

**ST. JOSEPH'S COLLEGE OF NURSING
AT ST. JOSEPH'S HOSPITAL HEALTH CENTER
DEPARTMENT OF SECURITY SERVICES**



ANNUAL SECURITY AND FIRE SAFETY REPORT

Reported Fall 2018

Containing statistics for 2017, 2016, and 2015

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CAMPUS SECURITY AUTHORITIES CONTACT INFORMATION

Resources and contact information includes: (Area Code 315)

College Title IX Coordinator	315-448-5784
Hospital Security	315-448-5555 or 315 448-5173
Syracuse Policy Department	315-442-5140 or 911
Employee Assistance Program	1-800-437-0911
Saint Joseph's Emergency Department	315-448-5101
Dean of Students	315-448-5055
Saint Joseph's Human Resources	315-448-5575
Vera House	315-422-7273
McMahon/Ryan Child Advocacy Center	315-701-2985
Onondaga County Sheriff's Office Abuse Persons Unit	315-435-3092
Syracuse Policy Department Abused Persons Unit (APU)	315-435-3016

CAMPUS SAFETY:

At St. Joseph's College of Nursing safety and security is a shared responsibility. In addition to the uniformed presence of the Security Services Department, the best protection against campus crime is an aware, informed, alert campus community who use reason and caution.

While the majority of our students, staff, and visitors will never become the victim of a crime, crimes sometimes occur despite our best efforts. This information is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. We are committed to providing a safe and secure environment for the campus community. We provide this information so that you can make informed decision in regards to your safety. If you have any concerns, questions, or comments about federal or state law requirements or St. Joseph's College of Nursing's compliance with these laws, please contact St. Joseph's College of Nursing at (315) 448-5040.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

St. Joseph's College of Nursing prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campus, Dean of Students, and Manager of Security Services.

Campus crime, arrest and referral statistics include those reported to the Campus Safety Department, designated campus officials, and local law enforcement agencies. These statistics include crimes that occur on campus, in residence halls and on the local streets surrounding the campus. Staff informs students of the procedures to report crime to the Campus Safety Department on a voluntary and/or confidential basis, should they feel it is in the best interest of the client. There are several procedures in place to anonymously capture crime statistics for the college.

To view the Clery Report for St. Joseph's College of Nursing, go to [Department of Education - Clery Report for St Joseph's College of Nursing at St Joseph's Hospital Health Center](#).

Each year a copy of this report will be emailed to all students, faculty, and staff. Copies of this report may also be obtained on our website at: <https://www.sjhcon.edu/forms-publications>.

SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act). It is important to note that the crime classification definitions for which colleges and universities must provide statistics for the Clery Act differ from the state definitions. For example, the crime statistics reported under the Jeanne Clery Act include the following:

Criminal Offenses

1. Criminal Homicide: These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.
 - a. Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. Count one offense per victim.
 - b. Manslaughter by Negligence is defined as the killing of another person through gross negligence. Count one offense per victim.
2. Sexual Assault (Sex Offenses): Any sexual act directed against another person, without

consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults, but do not include in your Clery Act statistics any Sexual Assaults other than the four types of Sexual Assaults described in this chapter.

- a. Rape is 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. This offense includes the rape of both males and females. Count one offense per victim.
 - b. Fondling is the touching of the private body parts of another person for the purpose 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. Count one offense per victim. Fondling is recognized as an element of the other sex offenses. Therefore, count fondling only if it is the only sex offense.
 - c. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.
 - d. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.
3. Robbery: Robbery is 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. In any instance of Robbery, count one offense for each distinct operation (i.e., incident), including attempts. Do not count the number of victims robbed, the number of those present at the Robbery or the number of offenders.
 4. Aggravated Assault: Aggravated Assault is 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. Count one offense per victim. However, if a number of persons are involved in a dispute or disturbance, and the aggressors cannot be distinguished from the victims, count the number of persons assaulted as the number of offenses.
 5. Burglary: Burglary is the unlawful entry of a structure to commit a felony or a theft. Count one offense per each distinct operation. It is imperative that institutions carefully evaluate the operative facts of each reported incident to determine if it fits into any subpart of this definition.
 6. Motor Vehicle Theft: Motor Vehicle Theft is the theft or attempted theft of a motor vehicle. Count one offense for each stolen vehicle.
 7. Arson: Arson is 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. Count one offense for each distinct incident of Arson occurring on your Clery Act geography.

Hate Crimes

The second category of statistics you must disclose after Criminal Offenses is Hate Crimes. A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight

categories are reported:

1. **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
5. **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
6. **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
7. **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

VAWA Offences

The third category of crime statistics you must disclose are those added to the Clery Act by the Violence Against Women Act. These are Dating Violence, Domestic Violence, Sexual Assault, and Stalking. Sexual assault is included by the FBI as a Criminal Offense and is discussed in the Criminal Offense section earlier in this chapter. Domestic Violence, Dating Violence, and Stalking are considered crimes for the purposes of Clery Act reporting and are defined and discussed in this section.

Dating Violence is defined as 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 in the relationship

Domestic Violence is defined as a felony or misdemeanor crime of violence committed. To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking is defined as 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

Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations - *Violations* of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations - The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

GEOGRAPHY

On-Campus - (1) 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 (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), 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 retail vendor).

Non-Campus Building Or Property - (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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.

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. The crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

CRIME STATISTICS

Definitions

Sex Offenses Definitions

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

Sex Offenses Forcible - Any sexual act directed against 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.

Forcible Rape - The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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.

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.

Forcible 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.

