

The New England Institute of Art
The Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Act Report
October 1, 2009

I. INTRODUCTION

The New England Institute of Art (NEiA) is providing the following information to all of its employees and students as part of NEiA's commitment to safety and security and pursuant to the requirements of Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All reports filed by victims/witnesses to school personnel and reports gathered from the local and state police are compiled annually for inclusion in the crime report by the Office of Student Services. Once the annual report is completed it is distributed to the NEiA community. A copy of this report will be made available to all Faculty, Staff, and Students. If you have questions about any of the information provided in this report, please contact Mr. Sayed Khodier, Director of Technology Services at (800) 903-4425 or Ms. Michele Tracia, Dean of Student Affairs at (800) 903-4425.

II. NEiA's SAFETY AND SECURITY POLICIES

A. REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

All crimes, threats of crime, or emergency situations should be reported immediately to a college official. For the purposes of timely, accurate reporting, and to insure appropriate notification of continuing threat of crimes, students and staff are required in all cases where a crime has been committed on or near the college to file a report within 24 hours with the Campus Security.

The school has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by Campus Security in a secure location.

Campus staff with security responsibilities includes the Campus Security staff, Director of Technology, Associate Dean of Student Affairs as well as the Executive Committee, which consists of the President, Dean of Student Affairs, Director of Administrative and Financial Services, , Director of Admissions, Dean of Academic Affairs, and Director of Human Resources.

The College's fire alarm will sound in the event there is a fire in the facility. Students should become familiar with the building exit points. Emergency preparedness includes knowledge of these items:

1. Participate in regularly scheduled fire drills.
2. Know two ways out.
3. Know how many doorways to the stairwell.
4. Stay low in smoky conditions.
5. Never use elevators during a fire

6. Handicapped individuals move to a stairwell for evacuation by fire department staff, as stairwells are safer environments.
7. Once outside, stay as far away from the building as possible.
8. Keep all driveways clear.
9. Remain quiet and calm.
10. Follow fire drill procedure and evacuation plan as posted throughout the building.

B. POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is coordinated by Mr. Sayed Khodier, Director of Technology Services at (800) 903-4425, ext. 4419. Reports are kept in a secure location in the administrative offices of the college. The annual crime report is prepared by gathering campus crime statistics and data from local police and sheriff departments and other relevant information by the Director of Technology Services.

C. SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of NEiA that access to all campus facilities and college-sponsored housing is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to school policies and conduct codes. Responsibility for the lawful and appropriate behavior of visitors must be shared by their student or employee host.

D. CAMPUS LAW ENFORCEMENT

Staff with security responsibilities (see II. NEiA Safety and Security Policies) have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. Security personnel do not have the authority to arrest individuals. Campus Security and Studio Operations staff members are on duty during open hours of the college. Campus Security reports to the Director of Technology Services and the Studio Operations staff report to the Studio Operations Manager. Campus Security Guards are posted at the college student entrance, which is the main and only entrance to the College during non-business hours. Campus Security Guards regularly perform rounds of the college facilities. The Housing Staff perform evening rounds of the college sponsored housing facilities and have the authority to evict unauthorized persons from the housing or notify local authorities of actual or suspected criminal activities, including trespassers. There is a security presence at each of the college sponsored housing locations.

State Police are not directly involved in the patrolling of the City of Boston and Brookline, and therefore do not have incidents reported directly to them. All reports of criminal activity in the City of Boston and Brookline are filed with the local police. Local Police Officials also work closely with NEiA to provide a safe environment for our community. Police Officials provide NEiA with crime statistics for areas surrounding the campus premises, participate in housing training and in wellness workshops involving Rape and City Safety Issues.

E. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY AND THE PREVENTION OF CRIMES.

All new NEiA employees and students are instructed on crime awareness and prevention during orientations. Employees are informed about campus security and the prevention of crimes at employee meetings held at least once per year. The employee orientation includes a description of campus security policies and procedures for reporting any criminal activity or emergency. Students are instructed on crime awareness and prevention during orientation at the beginning of each academic semester. In addition, all students are given and should carefully review a copy of the *Student Handbook*, which contains information on drug free campus, campus security, and the NEiA Student Code of Conduct. Students, staff and faculty are also informed of issues of importance to personal safety and crime prevention through wellness programs conducted by Human Resources Office as well as the Department of Student Affairs. For example, local law enforcement officials present a program on crime prevention and self-defense. Other wellness topics include sexual assault and substance abuse. Administrative staff is informed of campus security procedures and prevention by their supervisors upon hire.

