crocker Grove or Larned patio.</li> </ul>
HORACE MANN	<ul style="list-style-type: none"> <li>• After exiting, meet in front of Peirce Hall. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel as you move to this area.</li> </ul>
LARNED HALL	<ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• Meet on sidewalk in front of the Library. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel as you move to this area.</li> </ul>
LINSLEY HALL	<ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• Move to Maynard lot. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel as you move to this area.</li> </ul>
MAY HALL	<ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• Exit is on the first floor, not the Ground level.</li> <li>• Move quickly to the grassy area in front of May Hall.</li> </ul>
O'CONNOR HALL	<ul style="list-style-type: none"> <li>• After exiting, meet at the grassy area in front of May Hall.</li> </ul>
PEIRCE ANNEX	<ul style="list-style-type: none"> <li>• Immediately walk to nearest exit staircase.</li> <li>• Do not exit through Peirce Hall; instead, exit to the Service Road.</li> <li>• Move to the area in front of the Athletic Facility.</li> </ul>
PEIRCE HALL	<ul style="list-style-type: none"> <li>• After exiting, move to the area in front of the Athletic Facility.</li> </ul>
WHITTEMORE LIBRARY	<ul style="list-style-type: none"> <li>• DO NOT USE ELEVATOR.</li> <li>• If fire or emergency is in the hall, the rear doors of the classrooms and offices should be used to allow passage to a different stairwell.</li> <li>• Move quickly to the grassy area in front of the Library.</li> </ul>

already in a building should stay in that building and go to the nearest designated shelter area. Those outside should immediately enter the nearest building and proceed to the nearest designated shelter area. Note: only resident students have card access to the residence hall to which they are assigned. During a tornado or other weather crisis, persons who are not resident students or students who are not near their residence halls should seek shelter in classroom or administrative buildings. During a tornado emergency, faculty members and supervisory personnel will:

- Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
- Instruct occupants not to leave the building.
- Turn off all lights and electronic equipment in the room.
- Provide assistance to persons with disabilities if necessary.

All others should:

- Proceed to the nearest designated shelter area in the building by the closest route.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area.
- Residence hall residents will follow the specific residence hall guidelines for a tornado warning.

Places to avoid during a tornado emergency include:

- All outside walls, elevators, and windows of buildings.
- Any low-lying area that could flood.
- Vehicle—these should not be used for shelter.
- Building areas with a large roof span.

Remain in the shelter until the tornado warning is over. There is no “all clear” signal given. Listen to a radio or television station to determine when the threat has passed, or call Campus Police.

## LOCK-DOWN PROCEDURES

Common Terminology: A “Lock-Down” condition is initiated for weapons-related violence, usually involving the presence of an emotionally disturbed person or persons who are threatening, have committed, or are in the process of committing, violent acts.

Lock-Down is a baseline plan designed to deny the attacker access to potential victims. There is no one magic solution to cover all situations and scenarios; members of the campus community are encouraged to “think on their feet.” Lock-Down applies to everyone: faculty, students, administrators, and guests of the University.

Any member of the campus community who believes weapons-related violence is taking place should dial 911 immediately.

Lock-Down announcements can be made by campuswide e-mail, campuswide telephone broadcast, Dialogic, a communication text message and cell phone community notification system, and by police cruiser public announcement (PA) systems or hand-held bullhorns.

Once Lock-Down order is given: Immediately lock classroom or office door.

- Shut lights off, turn monitors off.
- Help students remain calm and caution them to remain completely quiet.
- Maintain your attendance of those you have in your area.
- Ensure everyone remains in a safe spot out of view from both exterior and interior windows.
- Faculty, staff, and students outside should pay attention to police PA system.
- Keep cover and concealment in mind
- If you are attacked directly, scatter.
- Lock-Down protocol supersedes standard Fire Alarm evacuation procedures. Ignore the Fire Alarm

unless evidence of fire is apparent (you see smoke or fire). This is a “think on your feet” moment.

#### Police Response:

- Lock-Down buys a handful of minutes for police to take action.
- Outer perimeter of the campus will be established and secured.
- Police will arrive and form a contact team.
- Police will make rapid entry to aggressively address the threat-- stay out of the way.
- Police will move directly to the violence, past injured people (they will be cared for as soon as possible).

