Campus Safety and Security 2012

The safety and security of Onondaga Community College's students, faculty, staff and visitors is taken very seriously by the College. Providing for the safety and well-being of the members of the Onondaga Community College community is the professional responsibility of Campus Safety and Security. The College continuously evaluates the operations of Campus Safety and Security and takes action to strengthen and improve the safety and security of the campus.

Onondaga is among the safest campuses in the SUNY system. It is a matter of mutual support, caring and caution by all members of the campus community. Students, faculty, staff and visitors can do much to aid in the work of Campus Safety and Security by learning to protect themselves and their property.

We all share in the responsibility of making the learning, living and working environment at Onondaga Community College safe and enjoyable for everyone.

IMPORTANT PHONE NUMBERS

CAMPUS EMERGENCY ..... *on campus:* **2311**
off campus: **498-2311**

Campus Safety and Security Office (non-emergency line)
Service and Maintenance Building 2478
off campus: 498-2478

Vice President of Campus Safety and Security 2173
off campus: 498-2173

Campus Safety Officer 2187
off campus: 498-2187

Campus Fire and Safety Coordinator 2594
off campus: 498-2594

College Counselors
Gordon Student Center 2675
off campus: 498-2675

Health Services
Coulter Library C103 2599
off campus: 498-2599

Vera House Rape Crisis Center 468-3260

CAMPUS SAFETY AND SECURITY

The role of Campus Safety and Security is to provide protection for all students, faculty, staff and visitors to Onondaga Community College; to protect all real and personal property; and to enforce College policies and regulations and the laws of the state of New York.

The department includes one Vice President, a director, two assistant directors, 12 campus peace officers, two campus security officers, a fire and safety coordinator, a campus safety officer and five information aides. The department provides continuous protection of all campus grounds and facilities.

Members of Campus Safety and Security have peace officer status, as defined in the New York State Criminal Procedure Law, and therefore have the power to make arrests on campus. The department has a cooperative working relationship with other local area law enforcement agencies to help maintain a safe campus.

Information concerning Campus Safety and Security will be distributed via the College website, campus electronic bulletin boards, emergency notification systems and fliers.

STUDENT SAFETY PATROLS

The Department of Campus Safety works closely with a select group of Onondaga students who are trained and licensed as NY State Security Guards. The Student Safety Patrols perform routine security functions on campus, such as building security checks, parking lot patrols, assistance with emergency drills and event security.

SAFETY POLICIES AND PROCEDURES

Onondaga Community College has nearly 12,000 full-time and part-time students, and approximately 3,000 faculty and staff members. Students, faculty and staff have access to academic, recreational and administrative facilities on campus. Access to the campus buildings at the College is on an "as needed" basis and incorporates strict key control procedures. The public is invited to attend cultural and recreational events on campus. Generally, public access is limited to facilities in which the events are held.

COLLEGE RESIDENCE HALLS

College Residence Halls are secured 24 hours a day. Residence Hall students are able to gain entry into the residence halls by using their college issued "Smart Card."

PRESIDENTIAL CHARGE TO THE PERSONAL SAFETY COMMITTEE AND REPORTING STRUCTURE

The College's Campus Safety Advisory Committee was established by the Presidential Administrative Memorandum in February 1984. The Committee's charge is as follows:

- Advise the Chief Financial Officer on matters relating to employee/student safety.
- Help develop and recommend programs and procedures designed to prevent injuries and promote general safety, including safety education.
- Help identify safety hazards and suggest corrective measures.
- Review injury, fire drill, and other related reports in order to aid in monitoring the effectiveness of campus safety programs and procedures.
- The Committee shall maintain minutes of its meetings, which shall be distributed to the President and Chief Financial Officer, in addition to members of the Committee.

- Review all issues as presented by the Personal Safety Sub-Committee and provide valid recommendations to Onondaga President and Chief Financial Officer with special attention being given to sexual assault issues.
- The Campus Safety Advisory Committee is chaired by the Vice President of Facilities and Safety (or his/her designated representative), who reports to the Chief Financial Officer, who in turn reports directly to the College President.
- The Safety Advisory Sub-Committee is chaired by a representative who reports Committee actions to the College Safety Advisory Committee for recommendations.