Sex Offenses - Non-Forcible (Unlawful, non-forcible sexual intercourse.)

Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Criminal Offense 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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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, etc.

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony;

breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence - 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, violence, and/or causing the victim fear.

Statistics

Criminal Offenses – On campus

Total occurrences On campus

Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses –Non forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	2	1
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	1
m. Arson	0	0	0

Criminal Offenses – On campus Student Housing Facilities

Total occurrences On campus

Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses –Non forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Criminal Offenses – Public Property

Total occurrences On campus

Criminal offense	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses –Non forcible	0	0	0
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Hate Crimes – On campus

Criminal offense 2017 Race Religion Sexual Gender Gender Disability Ethnicity National

VAWA Offenses – On Campus

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses – On Campus Student Housing Facilities

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses – Public Property

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests – On campus

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests – On campus Student Housing Facilities

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests – Public Property

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Disciplinary Actions – On Campus

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Disciplinary Actions – On Campus

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Disciplinary Actions – On Campus Student Housing Facilities

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Disciplinary Actions – Public Property

Crime	2015	2016	2017
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Unfounded Crimes

Crime	2015	2016	2017
a. Total unfounded crimes	0	0	0

CAMPUS SAFETY POLICIES

Campus Security Overview

Security is assigned throughout our campus 24 hours a day, seven days a week. Although officers are not sworn or armed, we respond to calls of any nature, including all emergencies—fire, accidents, physical crimes, and disturbances. A wide array of non emergency services is also available to the campus community.

Security officers are selected after a thorough review designed to choose individuals who are dedicated, sensitive, and display good communication skills. They hold a New York State license (Requiring 32 hours of training) and receive additional in-house training related to job functions.

Our purpose...

- Protect patients, staff and visitors
- Prevent disruption of activities and misuse of the premises
- Provide a visible, reassuring , and readily accessible presence
- Foster beneficial community relations
- Support the hospital's mission statement

Campus Security Services

Security's relationship with the community we serve is important to achieving our overall mission of a safe and secure environment. All members of the system and community should expect to be treated in a courteous and professional manner. We also like to recognize instances where our staff have been especially helpful and exceeded your expectations.

If you have a question, wish to say thank you, or file a complaint, you can reach us by:

- Calling 448-5173 and asking to speak to the shift supervisor
- Call the Manager of Security at 315-448-5227 or by e-mail brian.benedict@sjhsyr.org
- Call the Director of Facilities Services at 315-448-5842 or by e-mail kevin.flegal@sjhsyr.org

Examples of services provided include:

- Oversee electronic and mechanical access control measures
- Operate CCTV Monitoring
- Assist with the planning of new construction and renovations
- Conduct risk assessments and crime prevention education
- Provide Law Enforcement notification and Liaison
- Initiate emergency notification and response
- Coordinate fire drills
- Victim Assistance
- Criminal investigations
- Manage the visitor pass management system
- Provide personal safety escorts
- Patrol Interior / Exterior of campus
- Safety watches on violent patients
- Report and respond to crimes in progress
- Jumpstart vehicles

- Assist staff with a variety of requests in support of patient care
- Secure for safe keeping lost & found and patient valuables
- Screen for and confiscate weapons and illegal substances from patients and visitors

For more information regarding services provided, contact the Manager of Security at 315-448-5227

Crime Prevention

Security responds to special requests from departments and staff related to individualized crime prevention strategies. We also circulate notifications regarding criminal events occurring on or adjacent to campus. Security has an effective working relationship with law enforcement agencies that serve our area. Examples of crime prevention measures include:

- Random vehicle and foot patrols
- Exterior light level surveys in the surface lots, garages and exterior of buildings
- Inspection of security related devices such as panic alarms etc.
- Employee crime prevention education programs
- Vulnerability assessments
- Visitor pass management and distribution
- Utilization of various access control measures such as card access
- CCTV utilization and recording of images
- Weapons searches and confiscation (Emergency Department)
- Use of emergency assistance devices in the Emergency Department and garages
- Parking accommodations for 2nd & 3rd shift staff in the MOC Garage
- Violent patient watches

Safety Starts with You—Practice the Following Tips on campus or anywhere in the community

- Always remain aware of your surroundings and limit your distractions
- Walk in groups if possible—safety in numbers
- Don't leave valuables unsecured and unattended
- Lock your car doors and keep objects of value out of sight
- Display your ID badge on your person or outer garment in plain view
- Never prop open exterior doors or let someone in without an ID badge
- Report any suspicious persons or activity observed to Security at 448-5173

Emergency Management (EDOP)

The Security Department strives to eliminate the threat against property and the personal wellbeing of patients, visitors, and staff. We assess security needs, identify security sensitive areas, control access, identify visitors and staff, and continually evaluate the program to make quality improvements.

While the documents on this page define several low probably security situations, these documents will hopefully provide you with helpful resources should you ever be involved in a Hospital security situation.

- [Active Shooter](#) - Code T Tango
- [Bomb threat / Suspicious Packages](#) - Code S Sierra
- [Infant and Child Abduction](#) - Code A Alpha

- Facility Lockdown - [Emergency Dept.](#) / [Hospital System](#) - Code L Lockdown
- [Workplace Violence](#)
- [Emergency Management Link](#)

[SJHHC Overhead Response Codes \(EDOP\) Visual Aid](#)

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to St. Joseph's Security Services Department in a timely manner. To report a crime or an emergency on campus call Security immediately by dialing x85173 from a hospital telephone or 315-448-5173. If the crime is in progress or involves possible violence, call the emergency number by dialing x5555 from a hospital telephone, or 911. Security will notify local police right away upon your request.

