Safety, Security and Fire Safety Report
2013
The mission of the Nichols College Public Safety Department is to enhance the quality of life for the entire Nichols College Community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. The Nichols College Public Safety Department strives to accomplish this mission while adhering to its core values of Integrity, Professionalism and Service.

The success of this mission depends upon an effective working relationship among Campus Safety Personnel and the diverse elements of the Nichols College Community, including students, staff, faculty and visitors. Critical to this relationship is mutual respect. Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of persons, property and the reputation of Nichols College. Preserving the safety and security of Nichols College is the combined responsibility of the entire college.

We ask that our partners in the Nichols Community assume their individual and collective responsibilities to make Nichols College a place that is free of crime, fear and disorder, and to provide a civil and open environment that fosters learning and mutual respect.

-Jack Caulfield, Director of Public Safety

PUBLIC SAFETY LOCATION & SERVICES

Located in South Hall, the Department of Public Safety office is open 8:00 AM to 4:00 PM, Monday through Friday. However, Public Safety Officers are on duty 24 hours a day, seven days a week, throughout the year. Nichols College Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Public Safety Officers have the authority to issue parking tickets, which are billed to the financial accounts of students, faculty and staff. Public Safety Officers do not possess arrest powers. Criminal incidents are referred to the Dudley Police who have jurisdiction on the campus. The Nichols Public Safety Department maintains a highly professional working relationship with the Dudley Police Department. All crime victims and witnesses are strongly urged to immediately report the crime to Public Safety and/or the Dudley Police Department. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. In order to report a crime or other emergency, public safety personnel can be reached at any time via campus telephone at extension 5555 or from any phone at (508) 213-2298. The Department of Public Safety management and uniformed services are available for assistance in any way possible and provide the campus with the protection of life, and property in the performance of their duties. Beside direct efforts in crime prevention and detection, the Department of Public Safety carries out a number of programs to foster safety and security.

Safety Awareness and Self Defense Course
This course is offered to all members of the Nichols Community. Safety and Awareness is a self defense program designed primarily for women. This comprehensive course equips participants with realistic self-defense tactics and techniques. The initial focus of the course is on education and awareness, prevention, risk reduction and situational avoidance. This course is available at no charge to students, staff and faculty. If student response is adequate, this course is offered each semester.
**Nichols College Public Safety Escort Service**
Nichols students may call Public Safety at any time and request a ride from one location on campus to any other location on campus. A uniformed member of the Public Safety Department will respond in a marked vehicle and transport the student to the desired on campus location. This service is available 24 hours a day.

**Operation ID**
Public Safety has an engraving tool that can be lent to students to mark their personal belongings. The tool can be picked up at the Public Safety Office and returned within 24 hours. The Public Safety Department encourages all students to record the serial numbers of their electronic devices and keep them in a safe place.

**Vandalism @ Nichols.edu**
This email address allows students to anonymously report individuals who commit acts of vandalism or other crimes directly to the Public Safety Office. Individuals who use this address are guaranteed anonymity for any administrative judicial proceeding against another student resulting from information supplied by them.

**CPR/AED Course**
The Department of Public Safety will offer a certification/re-certification course for all members of The Nichols Community wishing to obtain Red Cross Certification in CPR and AED skills. This course is offered annually.

**Sex Offender Information**
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders. This information may be obtained on line at www.dudleypolice.com then click on Public Information then click on Level 3 sex offenders or in person at the Nichols College Department of Public Safety Monday thru Friday between the hours of 8:00am and 4:00pm.

**Community Policing Initiative**
The Nichols College Department of Public Safety in conjunction with the Dudley Police Department has launched a Community Policing program. This program puts Dudley police officers on the Nichols campus several nights a week. Students have the opportunity to meet police officers and interact with them on a more familiar basis.

**Publications**
The Department of Public Safety has available and distributes various publications that address problems such as date rape, alcohol abuse, identity theft and fire safety.