CASE COLLABORATION COMMITTEE

The purpose of the Case Collaboration Committee is to exchange concerns about student behavior in an environment that is safe, respectful and helpful to the retention of the student and in the mutual interest of all students and the entire campus. Coordinated by the Department of Student Services, Case Collaboration is comprised of faculty and administrators from various campus departments including Campus Safety and Security, Counseling Department, Disability Services Office, Evening Program Services, Health Services, Judicial Affairs, Residence Life, Student Association, and Student Life and Development.

The committee discusses and resolves student matters that enable the College to appropriately address student, department and College needs in a confidential or need-to-know manner. The strength and success of the Case Collaboration Committee is due to the consistent collaboration and expertise of the professionals involved. Now in its third year, the Case Collaboration Committee has become another key element to student success and retention.

Are you concerned about a student? If so, contact the Counseling Department, Student Life and Development, or Campus Safety and Security as you normally would do. Students are not referred to Case Collaboration. However, rest assured that if the student's situation warrants the services of Case Collaboration, the representatives from affiliated offices will bring the student's circumstance to the committee.

STUDENT RESPONSIBILITY AND SAFETY TIPS

To help ensure student safety, read through the following practical safety tips and apply them while on campus, in the residence halls, at home, or in the community.

On Campus:

- Always stay alert and tuned in to your surroundings.
- Send the message that you are calm, confident, and know where you are going.
- Trust your instincts. If something or someone makes you uneasy, avoid the person or leave.
- Stick to well-traveled areas. Avoid shortcuts through wooded areas, parking lots, or alleys.
- Do not flash large amounts of cash or other tempting targets like expensive jewelry or clothing.
- Carry a purse close to your body, not dangling by the straps. Put a wallet in an inside coat or front pants pocket, not a back pocket. Try to use automated teller machines in the daytime. Have your card in hand and do not approach the machine if you are uneasy about people nearby.
- Do not wear shoes or clothing that restrict your movement.

- Have your car or house key in hand before you reach the door.
- If you think someone is following you, switch direction or cross the street.
- Walk toward an open office, building, or lighted area. If you are scared, yell for help.
- If you have to work late, make sure there are others in the building, and ask someone—a colleague or security officer—to walk you to your car or transit stop.
- Keep your car in good running condition. Make sure there is enough gas to get you to and from your destination.
- Always roll up the windows and lock car doors, even if you are coming right back. Check inside and out before getting in your car.
- If you think someone is following you, do not head home. Go to the nearest police or fire station, gas station, or other open business to get help.
- If someone tries to rob you, do not resist. Give up your property; do not give up your life. Report the crime to Campus Safety and Security. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims.
- Lock car doors and close car windows

In your home or residence hall:

- Make sure all doors and windows have sturdy, well-installed locks, and use them.
- Never open your door to strangers. Offer to make an emergency call while someone waits outside.
- Be wary of isolated spots. Walk with a friend, co-worker, or call Campus Safety for an escort, particularly at night.
- Know your neighbors, so you have someone to call or somewhere to go in case of an emergency.
- If you come home and see a door or window open, or broken, do not go in. Call the police from your cell phone, a public phone or from a neighbor's home.
- Keep shades pulled after dark.

MISSING STUDENTS

Students are encouraged to identify a person who college personnel should contact in the event they are determined to be "missing." A student may register a confidential contact by completing an Emergency Contact Form with the Office of Residence Life. Missing students should be reported to the Department of Campus Safety and Security right away.

Federal Law requires the campus to provide missing person information to:

- All local police agencies pursuant to the Memorandums of Understanding
- The student's designated contact person, if one is provided
- Parents of students under the age of 18

Campus Safety will immediately conduct an initial investigation in conjunction with local police agencies pursuant to the Memorandums of Understanding and will assist in making all necessary notifications.

ALCOHOL POLICY

Alcohol is prohibited on campus except in the case of approved events where the sale and service of alcohol is being conducted by the College and/or an affiliated organization in accordance with State Law (under the age of 21).

Prohibited Behaviors Involving Alcohol:

1. Use, sale/distribution of, or possession of alcohol outside of approved events where the sale and service of alcohol is being conducted by the College and/or an affiliated organization in accordance with State Law.
2. Use, display, or possession of any paraphernalia associated with alcohol.
3. Use of alcohol that leads to impairment which causes disorderly, destructive, or violent behavior to self or community.
4. Consumption, being under the influence of, display, sale/distribution, or possession of alcohol under the legal age of 21.
5. Forcing another individual or participating in an effort to force another individual to ingest alcohol for any reason.
6. Obtaining or providing alcohol to a person who is not of legal age to consume or possess alcohol.
7. The use, display, or possession of any paraphernalia that is associated with alcohol, or is used or altered to be used for the purpose of consuming alcohol.

