



Salem State University Police Department

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Policy Statements:

Please review these policy statements and bookmark the Salem State University Police Department webpage at <http://www.salemstate.edu/401.php> for future reference.

Policy on responsibility for personal safety and security.

Personal safety and security is everyone's responsibility. Staying informed is the first the step to ensure that our campus facilities remain as safe and secure as possible for all to use and enjoy.

All personal safety and security issues for Salem State University are coordinated by the university police department in cooperation with the office of the executive vice president. All university-wide emergency management issues are the responsibility of executive vice president and the chief of police. The university police department enjoys a collaborative working relationship with the City of Salem police department and the City of Salem fire department for issues of mutual concern either on campus or within the surrounding community.

Policy on reporting the Clery Act Annual Disclosure of Crime Statistics.

The university police department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of the report is located on the Salem State University website at <http://www.salemstate.edu/401.php> . The report is prepared in cooperation with the local law enforcement agencies surrounding our campus, the office of residence life and the office of student life. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the university police department, designated campus officials (including but not limited to directors, deans, department heads, designated residence life staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, a mailing or email notification is made to all enrolled students, staff and employees that provides a link to the website to access the crime statistics and annual disclosure. Copies of the report are also made available upon request to the university police department located

on the Central Campus. Additionally, all prospective employees may obtain a copy of the statistics and disclosure from the Human Resources and Equal Opportunity Office located at the North Campus- Administration Annex or via the website.

Policy on reporting criminal acts and emergencies.

To report a crime:

Contact the university police department via phone at 978.542.6111 or simply dial 6111 from any on campus phone. Dial 9-1-1 from any cellphone and your call will be answered by the nearest available public safety answering point and transferred directly to the university police department, local fire department or emergency medical service. Emergency “E-Phones” are located throughout the campus in parking lots, walkways, and adjacent to many buildings. These phones are clearly marked and further identifiable by a blue light affixed to the top of the stanchion. Persons in need of assistance can push the emergency button affixed to the “E-Phone” to be connected directly to the university police. Any crime, suspicious activity or person seen on campus, in parking lots, inside buildings or around residence halls should be reported to the university police department. In addition crimes can be reported to the following areas:

Executive Vice President	Meier Hall 245	978.542.6400
Associate Vice President and Dean of Students	Meier Hall 245	978.542.6401
Director of Counseling and Health Services	Campus Center 107	978.542.6413
Human Resources and Equal Opportunity	Admin. Annex	978.542.6123
Director of Residence Life	Atlantic Hall	978.542.6416

Policy on voluntary confidential reporting of criminal activity.

It is the policy of the Salem State University that all crimes should be reported to the university police department. Anyone who is the victim or witness to a crime on campus is encouraged to promptly report the incident to the university police. The University has no formal procedures for victims or witnesses to make voluntary confidential reports other than those made through the Counseling and Health Services Center.

Police reports are public records under state law, and therefore, the Salem State University Police Department generally cannot hold reports of crime in confidence.

Policy for Addressing Counselors:

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such are not considered to be a campus security authority and are *not* required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Salem State University are encouraged if and

when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Law enforcement authority on the Salem State University campus.

The Salem State University Police Department has complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. The Salem State University Police Department consists of 29 full-time staff comprised of sworn police officers, communications officers and administrative support staff. The Commonwealth of Massachusetts grants police authority to our officers, giving them the same authority and powers as local and state police in or upon the land and structures owned or occupied by the university. Additionally, our officers are cross-sworn as special police officers for the City of Salem. All officers are fully trained at approved police academies and are certified in all facets of law enforcement operations as well as emergency first aid and cardio pulmonary resuscitation (CPR). Additionally, several officers are trained as emergency medical technicians (EMT). All officers receive additional hours of in-service and/or specialized training each year to keep them current with the evolving trends and developments in law enforcement.