As the school is in an urban area, employees and students are encouraged to be responsible for their own safety, the safety of others in the NEiA community, and to follow a common sense approach to personal safety. Information about sexual assault prevention and safety are available in Student Affairs. NEiA's Counselor is also available to offer support and referral to other counseling services, as well as to provide support and information to the victim of a crime.

The College maintains a good relationship with the Brookline and Boston Police and cooperates fully in the event of any incidents. Police are notified immediately in the event of a crime. The local Brookline police precinct is a few blocks from the college building. Those staff members with responsibility for campus security provide the local authorities with information on a timely basis of criminal occurrences that take place on the college property and the surrounding public areas. When there are crimes that constitute a continuing threat to the NEiA population, NEiA is committed to informing students and staff of the nature of the crime(s), and necessary protective steps that they might take.

In the event NEiA, working with local law enforcement agencies determine that a particular criminal offense continues to be a threat to the campus community, NEiA will notify students and staff through classroom announcements and a memo, which would be distributed to staff's and students' mailboxes or email accounts.

F. DRUG AND ALCOHOL POLICIES

In keeping with Section 120 (a) through (d) of The Higher Education Act of 1965, as amended, which contains the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), all students are provided a NEiA Student Handbook. The Handbook includes the College's policy regarding the use, possession, or sale of illegal substances and alcohol, and disciplinary actions.

NEiA is a drug free campus and complies with Massachusetts underage drinking and all Federal and state drug laws. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the college property. In addition to prosecution by appropriate civil authorities, students found in violation will be treated as having violated NEiA's Student Code of Conduct, and will be subject to disciplinary action up to and including termination.

NEiA's Counselor provides counseling and periodic awareness programs on substance abuse for all students and referrals to students in need of more services. Additionally, students, faculty and staff are required to observe the local, state and federal regulations regarding the possession, use and sale of alcohol. Failure to abide by these regulations, in accordance with the NEiA Student Code of Conduct and Employee Handbook, may result in disciplinary action up to and including termination.

G. OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, the College does not have any off-campus organizations.

H. SEXUAL ASSAULT POLICIES AND THE RIGHTS OF VICTIMS

As part of the College's Wellness Program, the Office of Student Affairs provides programs and information on preventing the occurrence of sexual assault, rape, acquaintance rape and other forcible and nonforcible sex offenses.

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack. Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risks of pregnancy and venereal disease.
- A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute.
- Call someone to be with you as you should not be alone.
- Reporting the rape to the police is up to you, but remember that reporting a rape is not the same thing as prosecuting a rape.
- Please call the police and report the rape.

If the victim requests, NEiA personnel will assist in notifying the proper authorities. NEiA's Counselor is available to assist students with working through the attack and in assisting in identifying off-campus counseling or additional mental health services.

After any campus sexual assaults are reported, the victim of such crimes have the right to request that NEiA personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including the transfer of classes. On-campus disciplinary procedures against students will be in accordance with NEiA's Student Code of Conduct Policy and the Appeals Policies and Procedures that appear in the *Student Handbook*. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding, both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense, and the sanctions that the institution may impose. The sanctions can include expulsion, suspension, and/or mandatory counseling.

The following is the link to the Massachusetts Sex Offender Registry Board: <http://sorb.chs.state.ma.us/>

III. CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories, which were reported to campus security officials or local police agencies.

<i>Criminal Offenses</i>	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property	On Campus	Non-campus Buildings and property*	Public Property	On Campus	Non-campus buildings and property*	Public Property
Robbery	0	0	1	0	0	0	0	0	0
Aggravated Assault	0	7	0	0	1	0	0	2	0
Burglary/Theft	5	10	0	8	1	0	4	7	0
Motor Vehicle Theft	0	3	3	0	0	0	0	0	0
Arson	0	0	0	0	1	0	0	1	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	5	20	8	85	3	0	4	9	0

*Includes school-sponsored housing

**Public property includes sidewalks immediately adjacent to the campus and the sidewalks and street immediately adjacent to college sponsored housing

Arrests/Persons Referred for Campus Disciplinary Action	Calendar Year								
	2006			2007			2008		
	On Campus	Non- campus*	Public Property	On Campus	Non- campus*	Public Property	On Campus	Non- campus*	Public Property
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	41	0	0	73	0	0	39	0
Drug Abuse Violations:									
Arrests	0	1	0	0	0	2	0	0	0
Disciplinary Action	0	121	0	0	26	0	0	13	0
Weapons Possessions:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	2	0
Totals	0	53	0	0	99	2	0	54	0
*Includes school-sponsored housing									
**Public property includes sidewalks immediately adjacent to the campus and the sidewalks and street immediately adjacent to college sponsored housing									

IV. INFORMATION REGARDING REGISTERED SEX OFFENDERS

Any member of the public who is at least 18 years of age or older may request sex offender information. The information will be provided to any person who is seeking the information for his/her own protection or for the protection of a child under the age of 18 or for the protection of another person whom the requesting person has responsibility, care, or custody. Information regarding registered sex offenders under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 may be found at the Brookline Police Department located at 350 Washington Street, Brookline.

Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel (such as a Fireman or Police officer) to assist them. A near-by staff or faculty member should wait with this individual and instruct another employee to notify emergency personnel of their whereabouts. (See "Evacuation of Disabled")

V. CAMPUS SAFETY AND EMERGENCY RESPONSE - ALERTFIND

In the case of emergency or some other urgent situation that requires rapid wide-scale notification of The Art Institute community, The New England Institute of Art will participate in an emergency notification alert program known as AlertFind. Students, faculty, and staff will be strongly encouraged to sign up for the complementary service which will notify students of an urgent message by electronic and cellular communication in whichever manner the recipient chooses. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as an earthquake or fire), an alert can be sent via voice message to home, cell, or other PDA device, personal and school email accounts, and text messages to PDA devices. Sign-up will be done through www.dalaf.messageone.com or login instructions will be obtained through the Student Affairs Department or by logging on to the college's homepage.

Campus emergency response and evacuation procedures are publicized on an annual basis in the Student Handbook which is distributed on an annual basis to all faculty, students, and staff. The AlertFind emergency notification system will be tested on an annual basis and emergency evacuation drills are held periodically throughout the year.

VI. EMERGENCY EVACUATION PLAN

CRISIS: A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus buildings.

Stay calm. Stop work immediately. Dress appropriately for a possible extended period of time outdoors.

Follow directions from nearest faculty or staff member for exiting your area Exit building using the posted evacuation routes or nearest stairwells only.

After exiting, immediately head away from the buildings and/or garages. Everyone will meet in their designated locations and will congregate with other members of their department to assure all have left safely. Faculties are to stay with their students.

- 10 BPW/34 Station Street-Meet on Station Street across the Brookline village train stop
- 303 Boylston -Meet at Dunkin Donuts Lot
- 34 Station Street. Meet on Pearl Street by Soup Factory
- 138 Harvard. Meet at Stop and Shop Parking lot

Clear the front entrance to the building by moving away at least 500 feet.

Do not reenter the building or garage until emergency personnel give the "All Clear."

Emergency evacuation routes are posted at all locations on each floor, color-coded by evacuation route and exit. (See attachments). Each area of each building will have a designated person to check that all offices, classrooms, and restrooms are evacuated. They are as follows:

During Normal Business Hours:

2nd floor (Administration Area):	Director of HR, Michael Duffy or Senior Manager
2nd floor (Classrooms):	Registrar, Siham Doughman or Senior Manager
Student Center (Student Affairs):	Dean of Student Affairs, Michele Tracia or Senior Manager
Student Center (2 nd Floor)	Library Director, Mary Ann Tricarico
UG Level	Bookstore Manager, Stephanie Vincent or Senior Manager
1st floor (Main Building)	Studio. Ops Supervisor, Matt Chan, Bob DiGregorio or Senior Manager
Plaza area	Rob Lehman
303 Boylston Street	Dean of Academic Affairs or designated Senior Manager
34 Station Street	Director of Career Services, John Lay

EMERGENCY EVACUATION OF DISABLED

· All disabled faculty, staff and students are encouraged to file an emergency status card with the Facilities Manager, Human Resources and/or Student Affairs.

In the event of an emergency, occupants of wheelchairs and other persons whose mobility is impaired should observe the following Emergency Evacuation Plan;

If you move to the exit and have persons to assist you:

Move to the exit stairwell Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared.

Wait with your assistants for further instructions. The Fire Department will send fire fighters to assist you if evacuation is necessary.

If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter your floor to allow others to pass and the stairwell to clear.

If there are too many individuals to wait on the landing, an area of refuge should be sought on the floor, such as a classroom or an office with a door, window and telephone. Use the fire survival skills described below.

Assistants should **not** attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then perform a carry down the stairs to safer areas.

If you do not have persons to wait with you, or are unable to leave your area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office.