**Impaired/ Drunk Driving Course**
This course is offered annually in conjunction with the Massachusetts State Police Traffic Programs Section. This course attempts to impart to students the possible results of operating a motor vehicle under the influence of alcoholic beverages or controlled substances.
STAFF TRAINING

Nichols Public Safety Officers receive updated training on all aspects pertaining to their jobs. Public Safety Officers are not armed and do not have the power of arrest. They enforce administrative rules of the College. All staff members are trained in emergency medical response procedures. They are trained to at least the First Responder level, and all are CPR/AED certified. Some members are Emergency Medical Technicians. Our officers are trained to mitigate situations and to form an environment which is conducive for achieving one’s educational goals through mutual respect. Public Safety personnel undergo in-service training during semester breaks that cover such courses as suicide prevention, dealing with persons in crisis, fire prevention/suppression and evacuation (train the trainer), domestic abuse, date rape and drugs of choice on college a campus.

RELATIONSHIPS WITH LOCAL AUTHORITIES

The College also falls under the jurisdiction of the Dudley Police Department. The Nichols Department of Public Safety maintains an excellent working relationship with the Dudley Police Department. Public Safety efforts will be supported by a “Community Policing” effort and work in conjunction with the Dudley Police whenever necessary. Students may contact either or both departments if they wish to report a crime. Public Safety will notify the Dudley Police Department if there is an immediate need for back-up or other assistance. The Department of Public Safety operates under a policy that specifies “a campus Public Safety Officers shall immediately notify the Dudley Police Department of any incident that he/she becomes aware of that may rise to the level of a felony or serious misdemeanor. The Dudley Police Department shall become the lead investigating agency and shall make the determination if any or what type of assistance shall be needed.” The Dudley Police Department and Nichols College are cosigners to a Memorandum of Understanding that designates the Dudley Police Department as the principle Law Enforcement Agency on Nichols College Property.

PERSONAL SAFETY

Public Safety Officers respond to complaints of disturbances, crimes, suspicious persons, motor vehicle related problems, lock-outs, and to any emergency or request for assistance. Officers are responsible for performing investigations, preparing incident reports, and upholding the rules and regulations of the College, including Housing Regulations and the Standards of Conduct for Students.

Nichols College Public Safety Officers patrol the campus 24 hours a day, 7 days a week. Officers patrol all buildings during all hours of operation, as well as during nonoperational periods. Officers note security related problems such as broken windows and malfunctioning lights and locks. Services offered include: Operation I.D., Vehicle Assistance Service, Escort Service, Safety Awareness Course and Lost and Found. Programs put on by the Department of Public Safety are part of an educational effort coordinated by the College throughout the year. All officers are equipped with two-way radio communications to stay in constant contact with the Public Safety Communications Center and the Dudley Public Safety Dispatch Center. The department works with representatives from the Office of Residence Life to ensure that programs presented in the residence halls are informative and timely. Pamphlets and brochures on a wide variety of crime prevention topics are available at the Public Safety Office and any member of the College community may borrow any crime prevention related videos.
The Director of Public Safety or selected officers will speak with any concerned individual or small group about crime prevention or safety concerns. In an emergency the Department of Public Safety can be summoned via any of the red or blue emergency phones located throughout campus, by dialing 5555 from any college telephone or by calling 508-213-2298 or 508-949-0737 from a cell phone or outside line. The Dudley Police Department may be called from a cell phone or outside line by dialing 911 or 508-943-4411. All reports of criminal activity or violations of school policies will be handled and investigated in a professional and appropriate manner.

Staff members from the Office of Student Services provide a variety of services to students, including victim assistance, confidential counseling and information about College resources. Matters related to student conduct are the responsibility of the Dean of Students. A disciplinary action may be initiated to address student conduct related matters in cases involving a student accused of violating any regulation governing student conduct. Such actions follow the established due-process procedures as described in the Nichols College Student Handbook.