The university police personnel work closely with local, state and federal agencies and have direct radio communication with the city police department. By mutual agreement with state and federal agencies, the university police department maintains a CJIS/LEAPS terminal. Through this system police personnel can access the National Crime Information Computer system as well as the National Law Enforcement Telecommunications Network. These computer databases allow officers to access criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

The men and women of the Salem State University Police department employ a variety of strategies to ensure the overall safety, health and general welfare of the university community. Officers patrol the grounds of the campus by foot, patrol vehicle, bicycles, and T-3 electric vehicles. The university, as with any other public or private entity, cannot guarantee a crime free living or working environment. Accordingly, it is the responsibility of members of the university community to act in a security conscious manner and to avoid actions which jeopardize their safety and security as well as the security of others. Members of the faculty, staff and student body should report all crimes, hazards, emergencies, or dangerous situations to the police department.

Responsibility to report criminal behavior.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the university police department in a timely manner. While this publication focuses primarily on reporting to the university police department, we recognize that members of our university community may witness or be involved in incidents off campus. In these instances if assistance is required from the city police department, fire department or emergency medical service, the university police will contact the appropriate department and coordinate a response.

Crimes should be reported to the university police department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Policy for addressing criminal activity off-campus

The Salem State University Police Department maintains a close working relationship with the City of Salem police department. While the university does not maintain and/or operate any off-campus housing or off-campus student organization facilities, it is understood that a number of students do reside in private residences in the surrounding neighborhoods. The City of Salem police department has primary jurisdiction in all areas off campus. The university police officers do have police powers in the City of Salem and will, when necessary, respond to student-related incidents that occur in close proximity to the university campus. The university police officers have direct radio communication with the City of Salem police officers and dispatch center in order to facilitate rapid response and coordinated investigation of any incident.

Procedures for immediate notification of campus emergencies

In the event of a significant emergency or dangerous situation occurring on campus, Salem State University Police shall, without delay, make an initial determination as whether the situation presents an immediate threat to the health or safety of students and employees. If the police conclude that such a threat exists, the police shall immediately notify the appropriate segments of the University community, unless issuing an immediate notification would, in the professional judgment of the police, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Chief of Police for the Salem State University Police Department shall also promptly consult with other senior university officials regarding any significant emergency or dangerous situation to determine what follow-up information the campus community may need and how best to disseminate follow-up notices.

Content of Emergency Notices

Emergency notices shall describe the emergency or dangerous situation, outline immediate steps to be taken (including, if necessary, shelter and evacuation procedures), and indicate where additional information may be found. Emergency updates and further information will be provided by postings to the listed websites, emails to the Salem State University community and other methods as needed.

If the situation requires evacuation, the university will provide members of the community with evacuation instructions. In the event that an extended evacuation is necessary, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc). Specific details about the sites will be included in the emergency notices.

Salem State University maintains a detailed emergency management plan that describes in more detail the University's emergency protocols, including the university's shelter and evacuation procedures.

Dissemination of Emergency Notices

Depending on the incident and nature of the threat, the University will use mass notification methods to provide emergency notifications to the campus community. These methods include:

- Emails to salemstate.edu accounts;
- Text alerts to cell phones;
- Posting information to the Salem State University website and/or the Salem State University Police webpage.
- Other methods as appropriate (media, handouts, phone calls, etc.).

To ensure receipt of the university's emergency notices, all members of the university community are encouraged to provide the university with up-to-date contact information, including a cell phone number, through the university's website portal.

The Salem State University Police Department will work with the Vice President of Marketing and Communications to ensure that emergency information is timely shared with local first responders and the local community as appropriate.

Tests

The Chief of Police in cooperation with the Executive Vice President will oversee regular tests of the university's emergency notification system and evacuation procedures (at least twice per academic year). These tests may be announced or unannounced. The Executive Vice President or his designee shall document each test, including a description of the exercise, the date and time, and whether the test was announced or unannounced.

Policy for evacuation drills.

During the school year, the university conducts emergency evacuation drills coordinated by the university police department. These drills are conducted twice a year at a minimum and more frequently as deemed necessary or if facilities are altered. During evacuation drills, every building is evacuated and all persons inside are instructed to proceed to pre-determined evacuation assembly areas. The university has designated a number of staff as building coordinators who take responsibility for directing occupants during an evacuation and coordinating assistance for those people who may have special needs.

Due to the unique nature of residence halls, these facilities have evacuation drills that are closely monitored with the cooperation of and in the presence of the Salem Fire Department. All residents are instructed on how to get out of the building and where to proceed to the designated evacuation assembly area. All residential facilities on campus have building code compliant sprinkler systems that are routinely maintained and tested.