St. Joseph's Hospital Security maintains a daily log of crimes and incidents that occur on campus that is available for the public to view. This information includes a period of the event and general summary. Entries are generally made within two business days of an event. Incidents deemed to pose a threat to the campus community may be the subject of a system notification alert. The hospital may determine that an incident be classified as "confidential" in order not to jeopardize a criminal investigation or the identity of a victim.

Incident Reporting

Any unusual events or instances of witnessed or suspected criminal or suspicious activity should be reported immediately to Security using the EMERGENCY HOTLINE 315-448-5555. A Security Officer will take a report, usually in person. If necessary, Security will notify Syracuse Police through the 911 center.

Examples of when to report an incident includes:

- To calm a disturbance that may be threatening or disruptive to hospital activities
- Conduct, behavior, or language that is potentially threatening, dangerous or harmful to patient, visitors, or staff
- When an offense against a person is committed or the individual requests police notification
- A suspicious person, action, or event
- Unauthorized personnel / activities
- Presence or use of any illegal substances or weapons
- Missing equipment or property
- Found property

Lost and Found

All persons finding property should contact Security and arrange for the property to be turned over and secured. Security will inventory all articles reported as lost and store them until the rightful owner is located or retrieves the property. Security will notify the rightful owner by telephone or mail, if possible. Persons attempting to claim lost items must describe property to the satisfaction of the Security officer provide proper identification and record the interaction in the Lost & Found book.

Any unclaimed or unidentified property will be held for 60 days. Property belonging to patients is the responsibility of the specific patient care area. Clinical staff should make every effort to store and reunite property with patients who have left the facility or relocated to another patient care location.

Patient's Personal Items/Valuables

Patients should be encouraged during the preadmission and admission process to leave personal items and valuables at home. Valuables and personal items may include currency, credit cards, checkbooks, jewelry, cell phones, electronic devices etc. If a patient is unable to secure these items outside of the hospital setting, the Clinical Services staff must follow proper storage and recording procedures indicated in the Patient's Personal Items/Valuables Policy. The policy also includes specific instructions for staff in the Emergency Department. Protocols for the intake, release and or disposal of patient valuables is also found in the policy.

Envelops used for valuables storage may be obtained in the following manner:

- Staff may use MDI form # 14205 in Forms Catalog
- On the MDI form, staff will request form # 40800 this is the valuable envelope.

Parking Services

Students

A portion of the general student fees will be allocated yearly for student parking in the Fall semester. All students who wish to have student parking must have a valid parking sticker. These stickers are available at orientation from the Associate Dean for Students at the College or from the Manager for Security in the hospital.

Student parking for all Level I students is designated in the surface parking lots. Student parking for Level II students is designated in the Medical Office Centre garage that can be accessed on Union Street. Students may ONLY park on the 7th and 8th floors and never on the 6th floor.

Security escorts are available to and from the Medical Office Center garage and/or the alternative lots by calling 315-448-5173. On-street parking is also available however; it is the responsibility of the student to abide by all metered signs and payment. Students may never park in "A" or "M" lot.

This arrangement is subject to change based on space availability. Students will be given ample notice if the policy changes. In addition, students must abide by all posted parking rules and regulations in the garage or alternative parking lots. If they do not, Security, garage staff, or college administration may revoke parking privileges.

When students are required to attend clinical at outside agencies, it is the students' responsibility to pay for daily parking or obtain a discounted monthly pass. In no way, does the student-parking fee cover this expense.

Employees

- Vehicles must be registered and have stickers– if lost report to Security Base Room 1226 on the first Floor in Lobby. (replacement Fee \$10.00)
- Permit holders only before 10:30 am in the MOC (all other staff follow link to park)

[SECURITY PARKING ENFORCEMENT AND TRAFFIC CONTROL](#)

For all other questions, see [Parking](#)

Parking Validation

Employee Validation in Security Base

- Night Shift Employees \$ 0.00
- After 10:30 am (includes up to 2nd Shift employees) - \$1.00
- Unit 2-8 / 1-8 validated for \$1.00 only for P.O.B. Parking Garage

Off Site Staff

Staff arriving at the hospital from off site may use the MOC parking garage. If the MOC parking garage is utilized, staff must report to Security office in the hospital's main lobby to have their parking ticket validated.

Visitors / Coaches / Patient Validation

Staff Use Only

- Complementary passes provided by staff though service recovery on Unit
- Labor & Delivery validation for any coaches on the day of delivery on Unit

(SECURITY BASE WILL VALIDATE EMPLOYEE PARKING ONLY)

Reduced Rate

Patients or visitors using the Medical Office Centre garage for a period of five (5) days or more may request a reduced parking rate permit from Security located in the hospital lobby. The flat rate of \$5.00 will be charged upon exiting the garage. Those possessing both a flat rate and valid handicapped permit may use valet services.

Valet Parking

For the convenience of our patients, family and visitors, valet parking is available at the hospital's front circle weekdays, 4:45 am – 9:00 pm. A flat rate of \$5.00 will be charged to vehicles transporting patients on the first and last day of their hospital admission or scheduled procedure. Visitors choosing to use valet will be charged the hourly parking garage rate.

After 9:00 PM, Security located in the hospital lobby will assist you with retrieving your vehicle and upon request provide a safety escort to your vehicle.

Payments for the valet service can only be made with cash or check.