**Reporting Crime and Suspicious Activity**

Students, Faculty and Staff are strongly encouraged to report all criminal and suspicious activity to Public Safety in a timely manner. Timely reporting of information assists us in intervening in potential criminal activity and to identify suspects. Please don’t delay calling. To reach Nichols College Public Safety call 508-213-2298. To call the Dudley Police Department call 508-943-4411.

If a community member calls 911 from an on campus phone, the call will go to the Dudley Police Department. Nichols Public Safety will be notified of the call and also respond to the location the call was made from. Community members calling 911 from a cell phone will be connected to the Massachusetts State Police who will transfer the call to the Dudley Police Department.

**If You See Something, Say Something**

In order for Public Safety to maintain a safe and secure environment for the students, faculty and staff of the College, we need the help of the community. Public Safety cannot do it alone! You are in a better position to identify behavior and activities that are out of the ordinary in your residence hall, classroom or workplace. When you identify suspicious behavior call Public Safety at 508-213-2298 (Campus phones can dial 5555). Don’t delay! You should trust your instincts. If something does not seem right, it probably isn’t. Do not ignore it or keep it to yourself. Call Public Safety even if you are not sure what is occurring. We are not encouraging community members to intervene or take actions on their own. We just need you to alert us to the situation. We will then dispatch officers to investigate the situation and take appropriate action.

**What Is Suspicious**

Signs of behavior that might be suspicious are:

- A person trying to enter a residence hall without the proper access card.
- A person running and looking about furtively, as if he/she was being watched or chased.
- A stranger carrying property at an unusual hour or location especially computers or electronics.
- A person going door to door in a building.
- Transactions being conducted from vehicles.
- One or more persons sitting in a parked car closely scanning an area.
• A person being forced into a vehicle.
• A person exhibiting unusual mental or physical symptoms.
• Unusual noises, including yelling, sounds of fighting or anything suggesting foul play, danger or illegal activity.

It is important to remember people aren't suspicious, behavior is. When in doubt call Public Safety

Rape and Sexual Assault
More often than not the victim and attacker know each other. The lack of verbal or physical resistance because of force, or the threat of force, does not mean consent.
The best defenses against rape and sexual assault are alertness and awareness. At all times, including dating situations, you should:
• Let a friend know with whom you will be, where you will be and when you expect to return.
• Do not let peer pressure influence the amount of alcohol you consume.
• Trust your feelings and instincts.
• Report any assault or threat of assault to the Dean of Students, Public Safety or the Dudley Police Department.
• Your first few dates with any individual should be in public places. Always have an alternate way home.

Rape and Sexual Assault Victims
• If you are the victim of a rape or sexual assault, get to a safe place as soon as you can.
• Try to preserve all physical evidence. Do not bathe, use the toilet or change clothing.
• Notify the Dean of Students, Public Safety and/or the Police Department even if you are unsure about seeking criminal charges.
• Get medical attention as soon as possible.
• Use the victim assistance services offered by campus and/or community agencies including the Office of the Dean of Students or campus Counseling Services.

The College will change a victim’s academic and living situations after an alleged sex offense if those changes are requested and reasonably available.

When College disciplinary hearings are held concerning alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the hearing, and both the student and student’s accuser shall be informed of the outcome of the disciplinary proceeding. Sanctions the College may impose in cases involving sex offense include disciplinary probation, interim suspension, suspension and expulsion.

Active Shooter, Barricaded Individuals, Hostage Situations
An active shooter is a person who appears to be engaged in killing or attempting to kill people in a populated area. A barricaded situation is when one or more persons take refuge at a location and either use force or threaten the use of force to repel attempts to apprehend them. A hostage situation is when one or more persons take and unlawfully hold other persons against their will. In general, how you respond to these situations will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one perpetrator involved in the same situation. If you find yourself involved in one of these situations, plan a strategy for survival. On any of these situations the Department of Public Safety will immediately notify the Dudley Police Department. The Dudley Police Department
may call for additional resources from surrounding town police departments, Central Massachusetts Law
Enforcement Council or the Massachusetts State Police.