In addition to evacuation drills, the university police department coordinates shelter in place drills. These drills are specifically designed to train building occupants to take specific actions such as locking doors, pulling window coverings, turning off light fixtures etc. in the event that circumstances are present that make evacuation from a building ill-advised.

Statement regarding campus facility security and access.

Salem State University is a community of approximately 11,500 people situated in the city of Salem, MA. Students, faculty and employees at Salem State University have access to academic, recreational and administrative facilities on campus. During normal business hours, the university facilities (excluding housing facilities) are open to all students, parents, employees, contractors, guests, and invitees. Access to residence halls is limited to assigned resident students and their guests according to posted university regulations. Access to residence complexes by university housing/maintenance staff is necessary and is strictly monitored by residence life staff.

Salem State University is an integral part of the greater Salem community. The public is welcome to attend the many functions available at Salem State, but area limited to those public areas where the functions occur.

The Salem State University Police Department and the university facilities department coordinate efforts with respect to maintenance issues affecting the security of campus facilities. University police officers continually review all buildings and grounds and note potential deficiencies and/or vulnerabilities.

Security awareness programs for students and employees.

During orientation sessions held throughout the summer students are informed of services offered by the university police. Students are told about crime on campus and in surrounding neighborhoods. Crime prevention programs and sexual assault prevention and education programs are offered on a continual basis.

Periodically during the academic year the university police, in cooperation with other university organizations and departments, present crime prevention awareness sessions on topics such as sexual assault, theft, vandalism, identity theft and personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Beginning in the fall of each year the university police offer Rape Aggression Defense (RAD) training. This is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors teach all courses.

Safety Tips

The following safety tips are offered to you to help protect yourself from crime:

Know Your Environment:

- Emergency phones are located throughout all areas of the campus. Emergency phones go directly to the university police department.
- Dial x6111 to reach the university police department. Notify the police department of anything suspicious; we will gladly respond and investigate.
- Stay in well-lit areas.
- Know where to obtain help when you need it.
- Keep items left in your car inside your locked automobile trunk, out of view.
- Keep all valuables under your direct control; do not leave them unattended.

Safety in numbers:

- Walk with a friend
- Use the student shuttle vans when available
- If you are uncomfortable or concerned walking from a building to your vehicle then call the university police department to request an escort

Residence Halls:

- Keep the doors locked
- Do not allow or encourage unauthorized visitors in your residence hall, room or apartment.
- Know the location of fire extinguishers and alarms
- Follow campus rules about candles, combustibles, microwaves, refrigerators, amperage load levels etc.
- Mark all equipment using an identifier and keep a record of all serial numbers.
- Use a cable-locking device to secure computers, TV, DVD players, etc.

Sexual assault prevention, policies and programs.

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S.C. §§1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance.

Sexual harassment of students and/or employees, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Salem State University's Title IX Coordinator is:

Beth Marshall, Assoc. VP for Human Resources and Equal Opportunity 978.542.6123

The university educates the student community about sexual assaults including acquaintance rape through a variety of information sessions and coordinated programs. Salem State University will not tolerate sexual assault in any form.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The university police department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a university police officer, residence life staff member, Counseling and Health Services Center staff member or other university official. Filing a police report with a university police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers or university officials. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- Assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be handled through the criminal justice system and the university disciplinary judicial system (if the alleged assailant is a student) or just the latter. A representative from the university police or the Counseling and Health Services Center will guide the victim through the available options and support the victim in his/her decision. Where there is probable cause to believe that the university's regulations prohibiting sexual assault have been violated, and the alleged aggressor is a student, the university will encourage the victim to pursue disciplinary action through the student judicial system. Disciplinary sanctions for sexual assault violations may include suspension, dismissal or expulsion from the university. A student charged with sexual assault can be prosecuted under Massachusetts criminal statutes and disciplined under the university's student judicial system as the two are not mutually exclusive. In those instances in which criminal justice authorities choose not to prosecute a student for involvement in an alleged sexual assault, the victim retains the option to pursue disciplinary action within the student judicial system.