Photo Identification Badges

All students and employees are required to display SJHHC photo identification while on hospital premises. The card contains a photograph of the employee, job title, and department as appropriate. The card must be:

- Visible for everyone to read
- Presented upon request
- Worn upon entering and exiting the hospital

How to Get a Photo Identification Badge

New hospital employees should have their pictures taken by Human Resources during the pre-employment process. Identification cards are distributed to new employees during orientation.

Lost or Stolen

If a card is lost or damaged, employees must go to Human Resources for a replacement of the identification card. If the employee is responsible, they will be charged a fee for the replacement.

- Report to Security Base at Room 1226, with ID, and receive a temporary pass only valid for that shift.

PERSONAL IDENTIFICATION POLICY

In compliance with the New York State Labor Law (203-d), students will be required to submit social security cards and drivers licenses to the College of Nursing to protect identity and discourage fraud. The student will upload copies of these documents into their certified profile as required for final enrollment. In cooperation with the Student Records policy, including FERPA regulations, any questions regarding personal information, academic information, and financial aid received at the College will be appropriately screened to ensure your personal identity.

STUDENT BACKGROUND CHECK

St. Joseph's College of Nursing's enrollment requirements include submission of a background check for all accepted students. To ensure the safety and well-being of all patients, background checks are a standard practice for working in healthcare. Student placement in a clinical site/agency assumes that the person possesses good moral character and the ability to successfully pass the rigor of a background investigation and criminal background check. Therefore, it is required that all enrolled students obtain a background check prior to beginning clinical practice.

- All students selected for admission will be enrolled conditionally until background check results are reviewed. The student is responsible for the cost of the background check. Students are required to obtain a background check via certifiedbackground.com by an established/published deadline date
- Results of the background check will be made available to the student and an administrator at St. Joseph's College of Nursing. All background checks will be treated as confidential.
- A student who refuses to obtain a background check or does not obtain a required background check by the published deadline set forth by the College will not be eligible to enroll. This student will be de-registered with no opportunity to re-apply or defer enrollment.
- It is the student's responsibility to determine whether he/she is eligible for licensure. If convicted of a crime, it is the student's responsibility to determine if his/her background will prohibit licensure and employment in the healthcare industry. St. Joseph's College of Nursing administration and faculty are not able to provide legal advice. If a student has questions or concerns about his/her background, he/she may contact legal counsel before enrolling in a nursing program.
- If a background check is negative (no incidences displayed), the summary page of the report is filed in the student's file.
- If a background check is positive, an administrative review process is initiated. The

student will be requested to validate and explain the results. Administration will review according to, but not limited to the following considerations: need for further information, nature of the crime, and Medicare/drug-related incidents. If the incident is deemed to be of no concern by administration, the student will be allowed to enroll.

- If the incident is considered to be of concern and/or the student provides an inadequate explanation, the student will either be requested to provide further information or if the incident is sufficiently egregious that the student will not meet the College's Essential Functions and/or be eligible for placement in clinical settings, and the student will not be eligible to enroll.

SECURITY POLICIES & PROCEDURES

The College of Nursing provides a receptionist during the hours of 6:00 a.m. to 4:30 p.m. Monday through Friday and college weekends.

All College access points, including the main door are secured. Students authorized to access the building after normal operating hours must use their St. Joseph's Hospital Health Center ID Badge. Hospital ID Badges that are lost or stolen must be reported to Security immediately.

SECURITY SERVICES

Security Services provides security related services to the College campus seven days a week, 24 hours a day. Although officers are not sworn or armed, they respond to calls of any nature, including all campus emergencies – fire, accidents, physical crimes, and disturbances.

Security conducts periodic patrols of all areas of campus. A wide range of non-emergency related services is also available to the Hospital community including personal safety escorts to and from the college, hospital, and the parking lots. As part of the programs sponsored by Security, crime prevention information or personal safety related in-services are available by request.

ESCORT SERVICE

All students are encouraged to contact security if they wish an escort to their vehicles in the lots or garage. Students need to call 315-448-5173 and request this service.

WEAPONS ON CAMPUS

Except as required by law, (e.g., law enforcement, correctional facilities or armored carrier service) the possession or use of firearms or explosive materials on St. Joseph's College of Nursing campus property is prohibited. IF A WEAPON IS DISCOVERED, IT WILL BE CONFISCATED BY SECURITY WHO WILL TURN THE ITEM OVER TO THE APPROPRIATE LAW ENFORCEMENT AGENCY. STUDENTS FOUND IN POSSESSION OF A WEAPON ARE SUBJECT TO ARREST, SUSPENSION, AND/OR DISMISSAL FROM THE COLLEGE.

CAMPUS SAFETY GUIDELINES

- Burning of candles or incense is not permitted in any area of the building.
- There is no smoking in the building, on the porch or other areas of the grounds
- Decorations must be made of fireproof material. Lights may not be covered at any time.

FIRE PROCEDURES

Fire drills are required by law. There will be a minimum of two fire drills per academic year. Students and faculty/staff are responsible for following the fire drill procedure as reviewed by Security & the Resident Advisors and posted on the bulletin board in each lounge and in the back of each classroom. Students and faculty/staff should become familiar with the use and location of fire extinguishers and fire exits. If a student should be near any handicapped person (blind, deaf, etc.), he or she is asked to signal that person of the drill and escort him/her out of the building. The receptionist must be notified that this action has been taken.

In the event of a fire, follow standard hospital fire pre-plan: RACEE:

“R” – Rescue endangered persons

“A” – Alarm by pulling nearest alarm box and call x5555 on campus or 911 off campus

“C” – Confine – close all windows and doors

“E” – Extinguish if you feel comfortable

“E” – Evacuate fire area

Procedure:

- Immediately pull the nearest fire alarm pull station. Alarms are monitored 24/7 by an independent company who would notify the fire department immediately.
- Any employee, faculty member, or student in any other location of the building is to close windows and doors, and, if possible, turn off the lights while proceeding to the nearest exit.
- Upon exit, proceed to designated area, which is the guard shack in parking lot “A.”

