



# Annual Security & Fire Safety Reports

2019



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# **Annual Security Report**

## **Safety and Security at Onondaga Community College**

Dear Students, Colleagues, and Members of the Community:

On behalf of Onondaga Community College, thank you for sharing our concern for campus safety and security. Enclosed please find the College's annual security and fire safety report pursuant to the Jeanne S. Clery Act and amendments. At Onondaga, our foremost concern is the safety and well-being of students, faculty, staff, and visitors. The Department of Campus Safety and Security is dedicated to advancing the safety, security, and quality of life within our community, 24 hours a day. The Department of Campus Safety and Security is staffed by a team of 16 professional law enforcement officers, as well as Security Guards, and related support staff. All members of the Department routinely visit offices and residence halls to discuss and promote safety.

Onondaga Community College has more than 10,000 students, with approximately 2,000 faculty and staff. Onondaga Community College consists of 18 academic, residential, administrative buildings and athletic complexes including the SRC Arena and Events Center, a 6,000 seat multi-use facility that plays host to a variety of sporting and cultural events; all located on our main campus in Syracuse, New York. Onondaga also has a satellite site located on Rte. 57 in Liverpool, New York as well as classes taught in partnership with the Onondaga County Department of Social Services. The "JOBS plus!" extension site located in downtown Syracuse, offers coursework and counseling to active jobseekers.

Onondaga provides an array of campus security programs including, but not limited to, our Community Policing initiative, safety training for a variety of hazards, and a robust campus surveillance system. Trained investigations personnel address serious and sensitive cases reported to the department while our bicycle patrol provides a high visibility opportunity for officers to interact with the campus community while promoting Onondaga's commitment to sustainability. Additionally, the department meets regularly with local police, fire and emergency management offices from across Onondaga County seeking novel methods for enhancing campus safety.

While the College has robust policies and procedures designed to maximize the safety of students and their possessions, it is imperative that students, faculty, and staff enhance their own safety by taking simple, common sense precautions, and by reporting information about a crime or emergency to the Department of Campus Safety and Security.

Onondaga Community College's Department of Campus Safety and Security strives to promote and maintain a campus environment conducive to safety and academic success. A truly safe campus can only be achieved through the cooperation of the entire campus community. With that cooperation, participation, and commitment, we are confident we will continue to be one of the safest community colleges in New York State.

Sincerely,

Andrea Bastedo  
Director of Campus Safety and Security

## **About the Clery Act**

The Jeanne S. Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery) is a federal law originally passed in 1990 that amends the Higher Education Act of 1965. The original act and several subsequent amendments require institutions of higher education to take certain steps to enhance safety on campus and to notify campus constituents of safety and security conditions on campus. The Clery Act requires that every college:

- publish an annual report no later than October 1<sup>st</sup> of each year that contains three years of campus crime statistics as well as description of specified safety and security related policies;
- disclose crime statistics for the campus, on-campus Residence Halls, public areas immediately adjacent to or running through the campus and specified non-campus facilities operated by the College. Statistics must be gathered from campus law enforcement and relevant community law enforcement agencies, as well as specified campus officials who work in roles where they might encounter reports of criminal activity;
- provide “timely warning” of specified crimes that occur on campus or nearby where the nature of the crime poses an ongoing threat to the campus community;
- maintain and disclose upon request a log of any crime that occurs on campus or within the patrol area of campus police;
- disclose any formal agreements with state and/or local law enforcement agencies.

## **Preparing and Reporting the Annual Disclosure of Crime Statistics**

The Director of Campus Safety and Security prepares this report to comply with the Clery Act. This report is prepared in cooperation with local law enforcement agencies as well as the Office of Residence Life, the Office of Student Conduct and Community Standards, and various other departments and offices. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation. Campus crime, arrest and referral statistics include those reported to Campus Safety Authorities (CSA) as well as those reported directly to Campus Safety and Security personnel. Crimes are reported that occur on campus, on locations that are contiguous to the campus, and buildings or properties that are either owned or controlled by a campus-affiliated entity, including officially recognized student organizations.

Campus policy encourages every member of the campus community to report a crime promptly to Campus Safety and Security or a CSA. The College’s Counseling Department informs their clients of the College’s voluntary confidential reporting procedures in the event a person does not want to pursue action either within the federal or state criminal justice system or within the College’s discipline system. A procedure is in place to capture crimes statistics that are disclosed anonymously to Campus Safety and Security.

At the start of each semester, an e-mail notification is sent to all enrolled students, faculty and staff. The communication provides web site information to access this report. Copies of the report may also be obtained at the Campus Safety and Security office located in the Service and Maintenance Building on the main campus. Anyone, including prospective students, may obtain a copy by calling Campus Safety and Security at (315) 498-2478 or by visiting the College’s website at: <http://www.sunyocc.edu>.

Of note, the Clery Act may define a crime differently than the New York State Penal Code. For the purposes of this Report, the College uses the Clery Act definitions for all crimes. Please see the section for the College’s crime statistics for the definitions.

## **Onondaga Community College Department of Campus Safety and Security: Mission, Authority and Relationship to Local Law Enforcement Agencies**

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

The Department consists of 16 armed and sworn law enforcement professionals who, through extensive training, have gained Peace Officer status with New York State’s Department of Criminal Justice Services (DCJS) with powers of arrest, search and seizure as defined in New York State Procedural law. As part of their policing authority, they also have the authority to take into custody and transport, in accordance with the NYS Mental Hygiene Law, a person likely to be a danger to themselves or others, conduct a temporary detention and emergency search for a weapon, and accept possession of lost property.

Peace Officers employed by Campus Safety and Security have complete authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus, as well as any College operated facility. If offenses involving violations of the Student Code of Conduct occur, campus peace officers may also refer the individual to the College’s Office of Student Conduct and Community Standards.

The Department of Safety and Security works closely with a select group of Onondaga Community College students and employees who are trained and licensed as New York State Security Guards. These students perform routine security functions on campus, such as building security inspections, parking lot patrols, security escorts, event security and assistance with on campus emergency exercises.

By formal mutual agreement with the Onondaga County Sheriff’s Department, Campus Safety and Security will cooperate in the investigation of any Violent Felony Offense that has occurred on campus. A Violent Felony offense is defined in Section 70.02(1) of the Penal Law of the State of New York.

Campus Safety and Security works closely with local, state and federal police agencies and has direct radio communication with all law enforcement agencies in Onondaga County. Additionally, Campus Safety and Security is part of the Onondaga County 911 Emergency Communication System.

The College responds to criminal activity engaged in by students at off campus locations that is reported by local law enforcement agencies and provided to Campus Safety and Security. Information so provided will be referred to the Office of Student Conduct and Community Standards for review and possible action.

### **Campus Safety and Security Policies**

#### **Reporting Crime on Campus: Accuracy and Encouragement**

Employees, students and community members should report all crimes, suspicious incidents, or public safety issues to Campus Safety and Security in a timely manner. To report a crime, contact the Department of Campus Safety and Security at the numbers listed below, or by using the College’s emergency blue light system. Any suspicious activity should be reported to the Department of Campus Safety and Security.

<b>Non-Emergencies</b>	<b>(315) 498-2478</b>
<b>Campus Emergencies</b>	<b>(315) 498-2311</b>

Campus Safety and Security Information Aides are available at these respective telephone numbers 24 hours a day to answer a call and to refer to uniformed officers for further investigation as appropriate.

In cases where there is an allegation of criminal conduct or violations of the Student Code of Conduct, Campus Safety and Security will forward copies of the report and any supplemental information learned during an investigation to the Office of Student Conduct and Community Standards.

Offenses involving sexual violence, domestic or dating violence, stalking, sexual harassment, or similar behaviors also may be reported to the Title IX Coordinator, Bridget Scholl, [b.k.scholl@sunyocc.edu](mailto:b.k.scholl@sunyocc.edu), (315) 498-2516, for review and possible action. Notably, reporting crimes expeditiously to the Campus Safety and Security Department and/or the Title IX Coordinator will aid the College in providing timely warning notices to the community, when appropriate.

### **Voluntary Anonymous Reporting Procedures**

The Department of Campus Safety and Security encourages anyone who is a victim of or witness to a crime to promptly report the incident to Campus Safety and Security. Because police records are public records under state law, the Department of Campus Safety and Security cannot hold reports of crime in confidence.

Victims of a crime who do not wish to pursue action within the College disciplinary system, or the criminal justice system, may still choose to file an anonymous report. With the individual's permission and with the assistance of the Counseling Department, the Director of Campus Safety and Security or a designee can file a report that documents the details of the incident without revealing the victim's identity. The counseling department has measures in place to ensure that confidentiality is kept throughout the process.

The purpose of the anonymous report is to comply with the individual's wish to maintain anonymity while taking steps to promote the future safety of all members of the campus community. With such information, for instance, the College can keep accurate records of the number of incidents involving students, determine if there is a pattern of crime in a location, with similar methods, or assailants, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Anonymous reports can be initiated by contacting the Counseling Department at 315-498-2436 or by reaching out anonymously to the Title IX Coordinator at 315-498-2516, who will provide consultation and resource referral without seeking information about your identity.

### **Options for Confidentially Disclosing Sexual and Interpersonal Violence**

The State University of New York and Onondaga Community College want you to receive the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself.

### **Privileged and Confidential Resources**

Individuals who are *confidential* resources will not report crimes to law enforcement or College officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. The confidential resource available at Onondaga Community College is Counseling Services: 315-498-2675.

Off-campus options to disclose sexual violence *confidentially* include (note that these outside options do not provide any information to the campus):

- Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency. See: <http://nyscasa.org/> or Vera House: [www.verahouse.org](http://www.verahouse.org) or 24-hour crisis line: 315-468-3260;
- Off-campus healthcare providers. Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: <https://ovs.ny.gov/help-crime-victims> or by calling 1-800-247-8035.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

### **Privacy versus Confidentiality**

Even Onondaga Community College offices and employees who cannot guarantee *confidentiality* will maintain your *privacy* to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. The College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

### **Requesting Confidentiality**

If you disclose an incident to a College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several College offices, the following office can serve as a primary point of contact to assist with these measures: Bridget Scholl, Title IX Coordinator, 315-498-2516 or [b.k.scholl@sunyocc.edu](mailto:b.k.scholl@sunyocc.edu).

We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to investigating. You may decline to consent to an investigation, and that determination will be honored unless the College's failure to act does not adequately mitigate the risk of harm to you or other members of the College community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take

immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, the College will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking;
- Increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and,
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a group.