With respect to the student judicial system reports of alleged acts must be submitted with six months of the incident. The director may waive the time limit at his/her discretion and in any situation including, but not limited to, incidents of sexual assault or harassment and instances in which criminal charges may be pursued. The decision of the director about whether to waive the time limits shall be final. In cases of alleged sexual assault, both the person bringing the charges and the student accused shall be asked by the judicial board procedural advisor to state a preference for either a hearing panel of students or a hearing panel of administrators, each composed of both genders, to adjudicate the case. When both parties agree on the type of hearing panel, the requested panel will be scheduled from among the eligible students or administrators. If one party requests a student panel, while the other party requests an administrative panel, then a board of a minimum of three students and two administrators will be scheduled from among eligible students and administrators. Training shall be provided to all members of such panels. Specific policies exist and are available to all parties concerned.

1. The accused and the accuser will be informed of the outcome of any campus disciplinary proceeding brought forward alleging a sexual assault. Both are entitled to have others present during a disciplinary proceeding.
2. Victims of sexual assault shall have the opportunity to notify proper law enforcement authorities and shall have the option to be assisted by campus personnel in notifying these authorities, if the student chooses to do so.
3. Victims are reminded that on-campus and off-campus counseling services exist for the emotional well-being of Salem State University students.
4. Campus police and counseling services maintain addresses and telephone numbers of these centers.
5. Students may request to change academic and residential (on-campus) situations after an alleged sexual assault incident, and may request assistance to do so if changes are reasonably available.
6. Salem State's campus police have 15 certified sexual assault investigators.

Policy regarding disclosures to alleged victims of crimes of violence or non-forcible sex offenses.

Salem State University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Salem State University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires, in part, that institutions of higher education issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In Massachusetts, convicted sex offenders must register with the Massachusetts State Police Sexual Offender Registry Board. Please contact the Massachusetts Sexual Offender Registry Board at 978.740.6400 or at www.state.ma.us/sorb to obtain a list of registered sex offenders. Salem State University is located in Essex County and the zip code is 01970.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Missing Student Notification Procedures

Any member of the University community who has reason to believe a student residing in on-campus housing has been missing for more than 24 hours should immediately contact the Salem State University Police Department. Upon notification, the police will initiate an

investigation. If the university police are unable to locate the student through its normal contact network and determine that the student has been missing for more than 24 hours, they will immediately notify the Dean of Students who will initiate contact with the student's registered emergency contact. The university police must notify other local law enforcement agencies once it is determined that the student is missing. If the missing student is under 18 years of age and not emancipated, the police in coordination with the Office of Student Life will notify a custodial parent or guardian.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Salem State University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Salem State University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Salem State University Office of Residence Life. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

Any member of the university community who believes that a resident student is missing can contact the university police department or:

The Dean of Students	Meier Hall 245	978.542.6401
The Director of Residence Life	Atlantic Hall	978.542.6416

Policies and Procedures Regarding Alcoholic Beverage Use:

The following information is excerpted from the alcohol policy. Copies of the full policy are available from the Campus Center Office and the Counseling and Health Services Center or at the following website address:

<http://www.salemstate.edu/assets/documents/chs/ADTH.policy.9.2011.pdf>

General Policy for Faculty, Staff, Administration and Students

1. The acquisition, possession, transportation and consumption of alcoholic beverages, including but not limited to ale, beer and wine are governed by various provisions of the laws of the Commonwealth of Massachusetts.
2. These statutes fully apply on campus. These statutes are part of the criminal laws of the Commonwealth of Massachusetts. Penalties for violations of them include fines of varying amounts and imprisonment for varying terms. They are enforced by police authorities, but the University requires that all members of the University community comply with them; violations of laws or policies governing alcohol use will constitute grounds for disciplinary action in accordance with University policies and procedures.
3. Alcoholic beverages shall not be offered gratuitously, sold to or consumed by a person under age 21 under any circumstances.
4. Alcoholic beverages shall neither be offered nor consumed at University events, whether indoors or outdoors, except in places and at times, and under circumstances approved by the Alcohol Review Board
5. Alcoholic beverages will not be offered as a raffle or door prize.
6. Safeguards must be taken by the sponsor of an event of which alcoholic beverages are a component, in order to insure an orderly function in compliance with these regulations. These safeguards must be presented to the Alcohol Review Board in order to gain

approval for alcoholic beverages to be served. Adequate assurance must be given that there will be no violation of civil law. If a violation occurs, the violators may face civil prosecution which may result in fines or confinement, and they also may be subject to disciplinary action in accordance with University policies and procedures.