Note: The person pulling the alarm, once he/she is safely outside, must immediately notify Security or the fire department as to the location of the fire.

SMOKE AND HEAT DETECTOR SYSTEM

All hallways in the College of Nursing are equipped with smoke and heat detection alarms as well as smoke doors midway in each hallway. These heat and smoke detectors plus the smoke doors are wired to the fire alarm panel in the College of Nursing.

Individual rooms have their own hard-wired smoke detectors. If activated, these smoke detectors do not sound through the main fire alarm system in the building but sound only in the individual room. If the room’s smoke alarm should sound, the occupant should evaluate the cause before pulling the nearest alarm stations (located in the hallways).

Any tampering with smoke heat detector system will result in dismissal from the college.

OTHER SAFETY INFORMATION

Tampering with or abuse of any fire safety, emergency or elevator device or system, or any other act which threatens human life or safety, are considered extremely dangerous acts and are prohibited. Such systems include but are not limited to fire alarm pull boxes, smoke detector systems, alarm bells and sirens, fire extinguishers, emergency and electrical panels, exit signs, posted emergency information, and elevator systems and equipment.

Furthermore, any unsafe condition should be reported immediately to Administration or to Security.

WEATHER RELATED EMERGENCY CLOSING/CANCELATION POLICY

When severe weather emergencies (snow, ice, flooding, power failures) require the College to delay or cancel classes, notification will be made through announcements by local radio, television stations, and the College's SONIS system via text message. In the absence of any announcement, the College is open and students, faculty, and staff are expected to be in attendance. If you have not setup your text-me alert you can do so under your "Update Bio" page in SONIS.

Since the College serves a large geographic area, students, faculty, and staff are expected to exercise their own judgment when hazardous conditions exist.

Students:

- The cancelling of classes includes theory, clinical, and outside experiences for students.
- If the cancellation of classes occurs **after** the theory, clinical, or outside experience has begun, these events will continue as scheduled.
- If the cancellation of classes occurs **before** the theory, clinical, or outside experience has begun, all will be cancelled.
- If an outside agency closes, even if the College remains open, students will be required to make up the clinical hours at no charge.

Administration, Faculty, and Staff:

- Administration, Faculty, and Staff who make the decision to not travel to work when classes at the College of Nursing are cancelled, are expected to take an ETO (Earned Time Off) day, as is the protocol for all employees of St. Joseph's Health.

Delayed Opening:

When the College delays opening due to inclement weather, classes will then resume during their regular time periods. For example, if the College delays opening until 11:00 a.m. on Tuesday, the 11:00 a.m. classes

A. CLOSING THE COLLEGE

Closing the College means to close all operations at all sites. Closing the College results in the cancellation of classes/clinical/outside experiences, student, faculty and staff activities, and meetings. All general offices are closed.

If the closing occurs after classes, clinical or outside experiences have begun, all events starting after the closing is announced are cancelled. Events already in session will continue.

If an outside agency closes, even if the College remains open, students will be required to make up the clinical hours at no charge.

B. DELAYED OPENING

When the College delays opening due to inclement weather, classes will then resume during their regular time periods. For example, if the College delays opening until 11:00 a.m. on Tuesday, the 11:00 a.m. classes/clinical will meet, followed by all regularly scheduled classes after this time.

C. CANCELLATION OF CLASSES, CLINICAL AND/OR OUTSIDE EXPERIENCES

Cancellation of classes (off campus or on campus) means to cancel one, several, or all classes, clinical, and/or outside experiences in the absence of officially closing the entire College.

EMERGENCY NOTIFICATION IN CASE OF CAMPUS COMMUNITY OF SIGNIFICANT CAMPUS EMERGENCY OR DANGEROUS SITUATION

In the case of a significant campus emergency or dangerous situation to any of the locations specified in the Clery Act, (on campus, including the hospital and College; non-campus buildings, such as off-site properties; or public property, such as the streets adjacent to the campus) administration will immediately send out an urgent email via the college distribution lists. Next, this information will be shared with radio station WSYR-AM 570 as well as television news channels 3, 5, 9 & News 10.

Evacuation policy

Emergency/Disaster Operations plan Hospital Policy

The Policy can be found on the hospital intranet at the following site:

http://intranet/network2000/fs/eoc/Emergency_Management/E-DOP%20Docs/EDOP_Part1_Policies/P1-EMP-11a_SJHHC_Overhead_Code_Links.pdf

The entire policy is distributed and discussed at orientation. In addition, the College follows the hospital's policy and procedure for dealing with the following Overhead Response Codes. Procedure for these codes is reviewed at orientation and drills are conducted quarterly.

Announcement Response

Code **"A"** Alpha Alerts staff to an infant/Minor abduction.

Code **"B"** Bravo Activates the Hospital Command Center (HCC).

Code **"C"** Charlie Alerts necessary personnel for an OB Emergency.

Code **"D"** Decon Decontamination teams activated.

Code **"F"** Foxtrot Facility evacuation as directed by Administration or Fire Chief

Code **"G"** Gray Alerts the Behavioral Health Response team

Code **"I"** Ivan An unexpected mass influx of patients is occurring, Surge Capacity Procedures in effect

Code **"L"** Lockdown Activates house lockdown and traffic control procedures for Level 1, 2 or 3 Lockdown

Code **"M"** Mike Calls additional security staff to an area.