STATEMENT ON SELF-REPORTING AND BYSTANDER INTERVENTION (GOOD SAMARITAN)

Onondaga Community College students are expected to be aware of their health and safety and to be active bystanders who help fellow students when their health and safety is in danger. When a person's health or safety is threatened due to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials immediate actions should be taken. This could include alerting medical personnel, Campus Safety, or an appropriate college official.

In all cases, the incident will be documented. When determining the appropriate response in the conduct process, the Office of Judicial Affairs will consider actions taken by any student who seeks assistance on their own behalf or the behalf of another student experiencing a medical emergency related to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials. In some cases disciplinary sanctions may be reduced. . This practice does not preclude action by Campus Safety or other legal authorities.

Possession (as defined by NYS): To have physical possession or otherwise to exercise dominion or control over tangible property.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Staff, students, faculty, guests and community members are encouraged to report all crimes and public safety related incidents to the Department of Campus Safety and Security in a timely manner.

To report a crime or emergency that is occurring or has occurred on campus, call the Department of Campus Safety at (315) 498-2311. To report incidents of a non emergency nature, call the Department of Campus Safety at (315) 498-2478.

Campus Safety and Security Information Aides are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Campus Safety and Security Officers will take the required action in order to facilitate an investigation into the matter.

In cases where there is an allegation of criminal conduct or violations of the Student Conduct and Disciplinary Policy, the Department of Campus Safety and Security will forward copies of the report to the Student Services Department for review and potential action by Judicial Affairs. Additional information discovered during further investigation will also be forwarded to the Office of Judicial Affairs.

Crimes should be reported to the Campus Safety and Security Department to ensure inclusion in the annual crime statistics to aid in providing timely warning notices to the community, when appropriate.

BIAS/HATE CRIME PREVENTION

It is an Onondaga Community College mandate to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. These personal characteristics may include but are not limited to their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available online at:

http://nypdcrime.com/penal.law/index.htm

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Students engaging in such behaviors will also be subject to campus disciplinary procedures where sanctions, including dismissal, are possible.

In addition to preventing and prosecuting hate/bias crimes, Onondaga Community College also assists in addressing bias-related activities that do not rise to the level of a crime.

These activities, referred to as bias incidents and defined as acts of bigotry, harassment, or intimidation directed at a member or group based on their national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, are prohibited and will be addressed through the College's judicial process.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Campus Safety and Security immediately. An investigation of the report will be conducted and disciplinary procedures, if applicable, will be followed. Victims of bias crime or a bias incident are encouraged to seek victim support services from the College's Counseling Department located in the Gordon Student Center.

PROHIBITED BEHAVIORS INVOLVING UNLAWFUL DRUGS, CONTROLLED SUBSTANCES, AND OTHER SYNTHETIC MATERIALS

1. Use, display, or possession of any paraphernalia associated with unlawful drugs and/or controlled substances, or is used or altered to be used for the consumption of unlawful drugs and/or controlled substances and or synthetic materials.

2. Consumption, being under the influence of, display, sale/distribution, or possession of any unlawful drugs and/or controlled substances and/or synthetic materials.
3. Possession, consumption, being under the influence of, or distribution of "look alike drugs" or synthetic materials that are either not intended for human consumption or used to elicit effects similar to an illegal drug or a substance or drug being used for an unintended purpose (i.e. synthetic cannabis, herbal incense, and or herbal smoking blends). Whip-it and other similar products.
4. Forcing another individual or participating in an effort to force another individual to ingest drugs, "look alike drugs," synthetic materials, or other substances for any reason.

SEXUAL ASSAULT PREVENTION

Onondaga Community College has programs and policies in place to protect all members of the Onondaga Community College community from sexual assault, sexual misconduct and sexual harassment, including programs for prevention and awareness. The College will assist those who have been victimized regardless of whether these crimes occurred within or outside the jurisdiction of the College. New York state law contains the following legal provisions defining the crimes related to sexual assault:

Section 130.25/.30/.35 – Rape

This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Acquaintance Rape (Date Rape):

This is defined as sexual intercourse undertaken by a friend, date or acquaintance without consent. Acquaintance rape includes sexual intercourse that occurs through force, as a result of threat, physical restraint or physical violence with or without consent.