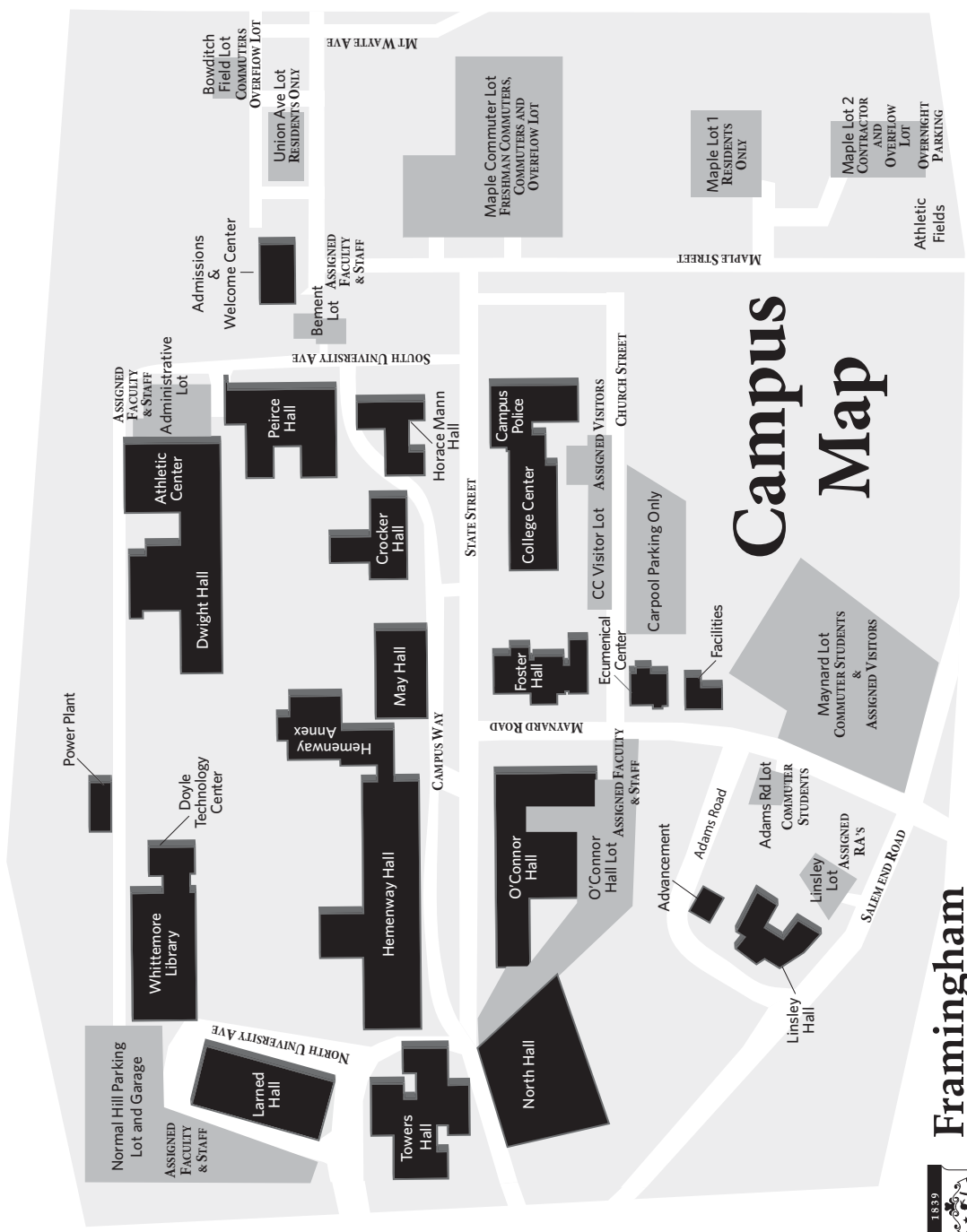
#### Situation Resolved:

- Unlock or evacuation will begin when situation is resolved or stabilized.
- Be prepared for Lock-Down to last hours.
- Unlock teams consisting of Campus Police and other law enforcement agencies will open your doors, inspect occupants of the room, and give further instructions.
- Staging areas for medical triage will be established for treating injured.

This Lock-Down plan remains fluid and may be changed during an emergency. All Community members should immediately dial 911 any time weapons-related violence is taking place.

# IMPORTANT PHONE NUMBERS

Campus Police	McCarthy Center	(508) 626-4911 or Ext. 4911
Dean's Office	McCarthy Center	(508) 626-4596 or Ext. 4596
Health Services	Foster Hall	(508) 626-4900 or Ext. 4900
Social Issues & Wellness	Foster Hall	(508) 626-4693 or Ext. 4693
Counseling Center	Foster Hall	(508) 626-4640 or Ext. 4640
Facilities	42 Maynard Rd. (Brown House)	(508) 626-4590 or Ext. 4590
Residence Life	Towers Hall	(508) 626-4636 or Ext. 4636
Town of Framingham Police Department (Non Emergency)		(508) 872-1212
Town of Framingham Fire Department (Non Emergency)		(508) 620-4942
Town of Framingham Emergency Services		911
Metro West Medical Center		(508) 383-1000
Massachusetts Poison Control		(800) 682-9211
Massachusetts Emergency Management Agency MEMA		(508) 820-2000
Massachusetts State Police--Framingham Barracks		(508) 872-3553
Massachusetts State Police Bomb Squad		(978) 567-3365
Massachusetts Hazardous Materials Response Program		(508) 533-4308
American Red Cross--Framingham		(508) 875-5275
Department of Public Health--Framingham		(508) 620-4876



# Campus Map



**Framingham**  
State University

100 State Street PO Box 9101, Framingham, MA 01701-9101



**Framingham**  

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