Code **"P"** Papa Patient discharge to open beds for emergency/disaster operations

Code **"R"** Red Fire Alarm (R.A.C.E.E.) Rescue, Alarm, Confine, Extinguish, Evacuate

Code **"S"** Sierra Bomb Threat

Code **"T"** Tango Active Shooter

Code **"W"** Weather Severe weather warning. Staff cannot leave without contacting manager/administrative coordinator.

Code **"X"** X-Ray Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Event Response

Code "T" TANGO – Active Shooter Response

1) RESPONSE:

- a. Remain calm.
- b. Quickly determine the most reasonable way to protect yourself and others.
- c. Evacuate if safe to do so and leave your belongings behind.
- d. Prevent individuals from entering where the active shooter may be.
- e. Close doors leading into work or patient care areas including patient rooms.
- f. Conceal yourself and others within a closed and locked door (if available)
- g. Turn off any source of noise (i.e., radios, televisions, and silence cell phone).
- h. Call Security at 5555 or 911 (Off site locations) when you are safe and provide the following information if known:
 1. Location of the active shooter.
 2. Number of shooters, if more than one.
 3. Physical description of shooter/s.
 4. Number and type of weapons held by the shooter/s.
- i. Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

2) WHEN LAW ENFORCEMENT ARRIVES:

- a. Law enforcement's purpose is to stop the active shooter as soon as possible.
- b. The first officers to arrive to the scene will not stop to help injured persons.
- c. Remain calm, and follow officers' instructions.
- d. Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from where the officers have come from. **DO NOT FOLLOW THE OFFICERS.**

3) RESCUE TEAMS:

- a. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers and treat or remove wounded persons.
- b. Once you have reached a safe location or an assembly point designated by law enforcement, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.
- c. Do not leave until law enforcement authorities have instructed you to do so.

- 4) **PURPOSE:** As active shooter situations increase in frequency, the purpose of this response annex is to provide staff with the necessary information to mount an effective response to such a situation.

THE COLLEGE IS EQUIPPED WITH AN OVERHEAD SPEAKER SYSTEM. WHEN CODE "T" IS IN EFFECT, THIS WILL BE BROADCAST COLLEGE-WIDE AND IT IS THE RESPONSIBILITY OF THE STUDENT TO FOLLOW THE SAFETY PRECAUTIONS LISTED ABOVE. IN ADDITION, IF POSSIBLE, A COLLEGE ADMINISTRATOR WILL SHARE VIA TEXT/E-MAIL FOR ALL OFF-CAMPUS STUDENTS TO STAY AWAY FROM CAMPUS.

OTHER SAFETY INFORMATION HATE CRIMES

What is a hate crime?

Hate crime, also known as bias crime, is a criminal activity motivated, in whole or in part, by the perpetrator's bias against another individual or group based on a belief or perception, regardless if that belief or perception is correct, based on another's race, gender, religion, sexual orientation, ethnicity, or disability.

The College, in compliance with current regulations, reports as hate crimes any occurrences

of criminal homicide, sex offences, robbery, aggravated assault, simple assault, burglary, larceny, motor vehicle theft, arson, intimidation, and destruction/damage/vandalism of property and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias (race, gender, religion, sexual orientation, ethnicity or disability) that have been reported to local law enforcement or Campus Security authority.

Examples of hate crimes include murder, manslaughter, forcible and non-forcible sex offences, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny, intimidation, destruction/vandalism of property in which the victim or victims were intentionally selected because of an actual or perceived category outlined above.

Not only are hate crimes a violation of SJCON code of conduct, they are prohibited under the New York State Penal Law, Article 485. Penalties for a person convicted of a hate crime are serious and range from fines to lengthy prison sentences.

Clery Act only reports the six categories of bias outlined below:

- RACE
- GENDER
- SEXUAL ORIENTATION
- ETHNICITY/NATIONALITY ORIGIN
- DISABILITY

The College of Nursing provides a preventative and awareness program related to sexual assault, awareness, and prevention. Each year, incoming freshman participate in a mandatory program related to sexual assault awareness and prevention delivered by Vera House, a community based not for profit organization. Students who are dually enrolled at Le Moyne College are also encouraged to participate in Active Minds, the Wellness Center for Health and Counseling programming. Referrals are made to Employee Assistance Program for students enrolled solely at the College of Nursing. Ongoing programs at Le Moyne College are posted and students are encouraged to attend.

SEXUAL ASSAULT & RAPE

What is the College's policy regarding sexual assault and rape?

St. Joseph's Hospital Health Center College of Nursing is committed to the maintenance of an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The College will not tolerate rape, sexual assault, or other forms of nonconsensual sexual activity. St. Joseph's supports this policy for students, faculty, staff, guests, and visitors.

St. Joseph's will enforce this policy through internal disciplinary procedures, security programs, and the encouragement of external prosecution of alleged offenders through appropriate external judicial forums. Violations of this policy shall include, but not be limited to, the following:

- 1) Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration.
- 2) Any actual or attempted nonconsensual sexual activity including, but not limited to: sexual intercourse, or sexual touching, committed without physical force, coercion, threat, or intimidation; exhibitionism or sexual language of a threatening nature by a

person(s) known or unknown to the victim.

Nonconsensual activity shall include, but not be limited to, situations where the victim is unable to consent because he/she is physically helpless, or mentally incapacitated due to drug or alcohol consumption, or is unconscious, regardless of whether or not the consumption was with the victim's consent.