If the College determines that it must move forward with an investigation, the reporting individual and/or victim/survivor will be notified, and the College will take immediate action necessary to assist and to foster his/her/their safety.

### **Campus Security Authorities**

The College has identified certain administrators and staff, consistent with applicable law, as “Campus Security Authorities,” (CSAs) recognizing that many students, faculty and staff may be hesitant about reporting crimes to Campus Safety and may be more inclined to report incidents to non-law enforcement administrators and staff instead.

Campus Security Authorities are charged with reporting to appropriate law enforcement personnel to include: Campus Safety or local, state, or federal law enforcement those allegations of Clery Act crimes that the CSA concludes are made in good faith. A CSA is not responsible for determining whether a crime took place as that is the function of law enforcement and its investigatory process.

A CSA is required to report all allegations to law enforcement personnel, even if the Campus Security Authority was told of a crime in the context of providing emotional support or health care support. The allegations will be reported whether the victim chooses to file a report with law enforcement or press charges. A Campus Security Authority may also provide a victim or witness with assistance in reporting a crime to Campus Safety and Security or local police, or to any official or office that should be informed of the crime or complaint.

### **Confidential Reporting Policy for Pastoral and Mental Health Counselors**

Pastoral and mental health counselors are not Campus Security Authorities and are therefore exempt from disclosing or reporting allegations of crimes. However, the counselor must be acting in their professional role for the exemption to apply. Pastoral and mental health counselors are trained in the procedures for reporting crimes confidentially and have measures in place to ensure that confidentiality is kept throughout the process. The College encourages all professional counselors to inform their clients of the procedures in accordance with their professional judgment, given the individual victim and circumstances before them.

### **Campus Building Security and Access**

This policy establishes procedures regarding facilities access, lockout re-admittance, and control over keys, access cards, lock combinations and other access control devices. During business hours, the

College (excluding student housing where access is always limited to residents) is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is limited by key card, key, or by admittance via the staff of Campus Safety and Security, Residence Life, or the SRC Arena. Campus employees with assigned offices are issued keys, and they are responsible for reporting those found to be missing or stolen. Residence Halls are secured 24 hours a day. Over extended breaks, the exterior doors will be secured around the clock via the campus key card system. Specific buildings may adopt different procedures or hours of operation for approved and designated special uses (e.g., late night student activities, special events, ad hoc classes). The general public is encouraged to attend cultural, athletic and other activities on campus with access limited to the facilities in which the events take place. The Director of Campus Safety and Security routinely reviews the plans for landscaping, lighting, alarms, signage, and other facilities issues for security issues. At night and during periods of time when classes are not in session, College buildings are generally locked.

Access to campus facilities is a privilege extended to students, faculty, staff and guests for authorized purposes. Campus Safety Officers may request that any individual on College property without authorization, or who is unable to provide appropriate identification, leave the premises or be subject to arrest for criminal trespass. Supervisors are responsible for determining who is to receive an access device and for maintaining an accurate and up-to-date record of all individuals to whom they have issued such devices. The Office of Human Resources is responsible for notifying Campus Safety and Security whenever there is a hire, promotion, transfer, or separation of an employee possessing an access device. In cases of a promotion or responsibility change, or a new employee, the supervisor must reevaluate the need for the individual to possess an Access Device. In cases of employee transfer or separation, Human Resources is responsible for the recovery of issued Access Devices from that employee and ensuring that lock combinations are changed as necessary.

### **Security of Campus Residence Halls:**

- Each door that accesses the main hall is equipped with a security peephole;
- Residence halls are locked 24-hours a day;
- Card readers installed on exterior doors of each residence hall allow access to only authorized persons;
- Key access to all suites and individual bedrooms;
- If keys are lost, lock changes are completed expeditiously;
- Blue Light call boxes are located at the entrance to each residence hall;
- Security patrols are conducted on a regular basis;
- Security cameras are in hallways and elevators in each residence hall;
- During the academic semesters, there is additional security staffing from 4:00 pm to 6:00 am each day. Persons accessing the residence halls during these hours are required to present a College ID, or if a guest of a resident, a photo ID;
- Throughout the year Residence Life staff and Campus Safety officials conduct programs relating to personal safety.

### **Lighting**

Onondaga Community College recently replaced lighting in parking lots and roadways on campus. The results of this work made vast improvement to visibility in areas frequented by members of the campus community and improved overall safety. The campus lighting system is activated automatically by photocell, time clock or by computer-generated activation. All lighting is activated by dusk and will remain on until sunrise. The Campus lighting system is active 365 days per year.

## **Pedestrian Safety**

The College recently completed a network of sidewalks on the main campus roadways that are designed to improve pedestrian safety for our students and staff while walking on campus. Each sidewalk is well lit by newly installed lights. The roadways also have marked designated crosswalks to assist with pedestrian safety.

## **Camera System**

Onondaga Community College has installed over 350 cameras on campus. Cameras are mounted in areas that allow Campus Safety to monitor both interior and exterior spaces. The campus camera system is monitored 24 hours per day, 365 days a year.

## **Emergency Blue Lights and Campus Emergency Phones**

There are more than 40 emergency blue light boxes on campus that function continuously. These boxes connect directly to the Department of Campus Safety when activated, making the reporting of emergency situations instantaneous. The boxes are clearly visible, denoted by their blue lights attached to the top of the boxes.

Campus emergency phones are located throughout each campus building and the instructions for their use are mounted at each phone location.

### **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:**

Press the appropriate button for help.

1. A recording and the “call sent” light will let you know your call has been sent. The strobe beacon will activate. For an emergency, the siren will sound when the red button is activated;
2. 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;
3. Push and hold the button to talk and release to listen (instructions are also located on each Call Box).

## **The 911 Emergency Systems**

The 911 phone system allows members of the campus community to contact Campus Safety Officers through the Onondaga County 911 System. The Campus Safety Department is in direct contact with the 911 Center on an ongoing basis.

## **Daily Crime Log**

The Department of Campus Safety and Security maintains a record of all criminal activity occurring on campus. The Daily Crime log is available for viewing 24 hours per day at the headquarters of the Department of Campus Safety and Security located in the Service and Maintenance Building on Onondaga's main campus. A Campus Safety Information Aide will provide the daily crime log upon request and if available, a location in which to view it.

## **Criminal Activity: Off Campus**

While Onondaga Community College does **not** have any recognized student organizations that are located off-campus, the College does support local law enforcement in responding to instances of student criminal behavior off campus. When an Onondaga Community College student is involved in an off-campus offense, Campus Peace Officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Onondaga County police agencies routinely work and communicate with campus authorities to address serious incidents occurring in the immediate neighborhood and business areas surrounding or near campus. While local law enforcement agencies have primary jurisdiction in all areas off campus, Onondaga Community College Campus Safety Officers can and do respond to student-related incidents that occur in close proximity to campus. Officers have direct radio communications with all Onondaga County police agencies, fire departments and ambulance services to facilitate rapid response in any emergency situation.

## **Timely Warnings, Emergency Management Plan, and Emergency Notifications to the Campus Community**

### **Timely Warnings**

A "timely warning" to the entire campus shall be issued whenever, in the judgment of the Director of Campus Safety and Security, a serious and/or ongoing threat to students and employees is presented by a situation arising either on or off campus. For the purposes of releasing timely warnings, designees of the Director of Safety and Security include the Associate Director of Campus Safety and Security and the Senior Vice President & Chief Financial Officer.

Depending on the circumstances of the potential threat, timely warnings may be communicated by several means, including e-mail, the Onondaga Community College Alert System (OCC Alert), the audible Emergency Notification System, CCTV, campus electronic bulletin boards, and hand-delivered fliers.

### **Emergency Management Plan and Emergency Notifications**

Onondaga Community College maintains and tests an All-Hazards Emergency Plan. The College's emergency management plan includes information about critical incident management, incident priorities, and the roles staff will play in responding to an emergency.

Emergency notifications shall be authorized by the Director of Campus Safety and Security, or in his/her absence, the Associate Director of Campus Safety and Security or the Senior Vice President & Chief Financial Officer when a violent felony offense, significant emergency or dangerous situation is occurring that poses an immediate threat to the health and safety of students or employees on the campus or in the immediate area adjacent to campus. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications will be issued immediately unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The content of the emergency notification or warning will be determined by the Director of Campus Safety and Security, his/her designee, the Associate Director of Campus Safety and Security, or the Senior Vice President & Chief Financial Officer to include information describing the situation and

precautionary measures to be taken by the campus community. Emergency Notifications will be made promptly and with a primary focus on the safety of all campus constituents.

## **Methods of Emergency Communication**

### ***Safety Related Issues:***

- Email to all students and/or faculty/staff
- Postings in campus facilities, residence halls, including delivery of hard copy notifications to all residence suites.
- Postings on the College's website
- Electronic Bulletin Boards
- Onondaga Community College Alert (OCC Alert)
- Audible Emergency Notification System

### ***Health Related Issues:***

- Emails to all students
- Letters to all students
- Letters to faculty and staff
- Postings of the notification on the College's website

## **Onondaga Community College Alert (OCC Alert)**

Onondaga Community College Alert is a mass notification system that has the capability of sending emergency communications to campus community members via text message, email, and mobile phones as well as office/home telephone. Communication is sent simultaneously to all available contact points for each person. Please note that the accuracy of the contact information provided to the College by members of the community is crucial to the successful notification of an emergency. Everyone is asked to make sure that all contact information provided to the College is current and accurate.

### ***To update your information:***

**Students:** Log on to Web Advisor through the Student website, <http://students.sunyocc.edu/> click on "Students" and then on "Address and Phone number change request", once information is updated, click SUBMIT.

**Employees:** Log on to Web Advisor through the Employee website, <http://wa.sunyocc.edu/> click on "Employees" and then on "Address and Phone number change request", once information is updated, click SUBMIT.

## **Audible Emergency Notification System**

Additional means of mass emergency notification to the campus community is facilitated by the College's Audible Emergency Notification System (AENS). The AENS is an emergency notification system that provides real time audible communications to public locations before or during an emergency or event. The AENS consists of a network of speakers installed in public areas of campus buildings and in select exterior areas on campus.

## **College Evacuation Procedures and Annual Emergency Response and Evacuation Testing**

The College conducts emergency response exercises each year that may include tabletop exercises, drills and/or full-scale exercises and tests of the Onondaga Community College Alert system. These tests are designed to evaluate the emergency plans and capabilities of the institution.