7. No alcoholic beverage will be served in any academic classroom setting.
8. Open containers, including but not limited to bottles, cans, cups, mugs, pitchers and pouches of alcoholic beverages or previously opened containers (seal broken) of alcoholic beverages are prohibited from all University buildings and grounds except for areas designated and approved by the Alcohol Review Board.
9. Alcoholic beverages may not be sold on campus for profit.
10. Whenever alcohol is a component of an event, ample food and non-alcoholic beverages must be readily available.
11. Whenever alcohol is served at an on-campus University event, no one under age 21 shall have access to alcohol.
12. University property includes property owned by the Commonwealth and used by the University, as well as property owned or leased by the University.
13. The university police department enforces the laws of the Commonwealth of Massachusetts as it pertains to the unlawful possession of alcohol. Persons under the age of 21 found in possession of alcoholic beverages are subject to arrest.

Specific Policy Provisions Pertaining to Alcohol in the Residence Halls

1. All provisions of the University policies and procedures regarding alcoholic beverage use will be strictly enforced in the residence halls.
2. Alcohol is prohibited in Bowditch, Peabody, Atlantic Halls and Marsh Residence Hall.
3. In the event residence hall staff deem a resident to be intoxicated, the resident will be asked to return to his or her room and will be asked not to leave the residence hall. Failure to comply with this request may result in disciplinary action in accordance with University policies and procedures.
4. In the event a guest, visitor or non-resident is deemed by the residence hall staff to be intoxicated, the host and guest will be asked to remain in the host's room until security personnel have arranged for safe transport as necessary.
5. The possession of bulk alcoholic beverages (i.e. kegs, containers exceeding 1.75 liters of any alcoholic beverage, more than one case of beer or more than five bottles of wine/liquor) is prohibited. In the event of a violation of this policy, the alcohol is subject to confiscation and the violator may be subject to disciplinary action in accordance with University policies and procedures.
6. All persons are prohibited from drinking alcoholic beverages or having open or previously opened alcoholic beverage containers in all residence hall public areas, including hallways, stairwells, bathrooms, lounges and outside grounds.
7. Commercial deliveries of alcoholic beverages are not allowed.

Policy regarding illegal drugs

The Commonwealth of Massachusetts criminal laws on the possession, distribution and illicit use of prescription drugs and drug paraphernalia are in effect on Salem State University property. This includes the Horace Mann elementary school on North Campus, the preschool on South Campus and one adjacent to Central Campus. Students violating state law, and university regulations, face serious judicial and legal action. **No one may possess, use, sell,**

distribute, or manufacture illegal drugs or drug paraphernalia on college property. This policy also applies to any legal drugs for which the possessor does not have a legal prescription.

Please reference the Counseling and Health Services Alcohol and Drug Resources at <http://www.salemstate.edu/chs/alcohol-drugs.php> for a more detailed description of Salem State University's drug and alcohol policies and a description of Salem State's drug and alcohol abuse education programs.

Fire Safety:

Residential Fire Sprinkler System

All on-campus student housing units are protected by an automatic fire suppression system that is designed, engineered and installed in accordance with the *Massachusetts State Building Code* and the *Massachusetts Fire Prevention Regulations*. The system is connected to the building's Fire Alarm Control Panel which communicates automatically and transmits a signal to the university police communications dispatch center. The fire suppression systems are tested, inspected and maintained periodically.

Residential Fire Alarm System

All on-campus student housing units are protected by an automatic fire/smoke detection and warning system, designed, engineered and installed in accordance with the *Massachusetts State Building Code* and the *Massachusetts Fire Prevention Regulations*. The system communicates and transmits a signal automatically to the university police communications dispatch center. The fire alarm systems are tested, inspected and maintained periodically.