Victims of nonconsensual sexual activity are encouraged to file a complaint through the Director of the College of Nursing or the Coordinator of Student Development as soon as possible after the alleged incident. Complaints may also be filed by parties not directly related to the College where a significant relationship to the mission and interests of the College can be shown.

Complaints against students will be forwarded to the Dean of the College of Nursing for resolution within the College. Complaints against employees will be forwarded to the Office of Human Resources for resolution within the Hospital's grievance procedure systems. Members of the Hospital community found to be in violation of this policy through the procedures and systems described above shall be subject to sanctions including suspension and permanent expulsion.

This policy shall supplement all other policies relating to sexual abuse and harassment, all of which shall remain in effect. All policies shall be applied consistently in such a manner as to effectuate their collective purpose and may be amended from time to time as deemed necessary or desirable by the College.

What does New York State Penal Law say about sexual offenses?

Rape and other sexual offenses are illegal in New York State under §§130.00-130.70 of the Penal Code and may be prosecuted in a court of law.

New York State Penal Code, Article 130, and the New York State Sexual Assault Reform Act (SARA) are the laws that govern the prosecution of sexual offenses in New York State. The following information is an interpretation of New York State Penal Code and should not be substituted for any information or advice offered by the local District Attorney's Office. St. Joseph's College of Nursing regulations and the laws of New York State operate independently of one another and they do not substitute for each other. St. Joseph's may pursue enforcement of its own college regulations whether or not legal proceedings are initiated.

Under New York State Law, a sexual offense occurs when certain sexual acts are perpetrated against a victim without his or her consent. The law defines both the behavior and the physical nature of a sex offense and the lack of consent involved. "Lack of consent" can be defined as: (a) occurring as a result of physical force, coercion, or by threat either expressed or implied; (b) occurring when a victim is physically unable to indicate lack of consent because the victim is unconscious or because of a physical disability that makes one unable to physically or verbally communicate lack of consent; (c) the result of mental incapacitation in which the victim is temporarily incapable of understanding or controlling his or her conduct because of a drug or other intoxicating substance; or (d) when the victim is under 17 years of age.

What does New York State Penal Law say about penalties for sexual offenses?

Sexual Misconduct

Under New York State Penal law, sexual misconduct is defined as engaging in sexual intercourse with a female without their consent, or engaging in deviate sexual conduct with a person without the latter's consent. Sexual misconduct is classified as a Class A misdemeanor and definite sentence of imprisonment up to one (1) year.

Sexual Abuse

Under New York State Penal law, if a person is forced to engage in any form of sexual contact without consenting, it is considered sexual abuse. Sexual abuse is classified as a Class A misdemeanor -- Class D felony depending on the severity of offense and particular circumstances, and can carry a maximum sentence of 15 years' imprisonment.

Rape

Under New York State Penal law, if a person engages in nonconsensual intercourse due to physical force (forcible compulsion), due to coercion or threat--actual or implied, engages in sexual nonconsensual intercourse with another person who is less than 17 years old, or engages in sexual intercourse with another person who incapable of giving informed consent due to physical, emotional, or psychological disability or impairment the act is considered rape. Rape is classified as a felony offense, Class B-D, depending on the severity of the offense and can carry a maximum sentence of 25 years.

Sodomy

Under New York State Penal law, if a person engages in nonconsensual deviate intercourse due to physical force, coercion, or threat--actual or implied--the act is considered sodomy. Sodomy is classified as a felony offense, up to Class B felony, depending on the severity of the offense and can carry a maximum sentence of 25 years.

What are St. Joseph's penalties regarding sexual offenses?

Sanctions for violations of St. Joseph's policies regarding sexual assault may include the following and other measures:

- relocation or loss of campus housing privileges;
- reassignment of academic courses to avoid contact with the complainant; and
- status sanctions, including disciplinary probation, suspension, or expulsion

All St. Joseph's College of Nursing sanctions are separate from any criminal sanctions that may be imposed on adjudged subjects.

What are some personal safety tips to avoid sexual assault and rape?

At home

- keep all doors and windows locked and secured
- use adequate exterior lighting and keep lights on indoors as well
- don't hide your key in any outdoor place
- do not reveal to stranger that you are home alone

In the car

- keep doors locked and windows rolled up
- know where you're going and how to get there

- check gas gauge before every trip
- NEVER pick up hitchhikers
- stay on well-lighted and well-traveled highways and streets
- do not stop to aid strangers
- park as close to your destination as possible, in a well-lighted area
- lock your car
- have your keys in your hand and ready when you return
- check the interior before you re-enter your car

When walking

- walk with someone else whenever possible; request an escort whenever possible
- let someone know where you're going and when you expect to return
- stick to well-lit, familiar, well-traveled areas (avoid "short-cuts" through questionable areas)
- walk near the curb facing oncoming traffic
- if you are harassed by the occupants of a car, turn around and walk the other way. The driver would have to turn around to follow you.
- if you walk home regularly at night, vary your route
- if a driver stops to ask you directions, do not get too close to the car
- if you think you are being followed, change direction and head for a well-lit area with other people around (fire or police station, all-night store or restaurant, etc.)
- cross to the other side of the street rather than confront an individual in an isolated area
- have your key ready when you arrive home and lock the door behind you!

