

# **Daemen College Security and Emergency Response Policy and Procedures**

## **Daemen College is committed to a safe and crime free campus.**

Daemen College has made a concentrated effort to make its campus safe for students and all segments of the College community. The statistics on crime on campus reveal that our effort has been successful and the College will continue to make those efforts necessary to keep our community as secure and as crime free as possible.

The goal of a completely crime-free campus can only be achieved with the cooperation of every member of the College community. Everyone must learn to follow rules designed for their safety and the prevention of crime. The College's security staff is on duty 24 hours a day, but the use of common sense will prevent most crimes or serious accidents.

Of course, rules of any kind have an impact on personal privacy and freedom, but the College has attempted to design its rules and regulations in a manner that recognizes that its students and employees are adults. Compliance with these rules will make this campus safer and more enjoyable for everyone.

Criminal conduct of any kind will be aggressively, legally, and punitively addressed. Moreover, violation of the College's Code of Conduct or harm to any member of the College community will be promptly dealt with through the College's disciplinary procedures and could result in suspension or dismissal of students or employees.

## **Crime Prevention Measures**

Most on-campus crime can be prevented if rules are followed and common-sense safety tips are observed. The College's Mission commits the institution to the elimination of crime and the attendant suffering of the victims of crime. This can be accomplished by teaching students and the community how to reduce the risks of crimes against themselves and others. When necessary, the College will provide timely announcements of on-campus criminal activity that has been reported to Security or the police.

The college is extremely serious about and committed to maintaining a safe and secure working and studying environment. Members of the College community can assist in this effort by adhering to the following safety tips and other common-sense rules:

## **Campus Safety Tips**

- Travel with a companion whenever possible.
- Follow parking regulations. Park in lighted areas of the parking lots if you will be leaving class after dark.
- Keep your gas tank full.
- Always lock your car -- both when you are in it and when you are out of it.

- Have your keys ready when you go to unlock your car. Be sure no one is inside your car as you enter.
- Never hitchhike nor pick up hitchhikers.
- Drive to a police station, fire station, or other very public place if you think a person is following you.
- When on an elevator, stay near the controls. Push every button at the first sense of an attack.
- Stay near the street when walking -- stay away from bushes, shrubs, and buildings. Walk confidently -- look like you know where you are going. A good defense is to look and act confident.
- Do not ride with someone you do not know.
- When riding public transportation, sit near the front if possible; be familiar with the schedule to avoid long waits. Choose an occupied subway car if possible.
- Tell your friends where you are going and when you expect to return.
- Report all suspicious persons seen on campus to Security (x8246).
- Carry a noise maker (whistle or other device) if you need to be out after dark.

### **Resident Students**

- Keep you residence halls locked! This means both your room door as well as the front doors. Never prop open the outside doors.
- Don't allow anyone that you do not know into the building -- they can wait for their host outside.
- Report all suspicious persons to Security or to an RA, Head Resident, or the Director of Residence Life.

Generally, the close adherence to the safety rules and Code of Conduct, found in the Student Handbook, will reduce the risk and help prevent crime on campus. Reduce the risk of “date rape” by keeping in mind that many cases involve the use of alcohol and or drugs by either the victim or the perpetrator or both.

### **Access to Campus**

Daemen College campus buildings are generally open to the public during business hours. Other limited access is available to our students, staff, and faculty during evening hours and on weekends. Residence Halls are open only during specific times while classes are in session (this excludes major holidays). There are limited visitation hours in Canavan Hall for opposite sex guests. Opposite-sex visitors or guests are allowed in Canavan Hall during the following hours only:

Sunday - Thursday -- From 8 a.m. to midnight  
 Friday and Saturday -- From 8 a.m. to 3 a.m.

Visitation hours for opposite sex visitors are not limited in Campus Village.

## **Alcohol and Drug Policies**

**ALCOHOL** (see - Student Handbook for details) Daemen College allows students who meet with the New York State minimal drinking age of 21 years old to consume alcohol at certain social events as a privilege, but not as a right. The College expects that students who choose to consume alcohol will do so responsibly. Individuals or groups who conduct themselves in a disorderly manner, destroy property, or infringe on the rights of others are accountable for their behavior and will be subject to campus disciplinary action and /or appropriate civil or criminal action. These policies and regulations apply to all members of the College community and their invited guests.

**DRUGS** (see Student Handbook for details) - The use, possession, sale, or purchase of any type of unlawful drug is prohibited.

As a matter of policy, the College will cooperate fully with all law enforcement agencies in the investigation and prosecution of substance abuse and trafficking cases. Violation of these regulations will cause the student to be subject to criminal prosecution, disciplinary action, or both. Provision or merchandising of drugs will ordinarily result in expulsion from the College. Prohibited drugs are defined in the Student Handbook.

## **Sexual Assault (including Date Rape) Is a Serious Crime**

- Report any assault or attempted assault to Security at x8246 or to the Amherst Police at 911.
- Being drunk is not an excuse for using force nor does it diminish personal responsibility for violent behavior in either a criminal court or in the College's disciplinary process.
- Having sex with a person who is intoxicated can be considered being against that person's will.
- It is widely held that sexual assault is an act of violence. Sex is used as an expression of power or anger.
- Sexual assault victims can be young, old, male, or female.
- About one-half of the victims of sexual assault are attacked by someone they know -- a casual acquaintance, a friend, a boyfriend, a relative, even a husband in some cases.
- Get the facts. Myths about sexual assault impede prevention and discourage reporting.
- Be informed. Learn what to do or where to go if you or someone you know is assaulted. Contact Security immediately or call 911 and report the crime to the AMHERST POLICE DEPARTMENT.
- Get immediate medical assistance at any hospital.
- Less than prompt reporting and/or getting medical treatment may result in lost or damaged evidence.