Section 130.20 - Sexual Misconduct

This offense includes sexual intercourse without consent and deviant sexual intercourse without consent. The penalty for violation of this section includes imprisonment from a definite period to be fixed by the court up to one year.

Section 130.40/.45/.50 - Criminal Sexual Act

This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.52 - Forcible Touching

This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of another person's sexual or intimate parts. The penalty for violation of this section includes imprisonment for a period up to one year in jail.

Section 130.55/.60/.65 - Sexual Abuse

This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Section l30.65-a/.66/.67/.70 - Aggravated Sexual Abuse

This series of offenses occurs when a person inserts a finger or foreign object into the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Consent:

The act of consent requires spoken words or behaviors that clearly indicate, without doubt to either party, a mutual agreement to participate in sexual intercourse or other sexual activities. Indicators of consent do not include silence or past sexual relationships. A person is deemed incapable of consenting when that person is a minor (under the age of 17), mentally incapacitated, physically helpless (whether induced by drugs, alcohol or otherwise), or asleep.

If you believe you have been a victim of a sexual offense or misconduct, you should seek immediate assistance by calling Campus Safety and Security at 498-2311 and/or Vera House Rape Crisis Center at 468-3260. Both are available 24 hours, seven days a week. You should also do the following:

- Get to a safe place as soon as you can.
- If necessary, obtain medical treatment.
- Try to preserve all physical evidence if possible. Do not bathe, douche or change your clothes.
- If you are on campus, immediately contact the nearest College official or contact Campus Safety and Security from any '"Blue Light Call24" system (see page 10). Or, dial extension 2311 from any campus phone or call 498-2311 from a private telephone.

Assaults, sexual or otherwise, are crimes; they are not the fault of the victim. Any student who is the victim of a sexual offense or misconduct is encouraged to consider all appropriate avenues for legal action and has the right to pursue adjudication through the criminal courts or the College's internal disciplinary process. Campus Safety and Security officers are trained to assist with the prosecution in both systems.

If you decide not to report the incident to campus or local authorities, it is important to consider the confidential assistance of medical, counseling, and student service professionals. These can be accessed by contacting Campus Safety and Security and/or Vera House Rape Crisis Center.

Disciplinary Action

Where there is probable cause to believe the College's regulations prohibiting sexual misconduct have been violated, the College will pursue strong disciplinary action through its own channels. An individual charged with sexual misconduct may be subject to College disciplinary procedures whether or not prosecution under New York state criminal statutes is pending. The College will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the College's priority.

SEXUAL HARASSMENT

This is defined as unwelcome sexual advances, request for sexual favors, or other sexually degrading verbal, non-verbal or physical conduct.

DOMESTIC VIOLENCE AND STALKING

Domestic violence is defined as an act committed by a person involved in an intimate relationship against the other member of the intimate relationship. An intimate relationship includes those persons who are married or unmarried, are in dating relationships even if there is no sexual relationship, unrelated persons who have continuous social contact, or intimate social contact, including same sex couples.

Stalking is when one person engages in a course of conduct which is directed at a specific person and that course of conduct causes that person to be in fear of harm to them, their safety, their property, a member of their immediate family, or an acquaintance. This can include contact via cyberstalking including but not limited to phone, text, IM, Facebook, etc.

TOBACCO USE POLICY

Smoking and tobacco use is restricted on Onondaga Community College property, including J. Stanley Coyne Hall. Smoking and tobacco use is permitted only in parking lot locations that are at least 50 feet away from all campus buildings. Smoking and tobacco use in other areas of the campus, including inside all campus-owned vehicles, is prohibited.

FIRE SAFETY

It is important to remember that in an emergency involving a fire on campus the responding emergency responding Fire Department will have primary responsibility for Incident Command and will only release that command to OCC officials when deemed appropriate. Members of the Incident Management Team may be asked to assist in the emergency response in a unified command capacity

CALL CAMPUS SAFETY – DIAL 498-4311 or x2311.

A. In all cases of fire emergencies Campus Safety must be notified. Campus Safety will be responsible for contacting the local Fire Department and directing them to the location of the incident.

B. If the alarm is sounded for the evacuation of the affected building Campus Safety and members of emergency responding agencies will insure that the affected building is completely evacuated.

C. Should the incident occur in one of the College operated Residence Halls this will be accomplished under the direction of Campus Safety with the assistance of the Director of Residence Life, Residence Hall Directors and available Resident Assistants.

D. While buildings are being evacuated special attenti¬on should be given to persons with special needs.

E. Once a building has been evacuated it is important that those evacuated are a safe distance away from the evacuated building.