TIMELY WARNINGS

The purpose of this warning is to aid in the prevention of similar crimes by alerting the community about
an incident occurring on campus or public property adjacent to the campus. A Timely Warning shall
provide information on what actions can be taken to diminish the chances of a member of the Nichols
Community from being victimized. Timely warnings are disseminated as emails to all students, faculty
and staff and under certain conditions may be delivered via the Blackboard Connect Notification System.
Emails will be followed up with written notifications to be posted in all campus buildings. An effort will be
made to distribute a warning within 24 hours of an event. Timely warnings will be sent whenever a Public
Safety Officer becomes aware of a CLERY Act reportable crime. The Public Safety Officer involved shall
immediately notify the Dean of Students or his/her designee or the Director of Public Safety or his/her
designee who shall immediately initiate the timely warning notification.

The Jean Clery Disclosure Act requires that the Department of Public Safety produces a written daily
journal that is available to the public. The purpose of this journal is to provide information of criminal
incidents occurring on campus which may be relevant to the safety and security of all Nichols College
Community Members. The journal is kept in the Public Safety Office and is available for review upon
request.

EMERGENCY NOTIFICATIONS

Once the Dean of Students or his/her designee or the Director of Public Safety or his/her designee
confirms the threat of a significant emergency or a dangerous situation involving an immediate threat to
the health or safety of any members of the Nichols Community occurring on campus, the Dean of
Students or the Director of Public Safety shall initiate the Immediate Notification procedure. Emergency
notifications shall be made via the Blackboard Connect Notification System, email and written
notification posted in each campus building.

MISSING PERSONS POLICY

This policy contains the official notification procedures for Nichols College concerning missing students
who reside in on-campus housing, in accordance with the requirements of the Higher Education
Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of
members of the College community through compliance with HEOA requirements. This policy should be
adhered to by all College faculty, staff, and students.

In the event that a member of the College community has reason to believe that a student who resides in
on campus housing is missing, he or she shall immediately notify the Nichols College Department of
Public Safety (DPS). Nichols DPS will generate a missing person report and initiate an investigation. In
addition, Nichols DPS will report the missing person to the Office of Residence Life if such information
has not already been conveyed.

During the course of the investigation, Nichols DPS will determine if the student has been missing more
than 24 hours. In such event Nichols DPS will notify all surrounding law enforcement agencies and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Nichols DPS will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.

In addition to registering emergency contacts, students residing in on campus housing have the option to confidentially identify an individual to be contacted by Nichols College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Nichols College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures. This policy is effective from the date of issuance and will be made available to all members of the campus community. Its availability will be through postings on the college website, Residence Life handouts/publications and statistical information brochures issued annually by the Nichols College Department of Public Safety.

**ALCOHOL POLICY**

Intoxication, illegal possession of alcoholic beverages in any form, and illegal possession of alcoholic beverage containers, whether empty or full, are considered grounds for disciplinary action under the Student Code of Conduct.

At the discretion of the College Hearing Officer, a screening process or assessment maybe recommended to any student who has violated the College Alcohol Policy. Students who could benefit from additional individual attention may be asked to participate in individual counseling sessions at the Nichols College Mental Health Services Office or an appropriate facility.

Sanctions may vary from Disciplinary Warning to suspension or expulsion from the College depending on the number of incidents and the severity of the incidents. Parents and/or legal guardians will be notified of any and all underage or high level alcohol related behavior.

Use, possession or transportation of alcoholic beverages by persons under the age of 21 years old is prohibited by Massachusetts General Law. The law also prohibits persons 21 or older from providing alcoholic beverages to minors. Nichols College’s alcohol policy is published in the Nichols College Student Handbook.

**DRUG POLICY**

The College’s goal is a drug free campus where the physical and mental health of the student enables him or her to reach their full potential for human growth and development.