Ordinarily, victims of crimes at Daemen have the option to have College officials assist them in notifying local police. The college will also make special living and academic arrangements when possible to safeguard an alleged victim. In the case of an allegation regarding a serious sex crime on campus, both the accuser and the accused are entitled to the same opportunities to have

others present during a campus disciplinary proceeding, and both shall be informed of the outcome of any disciplinary proceedings.

## **Campus Safety Services**

**Student Affairs Office** - reports to the President of the College. The Office of Student Affairs, located in Wick Center, is directly under the supervision of the Vice President for Student Affairs and Dean of Students. The Dean supervises the offices of:

- Athletics: 839-8346
- Student Activities: 839-8332
- Health & Insurance Services: 839-8446
- Residence Life: 839-8200
- Orientation & Student Leadership Development: 839-8494
- Campus Ministry: 839-8237
- Counseling Services: 839-8337

The office of Student Affairs is responsible for non-academic student programming and student discipline and the publication and maintenance of the Student Handbook and other policy documents. Policies regarding safety rules and regulations and the Code of Conduct are published in the Student Handbook. Each student is required to read and be familiar with the College's policies. Copies of the Daemen College Student Handbook may be obtained online at <http://www.daemen.edu/studentlife/OfficeofStudentAffairs/Documents/Student-Handbook-2011-12.pdf>.

The Dean for Student Affairs chairs the College's Advisory Committee on Campus Safety and Security. This committee is mandated to periodically review the College's policies and safety regulations and reviews the physical campus to recommend lighting, landscaping, and other changes if these present a security or safety threat. Any safety concerns can be brought to the committee's attention through the Student Affairs Office.

**Student Affairs** (especially Residence Life) and Security work very closely with the Maintenance Office. Damaged windows, lights, locks, etc. are quickly reported so that immediate repairs can be made.

**Security Office** - reports to the Vice President for Business Affairs and works closely with the Dean for Student Affairs. The Security Office is located in **Wick Center**. Open 24 hours every day, the office houses a radio-control center, a sophisticated fire and entry sensor alarm system, as well as video monitors that telecast from vitally located video cameras throughout the campus. In addition, there are two manned guardhouses at both the main parking lot and at the rear parking lot. Radio-equipped officers patrol the campus and are in constant contact with the main office as well as other radio-equipped College personnel.

**Campus Security Staff** does not have arrest authority; however, the College works closely with local law enforcement agencies, and students are encouraged to contact the Amherst Police Department for assistance or follow-up in case of a criminal act. Always call Security (839-8246) after you have placed a 911 or other call to emergency personnel. Security can direct the

police and/or other respondents onto campus and to a building or area in need of their service. Security will then contact the Health Services Office to provide sometimes-needed health records (concerning allergies, medical history, for example) for use by paramedical emergency personnel.

### **911 Calling Instructions**

If calling 911 from a *cell phone*, your call will be answered by a *Buffalo* dispatcher. You **MUST** tell the dispatcher that you are calling from *Amherst, NY*. Your call will then be transferred. Do not hang up. Wait on the line; when you are transferred it often sounds as if you have been disconnected. When you reach an Amherst dispatcher, give him your exact location.

### **Automated External Defibrillator (AED)**

Daemen College has four Automated External Defibrillator machines on campus located in Lumsden Gym Lobby, Wick Center Lobby, Musicalfare Theatre Lobby, and on the ground floor of the Business Building. 911 (and then Security) should be immediately called if the need to use an AED ever occurs on campus.

### **EMERGENCY TELEPHONE NUMBERS**

Several numbers listed here are four digit extensions (example: Security – x8246) which can be dialed from any campus phone. When calling from off campus, the telephone exchange (the first three numbers of the seven-digit phone number) is 839 for most campus extensions (otherwise noted). The area code is 716. The general Daemen College phone number (switchboard) is 839-3600.

| <u>PROBLEM</u>                 | <u>CONTACT</u>                 | <u>PHONE NO.</u> |
|--------------------------------|--------------------------------|------------------|
| Fire                           | Snyder Fire Dept.              | 911              |
|                                | Daemen Security                | x8246 or 0       |
| Maintenance                    | Maintenance Shop (days)        | x8222            |
|                                | Security (evenings & weekends) | x8246 or 0       |
| Medical                        | First Aid (Snyder Vol.)        | 911              |
|                                | Health & Insurance Services    | x8446            |
| Counseling                     | Dr. Anne Gilles-Thomas         | x8337            |
|                                | Nick Gazzoli                   | 716-913-7501     |
|                                | Deloris Fields                 | 716-837-7878     |
| Addiction                      | Crisis Services Counseling     | 834-3131         |
|                                | Substance Abuse Services       | 881-5100         |
| Theft, unwanted visitors, etc. | Daemen Security                | x8246 or 0       |
|                                | Amherst Police                 | 911              |

For all emergencies, Security should be notified. In the event the emergency takes place in a residence hall, a Resident Assistant should also be notified.