Portable Fire Extinguishers

All on-campus buildings, residential, academic and administrative, are equipped with portable dry chemical fire extinguishers. The extinguishers are located on every floor of the building; inside laboratories; utility areas; and kitchens. The extinguishers are maintained annually in compliance with NFPA 10.

Fire Drills

Fire drills are conducted in all on-campus student housing units twice each year at a minimum. The drills are mandatory, with full evacuation conducted under the supervision of the residence life staff, university police and witnessed by the City of Salem fire department.

Appliances and Electronics

Because many appliances are considered fire hazards, and the use of too many appliances at one time may overload a building's electrical capacity, the following appliances are not permitted in any of the residence halls:

- Electrical extension cords
- air conditioners
- hot pots without auto on/off switches
- Halogen lamps
- hot plate's
- water coolers
- Televisions larger than 40"
- "medusa lamps" (with multiple plastic shades)

The following items are not permitted on North Campus, but are allowed at the Bates Complex and on Central Campus, as long as they remain in the kitchen area:

- Toaster ovens and toasters
- sandwich maker's
- waffle irons and griddles

Coffee makers and irons with automatic shut-off switches are allowed in all residential areas.

Microwaves are allowed on North Campus (Peabody and Bowditch halls) if the microwave is under 700 watts/10 amps, and is plugged into an amperage overload protector (different from a surge protector). If a refrigerator is in the room, it must also be plugged into the amperage overload protector with the microwave.

Individual refrigerators must have a capacity of less than four cubic feet. **Micro-fridge units** may be rented by calling 1.800.637.7567. At the end of the year, all residents are responsible for cleaning the units, and returning them per posted information. Residents may be billed for failing to return a unit, or for not following the proper cleaning and return procedures.

Stereo speakers should be of a reasonable size; sub-woofers and amplifiers are strongly discouraged. If a resident does use these items, s/he may be asked to lower the volume if it disturbs other residents, or the noise level is deemed inappropriate.

Candles and Incense

Candles and incense are strictly prohibited from the residence halls, as they pose a significant fire risk. Residents are not allowed to possess any candles, including those of a decorative nature. This also includes candles that have not been burned. **Possession of candles and incense on campus could result in suspension from the residence halls (held in abeyance) or loss of housing!**

Residents found in violation will be directed to correct the violation and remove the item immediately. Residence Life will hold illegal items for residents for a maximum of two (2) weeks, and then dispose of them if residents do not remove them from the building.

Repeat violations will result in administrative or judicial action.

Additional guidance and restrictions with respect to residence halls

Because of fire risk, Residence Life has strict guidelines about what is and isn't allowed on campus. Violations of this policy will result in judicial action, up to and including loss of housing. The following items and/or conditions are **not permitted** in any of the residential areas:

- Live Christmas trees, menorahs with candles, Kwanzaa candles, and similar decorations
- Heating coils, coffee pots without auto shut-off, hot pots and hotplates, and electrical space heaters
- Flammable decorations placed near light fixtures or in enclosed areas
- Popcorn poppers, toasters and toaster ovens and similar heating devices outside of the kitchen areas at Bates and Central Campus residence halls
- Stairwell- and exit doors propped open
- Bicycles in hallways, lounges or blocking the doorways of rooms, apartments and stairwells
- Tapestries and similar hangings covering a door or significant portion of the wall or any lights and lamps, or hung from ceilings.
- Electrical devices and appliances such as: halogen lamps, lanterns and sun lamps
- Gasoline, lighter fluid, flammable cleaning fluid, turpentine, and paint solvents
- Motorcycles, mopeds and automotive equipment in hallways or rooms
- Desks, chairs, dressers, closets, or beds that block any part of doorways, or one's ability to move
- Disconnected or altered smoke detectors

Procedure for student housing evacuation in case of a fire/fire alarm.

All students and staff are strongly encouraged to treat all fire alarms as real. In the event of a fire, the university expects that all campus community members will evacuate by the nearest exit, close doors and activate the fire alarm system as they leave. Once safely outside a building, it is appropriate to contact the university police department (978.542.6111) or 911. Trained staff will inform students, staff and guests where to relocate to if circumstances warrant at the time of the alarm. In the event fire alarms sound, university policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they do to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