F. No one should return to the building until advised to do so by Campus Safety.

G. If necessary, the President, or designee, may determine the need for the activation of the Emergency Management Plan to deal with the situation and the appropriate sections of this Plan shall be applied as to dealing with evacuation, power outage, etc.

DO NOT USE ELEVATORS!

Use of Appliances within the Residence Halls

Policy Statement

In addition to the kitchen appliances provided, only underwriter's laboratory-approved, sealed-unit coffee makers, microwaves, blenders, electric can openers and toasters are allowed and may only be used on a non-combustible surface within the kitchens. Cooking is allowed only in suite kitchen areas; the use of any cooking appliance is prohibited in bedrooms or bathrooms.

It is expected that residents will apply all fire safety precautions. Use of extension cords or multi-plug outlets other than approved power strips is prohibited. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence.

Suites are allowed one microwave only and it must be located in the kitchen area. Residents may have one personal refrigerator, no larger than 5 cubic feet, in their bedrooms.

The following items are prohibited: electric irons without automatic shutoff, halogen lamps, sunlamps, air conditioners, space heaters, electric blankets, popcorn poppers and electric percolators. Cool air vaporizers are allowed, but hot air vaporizers require a doctor's note certifying their necessity.

Notwithstanding the above, any appliance or electrical item may be confiscated by a Residence Hall Director, the Director and Assistant Director of Residence Life or OCC Safety and Security personnel if it is determined to pose a safety threat to the residence hall.

Reason For Policy

This policy is designed to prevent the occurrence of a fire within the residence halls.

PLEASE DO NOT BRING ANYTHING ON THE LIST BELOW THEY WILL BE CONFISCATED AND NOT RETURNED TO YOU

Things to leave at home:

- Animals of any kinds (service animals, and fish that are kept in 5-gallon aquariums are allowed)
- Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, or any other item affiliated with the consumption or possession of alcohol. Alcohol of any kind is not allowed within the residence halls.
- Alcohol advertisements, signs or potentially offensive material in public viewing areas (including windows, hallways and doors)
- Dartboards with metal tips or anything that needs to be hung with nails
- Drums and/or electrically amplified instruments, including DJ equipment
- Extension cords or multi-plug outlets (approved power strips are permitted)

- Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall
- Neon signs and strings of lights (including Christmas and rope lights) that do not meet URL requirements. (Must not hang on walls)
- Halogen lamps, lava lamps, torchiere lamps, octopus lamps, or other high-intensity lamps
- Indoor use of any athletic or recreation equipment, any hall sports/gaming, water fights, or horseplay
- Live-cut Christmas trees and flammable decorations
- Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, paintball guns, B-B guns, paintball guns, fireworks, knives, and archery equipment
- Federal, state, college, local or other signs
- Hot plates, quesadilla makers, toaster ovens, crock pots, sandwich makers, George Forman or Gas Grills
- Propane cylinders or other flammable liquids
- Candles, fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible or open flame device (i.e., gasoline, benzene, flammable liquids, chemicals)
- Waterbeds, hot tubs/Jacuzzis and non-college lofts and cinder blocks
- Weightlifting apparatus (barbells, free weights, Solo flex machines, etc.
- No curtains/drapes unless flame resistant. (Must be able to show proof of flame resistance)
- Leave all furniture at home

NOTE:

- Do not store items within 18 inches from a sprinkler head or within 2 feet from the ceiling
- Do not move the furniture
- Do not hang anything on the ceiling
- Do not hang strings of lights on your walls, ceilings or in your rooms
- Do not hang anything on or around sprinkler heads

Additional OCCHDC Conduct Guidelines prohibit:

1. Deliberate or careless endangerment; tampering with safety alarms or equipment, or those devices in place for the protection of the residents or security of the building; setting unauthorized fires; violation of specific safety/maintenance regulations, such as physically altering the room or suite, its amenities, connections, or implements in any fashion other than that which is approved by the Director of Residence Life.
2. Gambling on campus or at organized student activities, except for approved events sponsored by residence hall or college staff in which participants are playing for prizes and/or raising money for charity.
3. Smoking or the use of chewing tobacco in the residence halls.
4. Possession of animals in the residence halls, with the exception of service animals registered with the Office of Residential Life, or fish, if kept in 5 gallon aquariums in individual rooms or up to 10 gallon aquariums in suites, provided that all suite residents consent to the fish.