Each semester unannounced evacuation drills are conducted in each building on campus, including all

campus residential facilities. The evacuation drills are conducted with the assistance of the local Fire Department. The purpose of the evacuation drills is to test emergency response and evacuation procedures in each campus facility. By conducting surprise evacuation drills, students and staff are reminded of the locations of emergency exits in the buildings and provided guidance about the direction they should travel when exiting each facility.

Evacuation procedure guides are posted at each exit and near fire alarm pull stations in each campus building.

### **Emergency Procedure Quick Reference Guides**

The College posts quick reference guides that outline procedures to be followed in the event of an emergency on campus. These guides reference procedures to follow for each one of the emergencies listed in the College's emergency management plan, along with emergency phone numbers. The Emergency Quick References are posted throughout the Campus in the halls by the exits & Fire Alarm Pull stations and in multiple classrooms & Office Suites. A copy of the complete All-Hazards Emergency Management Plan can be found at:

<https://students.sunyocc.edu/index.aspx?menu=388&id=1567>

A copy of the Emergency Procedure Quick Reference Guides is on page 47 of this report.

### **Onondaga Community College supports and complies with all mandates of the Violence Against Women Act ("VAWA")**

**What is VAWA?** Under The Violence Against Women Act ("VAWA"), colleges and universities are required to: (1) report dating violence, domestic violence, sexual assault, and stalking beyond crime categories the Clery Act already mandates; (2) adopt certain student discipline procedures, such as notifying alleged victims of their rights; and (3) adopt institutional policies to address and prevent campus sexual violence including providing routine and ongoing sexual violence prevention training to campus constituents.

### **Sexual Assault, Domestic Violence, Dating Violence and Stalking**

Onondaga Community College is committed to fostering a campus community where individuals are treated with dignity and where allegations of prohibited conduct, including, but not limited to: sexual violence, domestic or dating violence, sexual harassment, and stalking are treated seriously and timely resolved.

Consistent with Title IX of the Education Amendments of 1972, Onondaga Community College does not discriminate based on sex in its education programs and services. Retaliation against an individual who files a complaint of sex discrimination is strictly prohibited. Services and protections are provided pursuant to this Policy and NYS Education Law Article 129-B regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Any questions regarding Title IX may be referred to the College's Title IX Coordinator at 315-498-2516, or [b.k.scholl@sunyocc.edu](mailto:b.k.scholl@sunyocc.edu).

### **Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

#### **Criminal Complaints**

To file a criminal complaint with Campus Safety and Security and/or with local law enforcement: 315-498-2311 or Andrea Bastedo, Director of Campus Safety and Security: 315-498-2173, [bastedoa@sunyocc.edu](mailto:bastedoa@sunyocc.edu).

To file a criminal complaint directly with the Onondaga County Sheriff's Office: 315-435-3092. To report a sexual assault on a New York college campus with the NYS State Police: 1-844-845-7269.

### **Anonymous Reporting**

Individuals wishing to file an anonymous report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance without disclosing his or her identity are free to do so. Anonymous reports also may be made through Counseling Center, which will not disclose your identity without your permission; and through the New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906.

### **Employees**

When the individual accused of violating these policies is an employee of the College, a reporting individual also may report the incident to Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the College, College officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist to obtain a persona non grata letter, subject to legal requirements and College policy. Human Resources may be reached at 315-498-2330. Contact may be made with Human Resources for the College's affiliated organizations and vendors through the Title IX Coordinator.

### **Withdrawal of Complaint**

A reporting individual is entitled to withdraw a complaint and/or discontinue participation in the College process at any time. Similarly, a reporting individual is free to choose whether and when to report an incident to public authorities. The College reserves the right to pursue disciplinary or other action on its own where there is reasonable suspicion to believe that College policies have been violated.

### **Resources**

To obtain effective intervention service, contact the **Counseling Center**, Coulter Library, Room 230, 315-498-2675, between the hours of 8:30-4:30; or **Vera House**, 24-hour phone number: 315-468-3260. These services are offered free of charge.

Area medical resources include **Upstate Medical University Community General Campus**, 4900 Broad Road, Syracuse, NY, 315-492-5011. Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases; insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: <https://ovs.ny.gov/help-crime-victims>, or by calling 1-800-247-8035. Options are explained here: <https://www.suny.edu/violence-response/>.

To best preserve evidence avoid showering, washing, change clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical examination has been completed.

## **Victims Rights: Protection and Accommodations**

The following protections and accommodations are available under this policy:

- Individuals reporting offenses described in this policy will be provided written information about the importance of evidence preservation, how and to whom to report these crimes, options about involving law enforcement and campus authorities, and assistance in notifying law enforcement if the reporting individual chooses, as well as the option to decline to notify authorities. Please note that the criminal justice process uses a different standard of proof than the civil process or the College conduct process. Specific questions about whether an incident violates the penal law should be directed to the Onondaga County District Attorney's Office. Reporting individuals also will be provided information in writing about rights and institutional responsibilities regarding no contact orders, orders of protection, or other available applicable options.
- When the accused is a student, to request that the College issue a "No Contact Order," meaning that continuing to contact the protected individual is a violation of College policy subject to additional conduct charges. If the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Consistent with College policy and procedures, both the accused/respondent and the reporting individual may request a prompt review of the need for and terms of a no contact order. Parties may submit relevant evidence in support of their request.
- To have assistance from Campus Safety and Security or other College officials to initiate legal proceedings in Family or Civil Court and to obtain an Order of Protection or, if outside New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person(s).
- To receive an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To have assistance from Campus Safety and Security in effecting an arrest when an individual violates an order of protection or, if Campus Safety and Security does not have arresting powers in the applicable jurisdiction, to call on and assist local law enforcement in effecting an arrest for violating such an order.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Consistent with College policy and procedure, any party may request prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the College community and presents a continuing threat to the health and safety of the community, to have interim measures applied to the accused in accordance with applicable collective bargaining agreements, employee handbooks, and College rules and policies.
- When the accused is not a member of the College community, to have assistance from Campus Safety and Security or other College officials in obtaining a persona non grata letter, subject to legal requirements and College policy.
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements to ensure safety, prevent retaliation, and avoid an ongoing hostile environment; any individual may make a request through any of the offices referenced in this policy. The Title IX Coordinator can serve as a point of contact to assist with these measures, as well as to assist with a request for a prompt review of the need for and terms of any interim measures and accommodations

that directly affect the requesting party. The Title IX Coordinator at Onondaga Community College is Bridget Scholl, Human Resources JSC100C, Coyne Building, 315-498-2516, [b.k.scholl@sunyocc.edu](mailto:b.k.scholl@sunyocc.edu).

### **College Student Conduct Procedures:**

- A reporting individual may request that student conduct charges be filed against an accused student. Conduct charges may be applied to any incident with a reasonable connection to the campus, including incidents that occur on campus, off campus, or while studying abroad.
- Policy N5-Student Conduct and Disciplinary Procedures, the Onondaga Community College Student Conduct Procedures, federal and New York State law, including the due process provisions of the United States and New York State Constitutions, govern Onondaga Community College's Student Conduct proceedings.
- The College will conduct a timely review of all complaints filed pursuant to this policy. Absent extenuating circumstances, review and resolution is expected to take place within 60 calendar days from receipt of the complaint. If an appeal is filed, a final resolution is expected within 30 additional days, absent extenuating circumstances.
- The standard of review in all cases arising under this policy is a "preponderance of the evidence" – whether it is "more likely than not" that a prohibited act occurred, and the accused person committed that act. If the totality of the evidence presented meets this standard, then the accused must be found responsible.

Throughout the conduct proceedings, the respondent and the reporting individual will receive:

- The same opportunity to be accompanied by an advisor of his or her choice who may assist and advise the party throughout the process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct. Advisors are required to conduct themselves in a manner supportive of the proceedings and consistent with the rules of the conduct process.
- A prompt response to any complaint and to have a complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
- An investigation and process conducted in a manner that recognizes the legal and policy requirements of due process, including fairness, impartiality, and a meaningful opportunity to be heard, and is not conducted by individuals with a conflict of interest.
- Advance written or electronic notice of the date, time, and location of any meeting or hearing they are required or eligible to attend. Accused individuals also will be told the factual allegations upon which the accusation is based, the specific provisions of the code of student conduct alleged to have been violated, and the possible sanctions.
- Timely review of the allegations. The conduct process will run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
- The right to offer evidence during an investigation and to review relevant evidence in the case file or otherwise in the possession of the College. The College official presiding at and/or hearing a case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during a hearing. The College

official presiding at and/or hearing a case will make the final decision relating to the admissibility of all evidence, consistent with this policy.

- The right to present evidence and testimony at a hearing where appropriate.
- A range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own past mental health diagnosis or treatment from admittance in the College disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- The opportunity to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The opportunity to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- Simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions and their rationale, any available appeals procedures; changes that may occur prior to the outcome becoming final; and, when the results will be final.
- Written or electronic notice of the sanction(s) that may be imposed on the accused based upon the outcome of the conduct. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five (5) years.

Both the accused and the reporting individual retain the right to choose whether to disclose or discuss the outcome of a conduct hearing. Disclosures by the institution will occur, if at all, only after a final determination has been made and all appeals have been exhausted unless otherwise required by law.

**Note: Statutory Mandates**

Nothing in this document shall be construed to preclude or in any way restrict the College from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the College will take care not to identify the victim.

Nothing in this document shall be construed to preclude or in any way restrict the College from issuing a Timely Warning when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices but may, in certain cases of continuing danger, identify the suspect, assailant or the address where the crime occurred.

**Definitions:**

**AFFIRMATIVE CONSENT:** Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent may be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

When consent is withdrawn or can no longer be given, sexual activity must stop.

**DATING VIOLENCE:** New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an “intimate relationship” with the victim. *See* “Family or Household Member” for definition of “intimate relationship.”

**DOMESTIC VIOLENCE:** An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of the act.

**FAMILY OR HOUSEHOLD MEMBER:** Person’s related by consanguinity or affinity; Persons legally married to one another; Person formerly married to one another regardless of whether they still reside in the same household; Persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were or are in an intimate relationship.

**PARENT:** means natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

**SEXUAL ASSAULT:** New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**SEX OFFENSES: LACK OF CONSENT:** Whether specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.

**SEXUAL MISCONDUCT:** When a person (1) engages in sexual intercourse with another person without such person's consent; or (2) engages in oral sexual conduct or anal sexual conduct without such person's consent; or (3) engages in sexual conduct with an animal or a dead human body.