To that end, Residence Life Staff and Public Safety Personnel are responsible for reporting evidence of such activity to the proper authorities for appropriate action. Students involved in drug use are strongly urged to seek confidential, professional help through the Health Services Counselor. Disciplinary cases involving drug use will result in sanctions ranging from Residential/Social Probation to suspension or expulsion from the College.

In instances where a student is found responsible for distribution of narcotics or dangerous drugs as
defined by federal, state and local laws immediate expulsion from the College is mandated.

Parents and/or legal guardians will be notified of all drug offenses.

Massachusetts General Law prohibits the use, possession, or distribution of narcotics or controlled substances without a valid prescription. Violators of drug policies are subject to the provisions of applicable state and federal laws, as well as Nichols College disciplinary action. Nichols College narcotics and controlled substance policy is published in the Nichols College Student Handbook.

ACCESS TO CAMPUS FACILITIES

Most academic buildings must remain unlocked until later evening hours due to continuing education classes, cultural credit lectures and special events. Custodians are instructed to report any suspicious events to Public Safety immediately. Exterior doors of residence halls are locked 24 hours a day. Access to these areas is by an authorized person with a key or magnetic swipe ID card. All living quarters in residence halls are on separate key entry systems. Each Nichols resident student is issued a key and an ID card that can be used to gain entry to the front door of his/her building and his/her individual room. Entrance to residence halls using the swipe card access system is automatically recorded and a picture of the individual to whom the card is issued is displayed at the swipe card control panel. At the present time seven (7) residence halls have at least partial closed circuit television coverage.

The College completed an expansive upgrade to the exterior lighting system so that exterior walkways and building entrances are adequately lighted at night. Trees and shrubs that impair lighting along walkways are trimmed as needed.

EMERGENCY CONTACT INFORMATION

All Day students are required to complete an Emergency Contact Form with the Student Services Office. In addition both day and evening students must populate the College’s Emergency Notification System.

This information will only be used by the College in the event of a campus emergency or if a parent/guardian must be notified to ensure the health and safety of a student.

EMERGENCY PREPAREDNESS

The Nichols College Crisis Management Plan (CMP) is a document that provides “how to” information to help the campus community respond to emergencies. The goal of this plan is to utilize all available resources to prepare for potential emergencies or disasters and deal efficiently with the effects of the events, respond to save lives and protect property, and promote a means to recover mission-critical business and academic operations.

Nichols College, Dudley Police Department and Dudley Fire Department embrace the National Incident Management System and will use Incident Command principles while responding to major incidents. Once credible information is made available to Nichols College Administration of an actual or pending emergency, the Nichols College Crisis Management Plan shall be implemented. The President or her/his designee will decide if and when an evacuation of facilities needs to occur.
Notification to the Nichols College Community will utilize all or one of the following methods depending on the situation:

- Public Safety Vehicle Public Address System (CMP)
- Faculty/Staff/Student Runners (CMP)
- Campus Wide email (CMP)
- Campus Wide Voicemail System (CMP)
- Nichols College Radio Station (CMP)
- Connect-ED Emergency Notification System (Connect Ed Policy)

All students must fill out Connect-Ed enrollment cards upon registration. This system allows for notification by telephone, fax and text message to numbers chosen by students on enrollment to system. In the event a specific building or buildings must be evacuated for the protection and safety of the community, students and employees will be asked to move quickly from the premises to a location specified by Public Safety.

If a residence hall needs to be evacuated for any period of time, the Dean of Students will make decisions about relocating students. If a situation occurs in a classroom building during normal business hours, the Public Safety staff will work with the faculty to find suitable locations for classes once time becomes available.

**EMERGENCY EVACUATION**

In the event that a building must be evacuated for the protection and safety of members of the community, students and employees are asked to move quickly from the premises to a location specified by Public Safety. No one will be permitted to return to his or her office/room until Public Safety determines the emergency has been resolved.