5. Refusal to identify oneself or present a valid OCC identification card when requested by an Onondaga Community College Housing Development Corporation ("OCCHDC") or OCC staff member who has identified him/herself as such; dishonesty, forgery, deception or any other act of knowingly providing or distributing false information (fake ID's), or withholding information from the college or a college official; and failure to render reasonable cooperation to staff members.
6. Displaying alcohol advertisements, empty alcohol bottles or cans, signs or obscene or indecent material in public viewing areas.
7. Possession or use of the following within the residence halls: dartboards with metal tip darts; drums and/or electrically amplified instruments, including DJ equipment; exterior antennas, satellite dishes, or any object that protrudes from a window or attaches to an exterior wall; flammable decorations, neon signs and strings of lights that do not meet UL requirements; candles, incense, charcoal/gas grills, oil lamps or any combustible device; waterbeds, hot tubs, Jacuzzis and cinderblocks; lofts other than those provided by the College or approved by OCCHDC or the College; weightlifting apparatus and inappropriate use of athletic or recreational equipment.
8. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Onondaga County, City of Syracuse, the Town of Onondaga, or any other civil jurisdiction.
9. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any prohibited act by providing assistance or encouragement to others so engaged or by failure to separate oneself clearly from a group in which others are so engaged; presence during the commission of a violation and failure to alert residence hall staff or campus Safety and Security in a timely manner so that the violation may be stopped or prevented.

Reason For Policy

This policy is designed to provide a set of guidelines for behavior that will be not be tolerated within the residence halls. Such behavior is deemed inconsistent with efforts to build a positive community.

Prevention is the key to fire safety:

- Candles, incense or anything with an open flame are not permitted in the residence halls.
- Onondaga Community College is a smoke-free campus with designated smoking areas. If you choose to smoke, you must remain at least 50 feet away from the residence halls.
- Avoid using hot plates, George Foreman grills, or any other cooking appliance in your room.
- If cooking in a residence hall kitchen, never leave cooking food unattended.
- Do not hang tapestries or posters from the ceiling; smoke rises and will cause these items to catch fire quickly.
- Do not run cords for appliances, cable line, or extension cords under your rugs. It wears away the rubber and can start a fire.
- Know how much voltage your power strip can hold and be sure not to overload it. Be aware of frayed and cracked cords.

- Be careful when using alcohol. Half of all adults who die in residential fires have high blood-alcohol levels.
- Arson is the number one cause of residence hall fires. It is important that you take any possible arson attempts seriously. If you know someone who is thinking of setting a fire, notify a Residence Life staff member immediately.
- Pulled alarms and false alarms create student apathy. Never pull an alarm as a prank. Take fire safety seriously.

REMEMBER THIS:

The Office of Residence Life in conjunction with Campus Safety and Security will perform periodic building and room inspections throughout the year to ensure:

- All electrical equipment is plugged into approved FireShield surge protectors.
- Nothing is blocking the exits from the room (doors and windows).
- Nothing is hindering smoke detectors and heat sensors from working properly.
- There are no illegal appliances or candles present.
- Nothing is hanging on or around sprinkler heads in the ceiling.
- All fire extinguishers are inspected.

These safety checks are done to ensure the safety of the residents of the building. Please make sure to comply with all safety regulations. The life you save may be your own.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY:

The college plans on conducting more Fire Safety drills in student housing.

One which will include a fire simulation that demonstrate the importance of Resident Hall fire safety evacuation training programs and will show the building being under full alarm, loss of power and lights, room and hall smoke generation and blocked egress routes. There will also be a Live Fire demonstration of a residence hall kitchen and a student bedroom.

The college also plans on having more training sessions on Cooking Safety and Fire Prevention.

OCC FOLLOWS THE NEW YORK STATE FIRE CODE REGARDING EMPLOYEE TRAINING AND RESPONSE PROCEDURES.

§F406 EMPLOYEE TRAINING AND RESPONSE PROCEDURES

§F406.1 General. Employees in the occupancies listed in §F404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in §F404.3.

§F406.2 Frequency. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the code enforcement official upon request.

§F406.3 Employee training program. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with §F406.3.1 through §F406.3.3.

§F406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

§F406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

§F406.3.3 Fire safety training. Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

§F408.10.3 Resident Training. Residents capable of assisting in their own evacuation shall be trained in the proper actions to take in the event of a fire.