**FONDLING:** Defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**INCEST:** Defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**STATUTORY RAPE:** Defined as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

**RAPE:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**RAPE IN THE THIRD DEGREE:** When a person (1) engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) Being 21 years old or more, engages in sexual intercourse with another person less than 17 years old; or (3) engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

**RAPE IN THE SECOND DEGREE:** When a person (1) being 18 years old or more, engages in sexual intercourse with another person less than 15 years old; or (2) engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree the defendant was less than four years older than the victim is at the time of the act.

**RAPE IN THE FIRST DEGREE:** When a person engages in sexual intercourse with another person (1) by forcible compulsion; or (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

**CRIMINAL SEXUAL ACT IN THE THIRD DEGREE:** When a person engages in oral or anal sexual conduct (1) with a person who is incapable of consent by reason of some factor other than being less than 17 years old; (2) being 21 years old or more, with a person less than 17 years old; (3) with another person without such persons consent where such lack of consent is by reason of some factor other than incapacity to consent.

**CRIMINAL SEXUAL ACT IN THE SECOND DEGREE:** When a person engages in oral or anal sexual conduct with another person (1) and is 18 years or more and the other person is less than 15 years old; or (2) who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense that the defendant was less than four years older than the victim at the time of the act.

**CRIMINAL SEXUAL ACT IN THE FIRST DEGREE:** When a person engages in oral or anal sexual conduct with another person (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; (3) who is less than 11 years old; or (4) who is less than 13 years old and the actor is 18 years old or more.

**FORCIBLE TOUCHING:** When a person intentionally, and for no legitimate purpose, forcibly touches 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. For purposes of this section, includes squeezing, grabbing, or pinching.

**PERSISTENT SEXUAL ABUSE:** When a person commits a crime of forcible touching, or sexual abuse in the second degree or sexual abuse in the third degree and within the previous ten-year period, has been convicted two or more times, in separate criminal transactions for which a sentence was imposed on separate occasions of one of one of the above mentioned crimes or any offense defined in this article, of which the commission or attempted commissions thereof is a felony.

**SEXUAL ABUSE IN THE THIRD DEGREE:** When a person subjects another person to sexual contact without the latter's consent. For any prosecution under this section, it is an affirmative defense that (1) such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old and (3) the defendant was less than five years older than such other person.

**SEXUAL ABUSE IN THE SECOND DEGREE:** When a person subjects another person to sexual contact and when such other person is (1) incapable of consent by reason of some factor other than being less than 17 years old; or (2) less than 14 years old.

**SEXUAL ABUSE IN THE FIRST DEGREE:** When a person subjects another person to sexual contact (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old; or (4) when the other person is less than 13 years old.

**AGGRAVATED SEXUAL ABUSE:** For the purposes of this section, conduct performed for a valid medical purpose does not violate the provisions of this section.

**AGGRAVATED SEXUAL ABUSE IN THE FOURTH DEGREE:** When a person inserts a (1) foreign object in the vagina, urethra, penis, rectum or anus of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or (2) finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than 17 years old.

**AGGRAVATED SEXUAL ABUSE IN THE THIRD DEGREE:** When a person inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person (1)(a) by forcible compulsion; (b) when the other person is incapable of consent by reason of being physically helpless; or (c) when the other person is less than 11 years old; or (2) causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

**AGGRAVATED SEXUAL ABUSE IN THE SECOND DEGREE:** When a person inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person by (1) forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old.

**AGGRAVATED SEXUAL ABUSE IN THE FIRST DEGREE:** When a person subject another

person to sexual contact: (1) By forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than eleven years old; or (4) when the other person is less than thirteen years old and the actor is twenty-one years old or older.

**COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE SECOND DEGREE:** When over a period of time, not less than three months in duration, a person: (1) Engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact with a child less than 13 years old. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charges offense occurred outside of the time period charged under this section.

**COURSE OF SEXUAL CONDUCT AGAINST A CHILD IN THE FIRST DEGREE:** When a person over a period of time, not less than three months in duration, a person: (1) Engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact with a child less than 11 years old; or (2) being 18 years old or more engages in two or more acts of sexual conduct which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact with a child less than 13 years old.

**FACILITATING A SEX OFFENSE WITH A CONTROLLED SUBSTANCE:** A person is guilty of facilitating a sex offense with a controlled substance when he or she: (1) knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and (2) commits or attempts to commit such conduct constituting a felony defined in this article.

**INCEST IN THE THIRD DEGREE:** A person is guilty of incest in the third degree when he or she marries or engages in sexual intercourse, oral sexual conduct or anal sexual conduct with a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

**INCEST IN THE SECOND DEGREE:** A person is guilty of incest in the second degree when he or she commits the crime of rape in the second degree, or criminal sexual act in the second degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or the half blood, uncle, aunt, nephew or niece.

**INCEST IN THE FIRST DEGREE:** A person is guilty of incest in the first degree when he or she commits the crime of rape in the first degree, or criminal sexual act in the first degree, against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew or niece.

**STALKING IN THE FOURTH DEGREE:** When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such

person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct. For the purposes of subdivision two of this section, "following" shall include the unauthorized tracking of such person's movements or location using a global positioning system or other device.

**STALKING IN THE THIRD DEGREE:** When a person (1) Commits the crime of stalking in the fourth degree against three or more persons, in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

**STALKING IN THE SECOND DEGREE:** When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, shotgun, machine gun, electronic dart gun, electronic stun gun, cane sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shirken, "Kung Fu Star," dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of 14 or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

**STALKING IN THE FIRST DEGREE:** When a commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime, or commits the crime of Sexual Misconduct, Forcible Touching, Sexual Abuse in the 2<sup>nd</sup> degree, Rape in the 3<sup>rd</sup> degree, Rape in the 2<sup>nd</sup> degree, Criminal Sexual Act in the 3<sup>rd</sup> degree, Criminal Sexual Act in the 2<sup>nd</sup> degree or Female Genital Mutilation.

### **How to be an Active Bystander**

Onondaga Community College expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Educating and engaging bystanders are effective ways to help prevent acts of sexual misconduct.

Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying Campus Safety and Security, or calling State or local law enforcement. If you see an act of sexual misconduct, it is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. Required campus education and training programs give a full synopsis on recognizing when sexual misconduct is taking place. If you make the decision to intervene, do so safely, violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask a Resident Assistant, Resident Hall Director, or other students for help.

If a victim confides in you it is important to let the victim describe what occurred. Listen respectfully and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the incident described do not immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

## **Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse & Incest National Network, [www.rainn.org](http://www.rainn.org)):

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you do not know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Do not allow yourself to be isolated** with someone you do not trust or someone you do not know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately, (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Do not leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
12. **Do not accept drinks from people you do not know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated

for the amount of alcohol, they have had, or is acting out of character, get him or her to a safe place immediately.

14. **If you suspect you or a friend has been drugged, contact law enforcement immediately, (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you do not want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Institutional Response to Reports of VAWA Crimes**

The institution has programs to prevent domestic violence, dating violence, sexual assault, and stalking. When an incident of domestic violence, dating violence, sexual assault, or stalking is reported, the College will provide victims with written notice of available options, remedies, and services. If the accused individual is a student, the standard of evidence used in an institutional disciplinary hearing will be preponderance of the evidence.

### **Education Programs - VAWA Crimes**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that: are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of New York and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander

intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and acting to intervene;

- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander in action and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientations.

1. Prevention Programs: These are programs to prevent dating violence, domestic violence, sexual assault, and stalking. The programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. They also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Onondaga Community College has facilitated prevention related programs such as:
  - Employee Orientations: includes training on recognizing and preventing workplace violence/handling emergencies including stalking and domestic violence situations, fire prevention and safety, sexual harassment and discrimination prevention including Title IX and VAWA information.
  - Communicating Respectfully with Transgender Individuals
  - Bystander Follow-up & Step-up Bystander
  - The Future of Sexual and Relationship Violence in Higher Ed
  - Building and Maintaining Safe Spaces
  - Behind Closed Door
  - Ever-Fi's Future of Sexual and Relationship Violence
  - Twisted Halloween: Prevention Network, Vera House, ReachCNY tabling event.
  - RA Programming: Healthy Relationships, Sex Education, Physical Education
2. Awareness Programs: These are community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration:
  - Campus Safety trainings to include drugs, alcohol and controlled substances, theft, weapons, trespassing and physical assault.
  - The Future of Mental Health and Well-being in Higher Ed
  - Personal Safety
  - Safety Assessments and Meeting for JobsPlus Transitional space
  - SafeZone Ally Training
  - Conflict Resolution & Roommate Facilitation
  - Fire Safety Training
  - What you didn't know: AOD Training
  - Twisted Halloween: Prevention Network, Vera House, ReachCNY tabling event
  - RA Programming: Healthy Eating, Sleep Disorders, How to Eat Healthy on Campus, Stress Management, Stress Reduction, Stress Relief, Personal Hygiene, Diet/Nutrition,

## Mindfulness, Conflict Resolutions

3. **Bystander Intervention:** These programs and trainings offer safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. They include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and acting to intervene.
  - The College trains both students and employees in bystander intervention with an on-line program facilitated by United Educators Insurance.
4. **Ongoing Prevention & Awareness Campaigns:** These include programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the college/university and including information provided in campus education programs.
  - The College trains both students and employees in VAWA prevention and awareness with an on-line program facilitated by United Educators Insurance.
5. **Primary Prevention Programs:** These include programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
  - The College trains both students and employees in VAWA prevention and awareness with an on-line program facilitated by United Educators Insurance.
6. **Risk Reduction Programs:** These programs present options designed to decrease perpetration and bystander in action and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
  - The College trains both students and employees in VAWA prevention and awareness with an on-line program facilitated by United Educators Insurance.

## **Sexual Assault Prevention Committee**

Onondaga Community College has programs in place to inform members of the campus community about sexual assault. The Sexual Assault Prevention Committee was established as part of the College's commitment towards ending sexual assault and relationship violence.

The Sexual Assault Prevention Committee provides diverse services that educate, support, motivate and empower students, faculty and staff with regards to sexual assault and relationship violence. Programs incorporate topics that raise awareness about sexual assault and relationship violence; define and discuss consent, coercion and sexual assault; the interplay with substance use; resources for recovery; and bystander intervention to help prevent and eradicate these violent behaviors.

The Sexual Assault Prevention Committee provides training opportunities and leadership to this group. Included among the sexual assault prevention initiatives are mandatory prevention programs for incoming students during orientation and prevention programs for all students throughout the academic year. Training programs on the sexual assault response protocol are offered throughout the year for faculty and staff.