Evacuation of a building does not mean employees are permitted to leave work for the remainder of the day or that class is canceled. If it appears the evacuation will be for an extended period of time, the Facilities Coordinator will inform the faculty of other available classroom space and the Director of Human Resources or his/her designee will assist administrative personnel in finding temporary office locations. If the situation takes place in a classroom building during evening hours, the Public Safety Staff will work with the faculty to find suitable locations for classes.

If a residence hall needs to be evacuated for any period of time, the Dean of Students will make decisions concerning relocating students.
If a situation arises that calls for the evacuation of all buildings, college personnel and students shall report to the Vendetti Multi Purpose Field.

If the entire campus must be evacuated instructions will be given to all members of the Nichols Community following emergency notification procedures. The Dudley Police and Fire Departments shall be contacted by Public Safety and requested to assist in the direction of personnel to a safe area.

**FIRE SAFETY**

All Nichols College Residence Halls have addressable fire alarm systems that report to a remote central
monitoring station. When the station receives an alarm of smoke, fire or carbon monoxide it notifies the Dudley Fire Department and the Nichols Department of Public Safety for immediate response. All residence halls have both audible and visual alarm warning systems. In addition all residence halls are protected by fire suppression systems. All residential and occupied areas are equipped with a wet fire suppression system while unoccupied/unheated areas have a dry fire suppression system. Fire Alarm systems are tested semi-annually while fire suppression systems are tested annually. Portable fire extinguishers are located strategically in all campus buildings and are checked annually.

Nichols College in conjunction with the Dudley Fire Department conducts fire alarm drills in all residence halls twice annually. The Dudley Fire Department conducts training for the Nichols College Department of Public Safety on the use of portable fire extinguishers.

The Dudley Fire Department also conducts a train the trainer class for the Department of Public Safety, Resident Directors and Resident Assistants living in residence halls. Resident Directors and Resident Assistants are then expected to train students living on their residence hall floors on fire safety matters.

Nichols College Community members are required to evacuate any building where a fire alarm system has been activated. Nichols Community members may report a fire to the Dudley Fire Department by dialing 911 from any landline or cell phone. They may contact Public Safety to report a fire by dialing 508-213-2298.

**In the Event of Fire**

If you discover a fire in your area:

- Alert others in the immediate area.
- Get out and close the door behind you.
- Activate the building fire alarm system on your way out.
- Call 911 or Public Safety.
- Leave the fire area immediately by following your planned exit route and closing doors behind you.
- Exit the building by the closest exit or stairway.
- Never use the elevator. Always use the stairways.
- Once outside the building, move to a safe area. Tell the Fire Department if anyone is left inside, and do not reenter until you are told you may.

Smoking is prohibited in all campus buildings, including residence halls, individual rooms, hallways and lounges. Furthermore, smoking is prohibited in all partially enclosed areas such as covered walkways, breezeways and walkways between sections of buildings, areas immediately adjacent to building entrances and exterior stairways and landings.

Due to the risk of fire all candles, toasters, halogen lamps, toaster ovens or any open element appliances are prohibited in residence halls. Tampering with fire safety equipment is prohibited. There were no fires reported in Nichols College Residence Halls for the period of this report. A listing of all residence halls is attached to this report.
There were two fires reported on Nichols College Property during the 2012 calendar year:

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POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS


This report is prepared in cooperation with the Dudley Police Department, Dudley Fire Department, Office of Residence Life & Judicial Affairs and the Office of the Dean of Students.

Campus crime, arrest and referral statistics include those reported to the Nichols College Department of Public Safety, Dudley Police Department, and designated campus security authorities.

Each year e-mail notification is sent to all enrolled students, faculty and staff that that provides the location for web site access to this report. All prospective employees may obtain a copy of this report from the Director of the Office of Human Resources. Copies of this report may be obtained at the Public Safety Office, Human Resources Office, College President’s Office and Office of Admissions.