NOTE:

- All Res Life Staff will be trained on a bi-annual basis.
- All Students that live in an on-Campus housing facility are required to attend annual Fire Safety Training

THE ONONDAGA COMMUNITY COLLEGE BLUE LIGHT CALL24 SYSTEM

Thirty-eight (38) Blue Light Call24 Boxes that communicate directly with Campus Safety and Security are located at various points around the campus to assist students with emergencies and information requests.

The call boxes have two buttons:

1. Red button to be pressed for:
   - Medical emergencies
   - Life threatening situations
2. White button to be pressed for non-emergencies such as:
   - Information
   - Lockout assistance
   - Jump starts
   - Directions

How To Use The Call Boxes

1. Press the button for help.
2. A recording and the "call sent" light will let you know your call has been sent. The strobe beacon will activate. For an emergency situation, the siren will sound when the red button is activated.
3. When the call is received at Campus Safety and Security, the dispatcher will automatically know your location and will inquire as to the nature of your emergency to determine what assistance is required.
4. Push and hold the button to talk. Release to listen. (Instructions are also located on each Call Box.)

ONONDAGA COMMUNITY COLLEGE CAMPUS CRIME STATISTICS

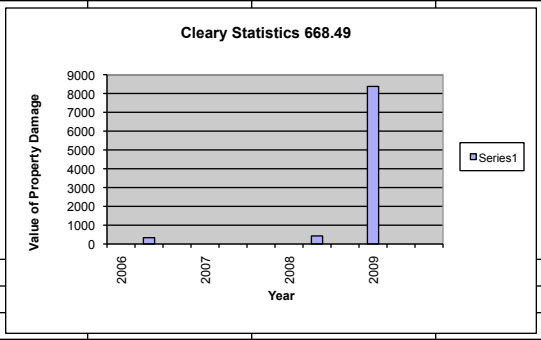
MAIN CAMPUS

Offense	2011 Campus	2011 Housing*	2010 Campus	2009 Campus
HOMICIDE				
Murder & Non-negligent manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
SEX OFFENSES				
Sexual Offense (Forcible)	2	2	0	6
Sexual Offense (Non-Forcible)	1	1	0	0
OTHER OFFENSES				
Robbery	0	0	0	2
Aggravated Assault	2	0	0	0
Burglary	4	1	2	4
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
HATE CRIMES				
Race	0	0	0	0
Gender	0	0	0	0
Religion	0	0	0	0
Sexual Orientation	0	0	0	0
Ethnicity	0	0	0	0
Disability	0	0	0	0
LIQUOR LAW				
Arrests	5	1	1	1
Referrals	132	111	159	124
DRUG LAW				
Arrests	8	3	1	2
Referrals	78	50	73	58
Weapon Possessions	0	0	0	0

These totals are also included within either the Petit or Grand Larceny categories.
** Note: College opened three residence halls in August 2006.*

Residence Halls Annual Fire Statistics

Year	Building	# of Fires	Cause of the Fire	# of injuries that resulted in medical treatment @ a facility	# of deaths related to the fire	Value of property damage caused by the fire
2006	183/A	0	0	0	0	0
	165/B	1	Cooking	1	0	$334.94
	139/C	0	0	0	0	0
2007	183/A	0	0	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
2008	183/A	0	0	0	0	0
	165/B	1	Cooking	0	0	$428.42
	139/C	0	0	0	0	0
2009	183/A	1	Smoking	0	0	$8,374.60
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
2010	183/A	1	Cooking	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
2011	183/A	0	0	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
Totals		3	3	1	0	$9,137.96



OCC Residence Halls Fire Alarm Systems

Building	Location	Detection Type	Sprinkler or Fire Suppression
Residence Hall 183/A Residence Hall 165/B Residence Hall 139/C	In main entrance/ Parking lot side	EST3 (Edwards System Technolgy)Fire Alarm Control Panel	Full Coverage Sprinkler Systems
	Located in main halls on each floor	Manual Pull Stations/Model # SIGA-278	
	Located in main halls on each floor	Manual Station Polycarbonate Cover/Model # STI-1230	
	Main Halls/Suite common areas	Smoke Detector/Model # SIGA-PS	
	Bedrooms	Suite Smoke Detector Audible Base/Model # SIGA-AB4G	
	Kitchens & HVAC Closets	Suite Heat Detector, 194 Fixed Temperature	
	Suite Halls & ADA Suites	Carbon Monoxide Detectors	
	Suite halls/Common areas & Main Halls	Horn/Strobe devices	
	Bedrooms	Strobes	
	ADA bathrooms	ADA Suite Bath Visual Units	