## **Information Regarding Registered Sex Offenders**

The Sex Offender Registration Act requires the Division of Criminal Justice Services (DCJS) to maintain a Sex Offender Registry. The Registry contains information on sex offenders classified according to their risk of re-offending: low-risk (Level 1), moderate-risk (Level 2) and high-risk (Level 3). The Act requires that the Division also maintain a Subdirectory of Level 2 and Level 3 Sex Offenders. The DCJS Sex Offender Registry site may be found on the web and contains their Subdirectory of Level 2 and Level 3 Sex Offenders as well as other information regarding New York State's Sex Offender Registry.

Sex offenders registered in New York are now required to notify the Registry of any institution of higher education at which he or she is, or expects to be, whether for compensation or not, enrolled, attending or employed, and whether such sex offender resides or expects to reside in a facility operated by the institution. Changes in status at the institution of higher education must also be reported to the Registry no later than ten days after such change.

The Division of Criminal Justice Services' Sex Offender Registry may be found at <http://www.criminaljustice.ny.gov/nsor/>.

## **Crime Reduction Strategies at Onondaga Community College**

### **Availability of Security Awareness Programs for Students and Employees**

Members of the campus community are informed about the services offered by the Department of Campus Safety and Security during residential student move-in each semester, during enrollment each semester for commuter students, and during employee orientations.

The Department of Campus Safety and the Office of Human Resources regularly present safety awareness programs to College staff. At least twice per semester all new employees attend an orientation session where safety and security information are presented. Additional sessions are conducted with current faculty and staff on a regular basis. At each of these educational sessions, the College's emergency procedures are highlighted, and listeners are reminded where they can locate them on the College's website and where they are posted on campus.

The Department of Campus Safety regularly conducts security assessments of College facilities in order to determine if additional security measures need to be taken in order to maintain staff and facility security.

### **Campus Crime Prevention Programs**

Safety and security on campus is built on a strong foundation that includes:

- **Community Policing:** Campus Safety strives to develop and maintain a positive relationship with all members of the campus community with a supportive community-oriented approach to law enforcement. The Campus Safety Department will conduct safety-related programming at least once per semester. That programming will be directed to both the larger campus community and the residence life population.
- **Individual Responsibility:** Every member of the College community is responsible for his/her own safety by taking simple, common sense precautions *and reporting incidents to the police and other campus authorities.*
- **Safety Escorts:** One of our most important safety programs, the Safety Escort Service, which is offered to students and staff and are conducted by Campus Peace Officers or Student Patrols. Safety Escorts are offered 24 hours per day, 7 days a week 365 days a year.

## **We Care Committee**

The purpose of the We Care 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 community. Coordinated by the Department of Student Services, We Care is comprised of faculty and administrators from various campus departments including Campus Safety, Counseling, Disability Services, Student Conduct and Community Standards, 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 “We Care” is due to the consistent collaboration and expertise of the professionals involved. Reports of concern about student behavior should be directed to the Office of Accessibility Resources (OAR) for referral to the Case Collaboration Committee.

## **Campus Safety Advisory Committee**

Pursuant to Article 129 A of the New York State Education Law § 6431, Onondaga Community College will maintain a Campus Safety Advisory Committee responsible for evaluating and recommending changes to the College's campus safety efforts. The Advisory Committee of Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Campus crime statistics can be found online at <https://ope.ed.gov/campussafety/#/>.

The committee charge is as follows:

- Advise campus administration 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 action
- 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 in addition to members of the committee.
- Review all issues presented by the Campus Safety Sub-Committee and provide valid recommendations to the President with special attention being given to sex assault issues.

The Campus Safety Advisory Committee is chaired by the Director of Campus Safety & Security and is comprised of members of the campus community representing a broad spectrum of areas of expertise and consistent with the provisions of Sec. 6431.

## **Violence Prevention**

Onondaga Community College is concerned about and committed to the safety and security of its students, employees, visitors, and all other members of the College community. Threats, threatening behavior, or acts of violence against employees, students, visitors, guests, or other individuals by anyone on College property, including the residence halls, will not be tolerated.

Upon receiving reports of threats of violence, threatening behavior or violent acts occurring on College property, in College residence halls, or by individuals who are College employees or students or relate to the College in any way, the College will investigate and take appropriate corrective action as the circumstances warrant. The College reserves the right to take any and all appropriate corrective action, including removing the perpetrator of violent or potentially violent acts from the premises as quickly as safety permits, pending the outcome of a final investigation. The College's response to incidents of violence may include reassignment of job duties, discipline up to and including discharge, dismissal from the College, and criminal or civil prosecution of those involved.

All College personnel, students, and community members should notify Campus Safety and Security

of any threats they have witnessed, received, or have been told that another person has witnessed or received. College personnel, students, and community members should report behavior they regard as potentially threatening or violent if that behavior bears any connection to the College (i.e. conduct that is job-related, conduct that occurs on a College- controlled site, threats of violence against or by students, etc.).

The College will neither retaliate against those who report potential incidents of violence nor discriminate against victims of such violence. An employee, student or member of the College Community who applies for or obtains a protective or restraining order that lists College locations should provide a copy of the petition and declarations used to seek the order and should provide a copy of any temporary or permanent protective or restraining order that is granted to Campus Safety and Security. The College has confidentiality procedures that recognize and respect the privacy of reporting employees.

### **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://ypdcrime.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.

### **Alcohol and Drug Policy**

The possession, sale or the furnishing of alcohol on campus is governed by Onondaga Community College's alcohol policy and New York State law. 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 College policy and State Law. Alcohol policies and applicable federal and state laws and regulations are strictly enforced by Campus Safety and Security.

**Prohibited behaviors involving alcohol include, but are not limited to:** use, sale, distribution, and possession; use, display or possession of any paraphernalia associated with alcohol; use of alcohol that

leads to impairment and disorderly, destructive, or violent behavior to self or others; and, students under the age of 21 being in the presence of alcohol in the residence halls.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under Federal, State and Local law. The Department of Campus Safety and Security strictly enforces all applicable laws and policies. Violators are subject to both College disciplinary procedures and criminal prosecution.

**Prohibited behaviors involving drugs, controlled substances, related synthetic materials, and related paraphernalia (including altered or constructed devices used to conceal or consume) include, but are not limited to:** use, possession, display, distribution, sale, and being under the influence. Prohibited behaviors involving look-alike drugs include, but are not limited to: possession, consumption, distribution, use, and forcing another to ingest “imitation drugs” or synthetic materials that are either not intended for human consumption or used to produce effects similar to an illegal drug or a substance or drug being used for an unintended purpose (e.g., synthetic cannabis, herbal incense, and or herbal smoking blends, Whip-it and other similar products).

Students and employees that violate policy or law are subject to College disciplinary action, criminal prosecution (under the NYS Penal Law; Article 220 – Controlled Substances Offenses, and/or NYS Penal Law; Article 260 – Offenses Relating to Children, Disabled Persons, Vulnerable Elderly Persons), fine and imprisonment.

#### **Disciplinary Sanctions: Student**

- Probation periods extending six months up to the duration of their enrollment
- Required completion of Drug and Alcohol workshops
- Required completion of Decision-Making workshops
- Completion of a reflective essay
- Suspension from Residence Halls
- Expulsion from College

#### **Disciplinary Sanctions: Employee**

Any violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

#### **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, domestic violence, dating violence, sexual assault or stalking, immediate actions should be taken. This includes 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 Student Conduct and Community Standards 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.

#### **Alcohol and Drug Abuse Education Programs**

The College has developed programs designed to prevent the illicit use of drugs and abuse of alcohol by students and employees. The programs provide services related to drug use and abuse of alcohol to include the dissemination of written informational materials annually to both students and employees.

These written materials include information on the College's standards of conduct, disciplinary sanctions for violations of the standard of conduct, possible legal sanctions and penalties, health risks associated with alcohol and drug abuse, educational programming available to students, staff and faculty, counseling services, and referrals.

### **Health Risks: Drug and Alcohol Abuse** (*referenced from the National Institute of Health -NIH*)

- Alcohol: Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream.
  - Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.
- Drug addiction is a brain disease. Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in turn affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use.
  - The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease can all be a result of drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use; however, some may occur after just one use.

The following is a list of drug and alcohol abuse prevention programming facilitated by the College.

- Campus Safety Training to include drugs, alcohol and controlled substances, theft, weapons, trespassing and physical assault.
- New Employee Orientation
- Bystander Follow-up
- Alcohol and Other Drug Abuse Prevention workshops

### **Health and Wellness Programming**

Onondaga Community College Department of Student Activities supports health and wellness related programming designed to promote student awareness in a variety of positive lifestyle topics.

- The Future of Mental Health and Well-being in Higher Ed.
- Personal Safety
- RA Programming: Healthy Eating, Sleep Disorders, How to Eat Healthy on Campus, Stress Management, Stress Reduction, Stress Relief, Personal Hygiene, Diet/Nutrition, Mindfulness, Conflict Resolutions

### **Missing Students**

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Department of Campus Safety and Security at (315) 498-2311. Campus Safety and security will create a missing person's report and initiate an investigation.

In addition to registering a general emergency contact, students residing in campus housing have the option to identify confidentially an individual to be contacted by the College in the event that the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined

to be missing. All entering residential students are asked to complete an Emergency Contact Form upon moving into campus housing where they may provide a confidential contact. Residential students that failed to register a confidential contact when initially completing the form or who wish to change their designated contact may do so through the Office of Residence Life at 498-2351. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of an investigation.

Campus Safety will complete a report regardless of how long the person is believed to have been missing. It is the policy of the Department of Campus Safety to take immediate reports on all persons thought to be "missing" and to immediately begin efforts to locate the person. All Campus Safety Officers are trained in the investigation of missing persons and to coordinate with any outside local law enforcement as necessary. The policy regarding notification procedures applies only to students living in campus housing.

Please note that when a student is determined to be missing, Federal law requires the campus to provide missing person information to:

- All local police agencies pursuant to the Memorandums of Understanding
- The student has designated contact person, if one is provided
- Custodial parents or guardians of students under the age of 18
- Campus Safety will immediately conduct an initial investigation in conjunction with local police agencies pursuant to any existing memorandums of understanding and will assist in making all necessary notifications.

## **Crime Statistics and Terms**

### **Clery Geography**

#### **On Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

#### **On Campus – in Residential Halls**

"Dormitories or other residential facilities for students on campus" is a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus. As a subset, the number of crimes reported for dormitories or other residential facilities must be less than or equal to the number of reported crimes for the on-campus category.

#### **Non-campus Building or Property**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

#### **On Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## Clery Crimes - Definitions

**Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

**Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft. [Note: Prior to CY 2010 incidents were classified as burglaries unless evidence supporting that the offense had been committed by a person who had license and privilege to be in the building or other structure was documented. Following direction from the US Department of Education beginning with the 2010 compilation of statistics an incident is classified as a burglary **only if** evidence supporting that the offense had been committed by a person who **did not** have license and privilege to be in the building or other structure was documented. This change in classification has resulted in a significant change in the number of reportable burglaries under Clery.]

**Crime or a public offense:** An act committed or omitted in violation of a law forbidding or commanding it, and to which is annexed, upon conviction, either of the following punishments: death; imprisonment; fine; removal from office; or disqualification to hold and enjoy any office of honor, trust, or profit in this State.

**Drug abuse:** Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor law violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transportation, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

**Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter:** The killing of another person through gross negligence.

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

**Vehicle theft:** The theft or attempted theft of a motor vehicle.

**Weapons:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Hate crime:** a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any act of intimidation, harassment, physical force, or the threat of physical force directed against any person or family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnicity, national origin, religious belief, gender, gender identity, age, disability, or sexual orientation, with the intention of causing fear or intimidation, or to deter the free exercise of enjoyment of any rights or privileges secured by the Constitution or the laws of the United States or the State of California, whether or not performed under the color of law (Source: Definitions Used in Hate Crimes Reporting, P.O.S.T. Hate Crimes Student Workbook, January 1992 P. 2).

**Larceny – theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another

### **Sex Offenses: Definitions**

**Rape:** Defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

**Incest:** Defined as the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Defined as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved. This crime includes, but is not limited to, sexual or physical abuse or the threat of such abuse. This crime does not include acts covered under the definition of domestic violence.

**Domestic Violence:** a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress. Course of conduct is two or more acts in which the stalked directly, indirectly, or through third parties, by any means, follows, monitors, observes, surveils, threatens or communicates to or about a person or

interferes with a person's property. Substantial emotional distress is significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

### **Clery Crime Statistics**

The table(s) below record Criminal Offenses, Bias Related Crimes, Arrests and Disciplinary Referrals for both the Onondaga Community College main campus and OCC@Liverpool over the last 3-year reporting period. Please note that the incidents recorded on the main campus reports are inclusive of the incidents reported in our residence halls; not in addition to:

*(see next page for table)*

Criminal Offenses	MAIN CAMPUS									OCC @ Liverpool CAMPUS									NON-CAMPUS		
	On-campus			Residence Halls			Public Property			Criminal Offenses	On-campus			Public Property			With Love Restaurant				
	2016	2017	2018	2016	2017	2018	2016	2017	2018		2016	2017	2018	2016	2017	2018	2016	2017	2018		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	-	-	0		
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	Negligent Manslaughter	0	0	0	0	0	0	-	-	0		
Rape	1	7	0	1	7	0	0	0	0	Rape	0	0	0	0	0	0	-	-	0		
Fondling	5	4	5	2	4	1	0	0	0	Fondling	0	0	0	0	0	0	-	-	0		
Incest	0	0	0	0	0	0	0	0	0	Incest	0	0	0	0	0	0	-	-	0		
Statutory Rape	0	0	0	0	0	0	0	0	0	Statutory Rape	0	0	0	0	0	0	-	-	0		
Robbery	2	4	2	2	3	0	0	0	0	Robbery	0	0	0	0	0	0	-	-	0		
Aggravated Assault	4	2	0	3	1	0	0	0	0	Aggravated Assault	0	0	0	0	0	0	-	-	0		
Burglary	5	5	1	5	5	1	0	0	0	Burglary	0	0	0	0	0	0	-	-	0		
Motor Vehicle Theft	3	1	0	0	0	0	0	0	0	Motor Vehicle Theft	0	0	0	0	0	0	-	-	0		
Arson	1	0	0	0	0	0	0	0	0	Arson	0	0	0	0	0	0	-	-	0		
Dating Violence	0	0	0	0	0	0	0	0	0	Dating Violence	0	0	0	0	0	0	-	-	0		
Domestic Violence	28	19	18	16	10	5	0	1	0	Domestic Violence	1	0	0	0	0	0	-	-	0		
Stalking	1	6	1	0	0	0	0	0	0	Stalking	0	0	0	0	0	0	-	-	0		
Unfounded Crimes	3	3	1	1	0	0	0	0	0	Unfounded Crimes	0	0	0	0	0	0	-	-	0		

Bias Related Crimes	MAIN CAMPUS									OCC @ Liverpool CAMPUS									NON-CAMPUS		
	On-campus			Residence Halls			Public Property			Bias Related Crimes	On-campus			Public Property			With Love Restaurant				
	2016	2017	2018	2016	2017	2018	2016	2017	2018		2016	2017	2018	2016	2017	2018	2016	2017	2018		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	-	-	0		
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	Negligent Manslaughter	0	0	0	0	0	0	-	-	0		
Rape	0	0	0	0	0	0	0	0	0	Rape	0	0	0	0	0	0	-	-	0		
Fondling	0	0	0	0	0	0	0	0	0	Fondling	0	0	0	0	0	0	-	-	0		
Incest	0	0	0	0	0	0	0	0	0	Incest	0	0	0	0	0	0	-	-	0		
Statutory Rape	0	0	0	0	0	0	0	0	0	Statutory Rape	0	0	0	0	0	0	-	-	0		
Robbery	0	0	0	0	0	0	0	0	0	Robbery	0	0	0	0	0	0	-	-	0		
Aggravated Assault	0	0	0	0	0	0	0	0	0	Aggravated Assault	0	0	0	0	0	0	-	-	0		
Burglary	0	0	0	0	0	0	0	0	0	Burglary	0	0	0	0	0	0	-	-	0		
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	Motor Vehicle Theft	0	0	0	0	0	0	-	-	0		
Arson	0	0	0	0	0	0	0	0	0	Arson	0	0	0	0	0	0	-	-	0		
Dating Violence	0	0	0	0	0	0	0	0	0	Dating Violence	0	0	0	0	0	0	-	-	0		
Domestic Violence	0	0	0	0	0	0	0	0	0	Domestic Violence	0	0	0	0	0	0	-	-	0		
Stalking	0	0	0	0	0	0	0	0	0	Stalking	0	0	0	0	0	0	-	-	0		
Simple Assault	0	1	0	0	0	0	0	0	0	Simple Assault	0	0	0	0	0	0	-	-	0		
Larceny - Theft	1	0	0	1	0	0	0	0	0	Larceny - Theft	0	0	0	0	0	0	-	-	0		
Intimidation	11	10	3	8	4	2	0	0	0	Intimidation	0	0	0	0	0	0	-	-	0		
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	Destruction/damage/vandalism of property	0	0	0	0	0	0	-	-	0		
Unfounded Crimes	1	0	0	1	0	0	0	0	0	Unfounded Crimes	0	0	0	0	0	0	-	-	0		
<b>TYPES OF BIAS</b>										<b>TYPES OF BIAS</b>											
Race	8	7	3	6	3	2	0	0	0	Race	0	0	0	0	0	0	-	-	0		
Gender	0	0	0	0	0	0	0	0	0	Gender	0	0	0	0	0	0	-	-	0		
Religion	1	0	0	1	0	0	0	0	0	Religion	0	0	0	0	0	0	-	-	0		
Gender Identity	0	0	0	0	0	0	0	0	0	Gender Identity	0	0	0	0	0	0	-	-	0		
Sexual Orientation	1	2	0	1	1	0	0	0	0	Sexual Orientation	0	0	0	0	0	0	-	-	0		
Ethnicity	1	1	0	0	0	0	0	0	0	Ethnicity	0	0	0	0	0	0	-	-	0		
National Origin	1	1	0	1	0	0	0	0	0	National Origin	0	0	0	0	0	0	-	-	0		
Disability	0	0	0	0	0	0	0	0	0	Disability	0	0	0	0	0	0	-	-	0		

Arrests	MAIN CAMPUS									OCC @ Liverpool CAMPUS									NON-CAMPUS		
	On-campus			Residence Halls			Public Property			Arrests	On-campus			Public Property			With Love Restaurant				
	2016	2017	2018	2016	2017	2018	2016	2017	2018		2016	2017	2018	2016	2017	2018	2016	2017	2018		
Liquor Law Violations	1	0	0	0	0	0	0	0	0	Liquor Law Violations	0	0	0	0	0	0	-	-	0		
Drug Law Violations	21	21	22	12	7	4	0	4	2	Drug Law Violations	0	0	0	0	0	0	-	-	0		
Illegal Weapon Possession	3	5	6	2	0	1	0	0	0	Illegal Weapon Possession	0	0	0	0	0	0	-	-	0		

Disciplinary Referrals	MAIN CAMPUS									OCC @ Liverpool CAMPUS									NON-CAMPUS		
	On-campus			Residence Halls			Public Property			Disciplinary Referrals	On-campus			Public Property			With Love Restaurant				
	2016	2017	2018	2016	2017	2018	2016	2017	2018		2016	2017	2018	2016	2017	2018	2016	2017	2018		
Liquor Law Violations	38	47	24	38	47	22	0	0	0	Liquor Law Violations	0	0	0	0	0	0	-	-	0		
Drug Law Violations	134	228	181	117	178	148	0	1	4	Drug Law Violations	0	0	0	0	0	0	-	-	0		
Illegal Weapon Possession	2	3	3	1	3	2	0	0	0	Illegal Weapon Possession	0	0	0	0	0	0	-	-	0		

## **Annual Fire Safety Report**

### **Fire Safety at Onondaga Community College**

The Department of Campus Safety and Security and the Department of Facilities oversee all efforts related to Fire Prevention and Control. For many of our residential students, Onondaga Community College is their first living experience away from home. The challenge to our institution is to provide a safe environment where faculty, staff, students, and visitors can learn, live and work. The integral parts of our life safety philosophy include fire safety education, engineering controls, and enforcement of campus policies, state laws and state fire codes. It is with this combination of education, engineering and enforcement, that we are able to reduce the risk of a fire event on our campus. This report will describe our fire prevention and life safety programming at Onondaga Community College, and will demonstrate how engineering, education and enforcement work together to make sure that all members of our community can return safely home without fire related injury or loss of property.

Perhaps the most important aspect of fire prevention is education. It is through life safety and fire prevention training, emergency evacuation drills, live fire training with portable fire extinguishers, tabling, and our annual Fire Prevention Day that the message of awareness and emergency response is disseminated throughout our community. We are excited to collaborate with the New York State Office of Fire Prevention and Control, and the Onondaga Hill Volunteer Fire Department in providing valuable life preserving information to our community members.