OCC HDC Student Housing Facts & Figures		
Building	Item/Description	Total per Building
Resident Hall 183/A	Total Apartments	35
	Total Beds	193
	Building Area	50,000 Square Feet
	Apartment Area	1,140 Square Feet
	Single Bedroom Area	115 Square Feet
	Double Bedroom Area	185 Square Feet
	Living Room Area	155 Square Feet
	HVAC (Individual packaged terminal air conditioning unit)	1 Per Apartment
Resident Hall 165/B	Total Apartments	34
	Total Beds	187
	Building Area	50,000 Square Feet
	Apartment Area	1,140 Square Feet
	Single Bedroom Area	115 Square Feet
	Double Bedroom Area	185 Square Feet
	Living Room Area	155 Square Feet
	HVAC (Individual packaged terminal air conditioning unit)	1 Per Apartment
Resident Hall 139/C	Total Apartments	35
	Total Beds	193
	Building Area	50,000 Square Feet
	Apartment Area	1,140 Square Feet
	Single Bedroom Area	115 Square Feet
	Double Bedroom Area	185 Square Feet
	Living Room Area	155 Square Feet
	HVAC (Individual packaged terminal air conditioning unit)	1 Per Apartment

OCC Fire Log				
Year	Date of Fire	Nature of Fire	Time of Fire	Location of Fire
2006	10/31/06	Cooking	10:43pm	Residence Hall 165 Kitchen B112
2008	5/12/08	Cooking	12:15am	Residence Hall 165 Kitchen B227
2009	12/8/09	Smoking	15:13	Residence Hall 183 A322 Bath
2010	4/25/10	Cooking	17:44	Residence Hall 139 Hitchen C228
2011	0			
2012				

Annual Fire Statistics					
Year	Building	Cause of the Fire	# of injuries that resulted in medical treatment @ a facility	# of deaths related to the fire	Value of property damage caused by the fire
2006	165/B	Cooking	1	0	$334.94
	Mawhinney	HotWork	0	0	0
2007	Ferrante	Electrical/outlet	0	0	0
2008	WATC	Electrical/UPS	0	0	0
	165/B	Cooking	0	0	$428.42
	Gordon	Electrical/Oven	0	0	0
2009	183/A	Smoking	0	0	$8,374.60
2010	139/C	Cooking	0	0	0
	Ferrante	Unknown	0	0	0
2011	0				
Totals		7	1	0	$9,137.96

OCC Fire Drills					
Year	Building	Spring	First summer session	Second summer session	Fall
2006	RH-183	**Residence Halls opened in Fall of 06**			10/13/06
	RH-165				10/13/06
	RH-139				10/13/06
2007	RH-183	5/3/07	6/1/07	7/12/07	10/10/07
	RH-165	5/3/07	6/1/07	7/12/07	10/10/07
	RH-139	5/3/07	6/1/07	7/12/07	10/10/07
2008	RH-183	4/3/08	6/5/08	7/10/08	10/16/08
	RH-165	4/3/08	6/5/08	7/10/08	10/16/08
	RH-139	4/3/08	6/5/08	7/10/08	10/16/08
2009	RH-183	4/2/09	6/5/09	7/7/09	**10/20/2009/Evening**
	RH-165	4/2/09	6/5/09	7/7/09	**10/20/2009/Evening**
	RH-139	4/2/09	6/5/09	7/7/09	**10/20/2009/Evening**
2010	RH-183	4/1/10	6/8/10	7/12/10	**10/12/2010/Evening**
	RH-165	4/1/10	6/8/10	7/13/10	**10/12/2010/Evening**
	RH-139	4/1/10	6/8/10	7/13/10	**10/ 12/2010/Evening**
2011	RH-183	2/18/11	6/8/11	7/15/11	**10/25/2011/Evening**
	RH-165	2/18/11	6/8/11	7/15/11	**10/25/2011/Evening**
	RH-139	2/18/11	6/8/11	7/15/11	**10/25/2011/Evening**
2012	RH-183	2/20/12	6/8/12	7/12/12	**10/22/2011/Evening**
	RH-165	2/20/12	6/8/12	7/12/12	**10/22/2011/Evening**
	RH-139	2/20/12	6/8/12	7/12/12	**10/22/2011/Evening**
	H-3				**10/22/2011/Evening**

ONONDAGA
COMMUNITY COLLEGE

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