Enforcement of state laws, campus policies, and state fire codes is important in maintaining safe behaviors and buildings. Onondaga Community College Campus Peace Officer personnel are sworn Peace officers empowered to investigate crimes and make arrests. As such, they are responsible for maintaining order through the enforcement of state laws, some of which – arson, criminal tampering, and falsely reporting an incident – have a direct connection to fire safety. Additionally, Campus Safety and Residential Life staff works together in administering campus standards of conduct. These standards can be found in the College's student code of conduct.

Enforcement and education work together in an annual fire safety inspection by the New York State Office of Fire Prevention and Control. Every space on campus is inspected in detail on an annual basis. While code violations are cited in the inspection process, these inspections are also used as an opportunity to meet face-to-face with resident students to discuss the violations and how they impair their safety.

Please take some time to review the information found in this report. We encourage you to contact the Department of Campus Safety and Security or Facilities should you have any questions or comments about this document.

## **Residence Hall Fire Safety**

### **Fire Safety Systems**

All Residence Halls are equipped with state of the art addressable fire alarm systems including smoke and heat detection devices. Activated fire alarm systems notify building occupants with distinctive audible and visual notification devices. All fire alarms ring into the office of Campus Safety, which is monitored twenty-four hours a day. EVERY full alarm of fire is reported to the Onondaga Hill Fire Department. Evacuated buildings are not re-occupied until the fire department has arrived on scene, investigated the alarm, and has given its approval to re-occupy the building.

All Residence Halls have full fire sprinkler systems and are provided with emergency illumination through emergency lighting and illuminated exit signs.

Fire alarm systems are inspected, tested and maintained in accordance with NFPA 72 “National Fire Alarm Code”. This work is completed by contract with a third party.

Fire sprinkler systems, fire pumps, and fire hydrants are inspected, tested and maintained in accordance with NFPA 25 Standard for the Inspection Testing and Maintenance of Fire Protection Systems are overseen by the Facilities Department. This work is completed by trained employees of Onondaga Community College.

Portable fire extinguishers are found throughout all of our residence halls. Training on the use of portable fire extinguishers can be obtained by contacting the Department of Campus Safety and Security.

# OCC Residence Halls Fire Alarm Systems

Building	Location	Detection Type	Sprinkler or Fire Suppression
Residence Hall 183/A Residence Hall 139/C	In main entrance/ Parking lot side	EST3 (Edwards System Technology) 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	
	Bedrooms with an HVAC Closet located inside them	Smoke/Carbon Monoxide combo unit/Model # SIGA2-PCOS	
	Bedrooms with an HVAC Closet located inside them	Smoke/Carbon Monoxide combo unit sounder base/Model # SIGA-AB4GT	
	Kitchens & HVAC Closets	Suite Heat Detector, 194 Fixed Temperature/Model # 284B-PL	
	Suite Halls & ADA Suites	Carbon Monoxide Detectors/Model # SIGA 2-Cos	
	Suite hallways outside the bedrooms with HVAC	Carbon Monoxide unit/Model # SIGA 2-COS	
	Suite halls/Common areas & Main Halls	Horn/Strobe devices/ Model # GIRF-HDVM	
	Bedrooms	Strobes/Model # GIRF-VM	
ADA bathrooms	ADA Suite Bath Visual Units/Model # CSH24W-AW		
Residence Hall 165/B	In main entrance/ Parking lot side	EST3 (Edwards System Technology) 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/Model # 284B-PL	
	Suite Halls & ADA Suites	Carbon Monoxide Detectors/Model # SIGA 2-Cos	
	Suite halls/Common areas & Main Halls	Horn/Strobe devices/ Model # GIRF-HDVM	
	Bedrooms	Strobes/Model # GIRF-VM	
	ADA bathrooms	ADA Suite Bath Visual Units/Model # CSH24W-AW	
Shapero Hall (H-3)	Basement Electric Room	Control Panel-Siemens – Fire Finder XLS	Full Coverage Sprinkler Systems
	Located in main halls on each floor	Manual Pull Station/Model-Siemens – HMS-D	
	Main Halls/Suite common areas	Smoke Detector/Model-HFP-11	
	Bedrooms	Smoke Detector Audible Base/Model # ADBH-11	
	Kitchenettes & HVAC Closets	Kitchenettes have Heat Detectors, HVAC Closets do not have detectors (not gas fired)	
	Suite Halls & ADA Suites	All main corridors, bedrooms, common spaces on the 1 <sup>st</sup> floor have CO detectors, not required on other floors as all gas fired equipment is located on the 1 <sup>st</sup> floor-CO Model # CO1224T	
	Suite halls/Common areas & Main Halls	Common areas and main corridors are equipped with AV devices	
	Bedrooms	Strobe Model-Siemens – ZR-MC-R	
	Main Entrance/South Side	Annunciator Model-Siemens – SSD-C-REM	
	ADA bathrooms	ADA Suite Bath Visual Units	

## Fire Drills

OCC Fire Drills						
Year	Building	Spring	First summer session	2nd summer session	Fall	Additional Drills
2006	RH-183	<b>Residence Halls opened in Fall of 06</b>			10/13/2006	
	RH-165				10/13/2006	
	RH-139				10/13/2006	
2007	RH-183	5/3/2007	6/1/2007	7/12/2007	10/10/2007	
	RH-165	5/3/2007	6/1/2007	7/12/2007	10/10/2007	
	RH-139	5/3/2007	6/1/2007	7/12/2007	10/10/2007	
2008	RH-183	4/3/2008	6/5/2008	7/10/2008	10/16/2008	
	RH-165	4/3/2008	6/5/2008	7/10/2008	10/16/2008	
	RH-139	4/3/2008	6/5/2008	7/10/2008	10/16/2008	
2009	RH-183	4/2/2009	6/5/2009	7/7/2009	10/20/2009/Evening	
	RH-165	4/2/2009	6/5/2009	7/7/2009	10/20/2009/Evening	
	RH-139	4/2/2009	6/5/2009	7/7/2009	10/20/2009/Evening	
2010	RH-183	4/1/2010	6/8/2010	7/12/2010	10/12/2010/Evening	
	RH-165	4/1/2010	6/8/2010	7/13/2010	10/12/2010/Evening	
	RH-139	4/1/2010	6/8/2010	7/13/2010	10/12/2010/Evening	
2011	RH-183	2/18/2011	6/8/2011	7/15/2011	10/25/2011/Evening	
	RH-165	2/18/2011	6/8/2011	7/15/2011	10/25/2011/Evening	
	RH-139	2/18/2011	6/8/2011	7/15/2011	10/25/2011/Evening	
2012	RH-183	2/20/2012	6/8/2012	7/12/2012	10/22/2012/Evening	
	RH-165	2/20/2012	6/8/2012	7/12/2012	10/22/2012/Evening	
	RH-139	2/20/2012	6/8/2012	7/12/2012	10/22/2012/Evening	
	H-3	Was not open yet			10/22/2012/Evening	
2013	RH-183	3/6/2013	6/5/2013	7/10/2013	9/19/2013/Evening	9/23/2013
	RH-165	3/6/2013	6/5/2013	7/10/2013	9/19/2013/Evening	9/23/2013
	RH-139	3/6/2013	6/5/2013	7/10/2013	9/19/2013/Evening	9/23/2013
	H-3	3/6/2013	6/5/2013	7/10/2013	9/19/2013/Evening	9/23/2013
2014	RH-183	3/27/2014	6/2/2014	7/8/2014	9/23/2014/Evening	
	RH-165	3/27/2014	6/2/2014	7/8/2014	9/23/2014/Evening	
	RH-139	3/27/2014	Under Construction	Under Construction	9/23/2014/Evening	
	H-3	3/27/2014	6/2/2014	7/8/2014	9/24/2014/Evening	
2015	RH-183	4/13/15	6/3/2015	7/6/2015	10/19/2015/Evening	
	RH-165	4/13/15	6/3/2015	7/6/2015	10/19/2015/Evening	
	RH-139	4/13/15	6/3/2015	7/6/2015	10/19/2015/Evening	
	H-3	4/13/15	6/3/2015	7/6/2015	10/19/2015/Evening	
2016	RH-183	4/6/2016	6/8/2016	7/5/2016	9/27/2016 Evening	
	RH-165	4/6/2016	6/8/2016	7/5/2016	9/27/2016 Evening	
	RH-139	4/6/2016	6/8/2016	7/5/2016	9/27/2016 Evening	
	Shapero Hall (H3)	4/6/2016	6/8/2016	7/5/2016	9/27/2016 Evening	
2017	RH-183	4/25/17			9/12/17	10/23/17
	RH-165	4/25/17			9/12/17	10/23/17
	RH-139	4/25/17			9/12/17	10/23/17
	Shapero Hall (H3)	4/24/17			9/12/17	10/24/17
2018	RH-183	1/31/2018	5/2/2018		10/11/2018	
	RH-165	1/31/2018	5/2/2018		10/11/2018	
	RH-139	1/31/2018	5/2/2018		10/11/2018	
	Shapero Hall (H3)	1/31/2018	5/2/2018		10/11/2018	

## Fire Safety Policies

**Smoking:** Smoking or the use of chewing tobacco in the residence halls and all other campus buildings is prohibited. Smoking and tobacco use is permitted only in parking lot locations that are at least 50 feet away from all campus buildings.

**Appliances:** 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 Safety and Security personnel if it is determined to pose a safety threat to the residence hall.

**Duty to Report a Fire:** Any resident that observes a fire or sign of a fire (e.g. intense smoke) is expected to call Campus Safety & Security On-Campus at extension x2311 or Off-Campus at (315) 498-2311.

**Open Flame:** Possession or use of the following within the residence halls are prohibited: 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 the College; weightlifting apparatus and inappropriate use of athletic or recreational equipment.

### Additional Policies:

- 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
- 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.

### Evacuation Procedures

Emergency evacuation procedures are posted on the back of every suite door in the residence hall.

**Procedures:**

- In case of fire, immediately exit the building. Pull the manual pull station on the way out to notify other building occupants of an emergency.
- Report to the designated Assembly Area for accountability.
- In case of a fire alarm, immediately exit the building. Report to the designated Assembly Area for accountability.
- Disabled persons on other than the ground level floor should respond to a designated Area of Rescue Assistance or fire-rated stair tower. The fire department's first incident priority is the rescue of persons who are trapped or cannot evacuate on their own. Persons should not use the elevator as a means of egress.

**Fire Safety Education - Students**

The Department of Campus Safety and Security is responsible for providing fire prevention and life safety information to the campus community. Training is provided to all in-coming students with the assistance of the Office of Residence Life. Training is also given to all Resident Assistants and Residence Directors at the beginning of the academic year.

Onondaga Community College is host to an annual Fire Safety workshop held each Fall. This involved a partnership between Campus Safety and the New York State Office of Fire Prevention and Control along with local Fire Departments and Onondaga County Emergency Management.

Included in the workshop is a residence hall fire simulation. The Residence Hall fire simulation will demonstrate the importance of Resident Hall fire safety evacuation training programs and will include the building being under full alarm, loss of power and lights, room and hall smoke generation and blocked egress routes. Multiple emergency response agencies and emergency management teams will participate in this controlled building evacuation exercise.



Students participating in the fire safety workshop



Residence Hall Fire Simulation



## **Fire Safety Education - Employees**

Onondaga Community College complies with all New York State codes pertaining to the type and frequency of training employees receive as mandated under F406 of the New York State Fire Code.

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 semi-annual basis. All staff is required to attend.
- All Students that live in an on-Campus housing facility are expected to attend annual Fire Safety Training.

### **Reporting a Fire for Statistical Purposes**

Per federal law, Onondaga is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below is the **non-emergency** number to call to report a fire that has already been extinguished in on-campus student housing. If you find evidence of a fire that you believe is not known to the Department of Campus Safety & Security please call **(315) 498-2311** and provide as much information as possible about the location, date, time, and cause of the fire.

## Annual Fire Statistics

OCC Fire Log				
Year	Date of Fire	Nature of Fire	Time of Fire	Location of Fire
2006	10/31/2006	Cooking	10:43pm	Residence Hall 165 Kitchen B112
2008	5/12/2008	Cooking	12:15am	Residence Hall 165 Kitchen B227
2009	12/8/2009	Smoking	15:13	Residence Hall 183 A322 Bath
2010	4/25/2010	Cooking	17:44	Residence Hall 139 Kitchen C228
2011	0			
2012	0			
2013	0			
2014	0			
2015	1/24/2015	Smoking	12:37am	Residence Hall 183 Room 226B
	4/18/15	Arson	9:11pm	Residence Hall 139 – Elevator
2016	2/7/2016	Cooking	4:16pm	Residence Hall 165 – Kitchen 129
2017	0			
2018	0			

## 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
2012	183/A	0	0	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
	H-3	0	0	0	0	0
2013	183/A	0	0	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
	H-3	0	0	0	0	0
2014	183/A	0	0	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
	H-3	0	0	0	0	0
2015	183/A	1	Smoking	0	0	0
	165/B	0	0	0	0	0
	139/C	1	Arson	0	0	0
	H-3	0	0	0	0	0
2016	183/A	0	0	0	0	0
	165/B	1	Cooking	1	0	\$100
	139/C	0	0	0	0	0
	Shapero Hall (H3)	0	0	0	0	0
2017	183/A	0	0	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
	Shapero Hall (H3)	0	0	0	0	0
2018	183/A	0	0	0	0	0
	165/B	0	0	0	0	0
	139/C	0	0	0	0	0
	Shapero Hall (H3)	0	0	0	0	0
<b>Totals</b>		7	7	2	0	\$9,237.96

## Emergency Procedures:



# EMERGENCY PROCEDURES

## Campus Safety and Security

### Emergency x2311 or dial 498-2311

### Non-Emergency x2478 or dial 498-2478

### QUICK REFERENCE

Never assume someone has already called the authorities.

#### FIRE SAFETY

- Activate the nearest fire alarm pull station.
- If possible, call Campus Safety and Security at x2311 or dial 498-2311.
- If possible, notify occupants and provide assistance as you are able.
- Evacuate the building via the nearest safe exit.
- Follow the direction of Campus Safety and Security officers.
- DO NOT use elevators.
- DO NOT re-enter the building until authorized to do so by emergency personnel.

#### BOMB THREAT

- Remain calm.
- Write down as much information as possible from the threatening caller.
- Call Campus Safety and Security at x2311 or dial 498-2311 and notify them of the threat, time of call, etc.
- Follow instructions from emergency personnel.

#### MEDICAL EMERGENCIES

- Call Campus Safety and Security at x2311 or dial 498-2311 and notify them of your location, building and floor; and the name and condition of the patient.
- Remain on the phone with the dispatcher until help arrives.

#### HAZARDOUS MATERIAL SPILLS/RELEASE

- Call Campus Safety and Security at x2311 or dial 498-2311 immediately.
- Move away from the site of the hazard to a safe location.
- Stay upwind of the material if possible.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed.

#### GAS LEAKS, FUMES, VAPORS

If you detect natural gas, fumes or vapors:

- DO NOT pull fire alarm.
- DO NOT touch light switches or electrical equipment.
- Call x2311 or dial 498-2311 immediately.
- Follow directions of emergency personnel.

#### SUSPICIOUS BEHAVIOR/PERSON OF CONCERN

- DO NOT physically confront the person exhibiting the behavior.
- DO NOT let anyone into a locked room or building.
- DO NOT block a person's access to an exit.
- Call Campus Safety and Security at x2311 or dial 498-2311 immediately.

#### SUSPICIOUS PACKAGE/OBJECT

- DO NOT touch or disturb the object.
- Evacuate the area immediately.
- Call Campus Safety and Security at x2311 or dial 498-2311 immediately.

#### BUILDING EVACUATION PROCEDURES

- Evacuate the building as quickly as possible using the nearest exit (or alternate if nearest exit is blocked).
- DO NOT use elevators.
- Take personal belongings (keys, purses/wallets, ID, etc.) and dress appropriately for the weather.
- Close doors as you exit.
- Follow direction of emergency personnel.

#### ACTIVE SHOOTER/VIOLENT PERSON

If possible, exit the building immediately and call Campus Safety and Security at x2311 or dial 498-2311.

1. If you cannot safely exit the building, barricade yourself and others in a locked room when possible. Stay low and away from windows.
2. Remain calm and quietly call Campus Safety and Security at x2311 or dial 498-2311. Never assume someone has already called the authorities. If possible, make the call.
3. DO NOT attempt to confront or apprehend the shooter.
4. DO NOT leave or unlock the door to see what is happening.
5. Stay where you are unless emergency personnel give instructions to exit. You may be asked to take shelter-in-place.

#### SHELTER-IN-PLACE

Upon the recommendation of public safety officials, or when there is a significant security concern, the safest course of action may be to shelter-in-place. Stay as calm as possible and follow these procedures:

1. First, ensure your own safety.
  - a. Move to the nearest location that can be secured by a locked door.
  - b. If a locked door is not available, move as far away from the threat as is safely possible.
  - c. Remain quiet and do not do anything that will draw attention to you.
2. Notify Campus Safety and Security
  - a. Campus Phone: x2311 or dial 498-2311.
3. Assist others if possible
  - a. Allow other trusted individuals into your secure location.
  - b. Instruct them to remain calm and quiet.
  - c. If you know where the intruder (or source of the security threat) is, contact Campus Safety and Security immediately.
4. When the security threat is over, Campus Safety and Security will move through the entire building and notify everyone that the threat is gone.

#### WEATHER EMERGENCIES

1. If possible, check the College Web site and monitor local television and radio stations for announcements.
2. Determine where you will take shelter if instructed to do so.
  - Basements provide the best protection.
  - If underground shelter is not available (or not advisable due to situation), go to an interior stairwell, small interior room, or hallway on the lowest floor possible.
  - Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
3. Stay in the shelter location until the danger has passed.
4. You may be instructed to drop and cover under a table or desk or against an inside wall –NOT in a doorway.

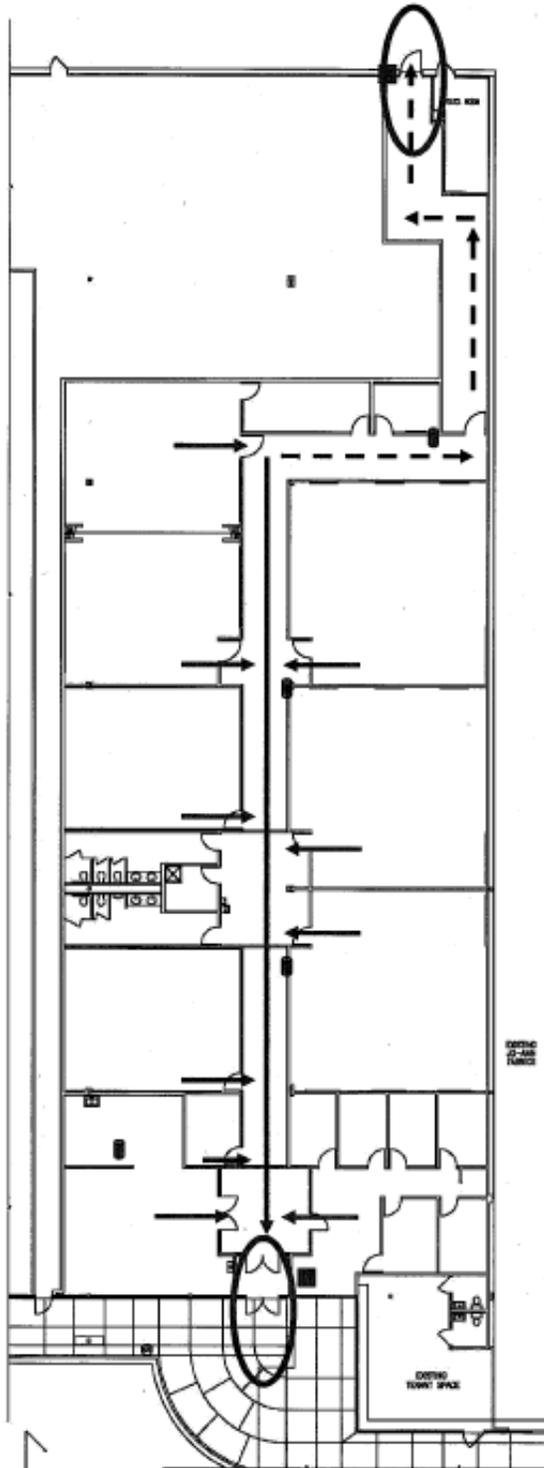
#### POWER OUTAGE

- Remain calm.
- Move cautiously to a lighted area.
- Follow instructions of emergency personnel.

# Main Campus Map



# OCC @ Liverpool Map



North Campus in Liverpool

- Manual fire alarm stations
- ▣ Portable fire extinguishers
- Building exits
- - -> Secondary evacuation routes
- > Primary evacuation routes