With acquaintances

- know what you want sexually; set sexual limits; don't give mixed messages
- trust your gut instinct about situations to avoid
- be clear and responsible in your communication with others
- be forceful firm, and assertive
- be aware of nonverbal cues that can alert you to a problem
- in communicating your unwillingness to engage in an activity, reject the activity, not the person
- remember that silence is not consent
- don't assume that the other person knows what you want or don't want
- use the buddy system; watch out for your friends
- at the beginning of a relationship, go on double dates; avoid secluded areas
- do not assume that if you are with a friend or acquaintance nothing bad will happen
- devise an action plan in advance for what you would do in confronted with a situation of possible rape or sexual assault
- remove yourself from a situation at the first sign that you are feeling controlled or unsafe
- become comfortable with the idea that you may have to be "rude", make noise, yell, etc., in order to remove yourself from a possible situation. Do not worry about the other person's feelings.

In social situations

- don't lose control of yourself; alcohol and other drugs impair judgment
- don't go to a bar, party, or social event alone
- get your own drink (alcoholic or otherwise)
- watch your drink being poured and do not leave it unattended at ANY time

- don't drink from a large, open container, like a punchbowl
- don't drink anything that tastes unusual to you, especially a salty taste
- don't share drinks

How should I react if I find myself in a rape or sexual assault situation?

Perhaps, in spite of reasonable precautions, you will be confronted by a potential rape or assault. The question becomes, "How can I successfully resist a sexual assault?" What you chose to try will be largely determined by the kind of person you are, your assailant, and the circumstances of the situation.

In many cases, the initial approach by the rapist is not hostile, and is socially acceptable (asking for directions or for the correct time, for example.) This is often a "test" to determine if the potential victim can be easily intimidated. A confident, assertive response may decrease the chance of being victimized.

In considering your abilities and normal coping style, select tactics suitable for you. Possible responses are described below. Depending on the situation, each can be effective by itself. Remember that if talking or stalling fails, active resistance is still an option.

- **Talking** – Trying to communicate is, for some victims, the most natural reaction. Speak calmly (not crying, pleading or moralizing) as one human being to another, to reduce his rage and enhance his ego.
- **Stalling** – Stalling is an intermediate tactic to give you time to recover from the initial shock and to survey your predicament. Do the unexpected convincingly, so as not to antagonize your assailant and to make him stop what he is doing. Stalling can take many forms such as going limp and sinking to the ground, pretending to have developed abdominal, or chest pains.
- **Running** – This will work if you are sure you can get to safety (and if there is somewhere to run.)
- **Screaming** – Before you start to scream, think what the rapist's reaction may be. He may be frightened off, but he may react violently in order to silence you. Screaming can work if you are sure help is within hearing distance. A whistle or air horn may be more audible if it is readily available.
- **Fighting** – Fighting might make sense if you are sure he has no weapon and you know he is alone. Ask yourself if you are willing to fight hard enough to stop the assailant and if you are really willing (and able) to hurt someone. If you think your natural reaction would be to fight, then consider making sure you know how. Self-defense classes are available in the community.
- **Weapons** – Many items can be used as weapons, such as keys, pens, pins, etc. Also, consider the possibility that a weapon can be taken away and used against you. Your best weapon is your ability to think quickly and clearly.

***If you think your life is in immediate danger, use any defense method that comes to mind. Scream, struggle, run, or use whatever is handy as a weapon.

What should I do if I am a victim of rape or sexual assault?

Actions taken by a victim immediately after he or she has been raped are important steps in rape prevention because a rapist rarely stops with one victim. A rapist can be stopped by immediate and successful prosecution. Some victims are afraid of reporting a sexual assault or rape because they anticipate embarrassment and shame. The only shame would be if the rapist goes free. Some things to do that will help preserve evidence:

- do not change clothes
- do not bathe, shower, douche, or clean up
- do not throw anything away
- do not use any medications

Often the only witness in a rape case is the victim, so it is important to remember as much as possible about the assailant. Information most needed to apprehend and prosecute includes:

- car license number, make and color
- race of assailant
- approximate age, weight and height
- color and length of hair
- color of eyes
- clothing
- any unique marks, scars, tattoos, rings, etc.
- anything the assailant may have left at the scene

What are my reporting options as a victim of sexual assault or rape?

Victims have several options, and may choose to use one or more of the following: counseling, medical care, reporting (with or without prosecution), criminal prosecution, College/Human Resources complaint, civil court action, or no action. These decisions are often very emotional and difficult. Victims are encouraged to make use of the following options:

- Title IX coordinator is Katherine Dixon, 448-5784
- Dean or Associate Dean of the College of Nursing are available as advocates to confidentially discuss reporting options including medical and legal options, and assist and/or accompany students through any of the processes they may wish to pursue:
- contact your resident assistant or the resident assistant on call
- contact hospital security (x5555 or 448-5173)
- contact Syracuse's Rape Crisis Center (468-3260)
- go to St. Joseph's or UPSTATE Hospital Emergency Department
 - meet with a SANE nurse (Sexual Assault Nurse Examiner)
 - to get a physical exam and STD testing
- have a rape kit completed
 - at the hospital, evidence will be collected and stored
 - this must be done within 72 hours of the incident
 - much more evidence can be collected if you do not clean yourself until you have been examined
- the rape kit should be done as soon as possible after the assault has occurred
- the Syracuse Police Department (911 or 442-5140), which has jurisdiction over the geographic area where the assault occurred, can provide an officer/investigator to explain its criminal investigation procedures to the victim. The Abused Persons Unit (APU) is composed of specially trained investigators who provide invaluable assistance to victims of sexual assaults and relationship violence.
- the Onondaga County District Attorney's Office Special Victims Unit is composed of trained prosecutors who are especially sensitive in assisting sexual assault victims through the criminal court process. The D.A.'s office provides experienced attorneys, at no charge, to review, advise, and/or prosecute these cases.

- Human Resources oversee staff and faculty matters. Complaints regarding offenders who are St. Joseph's employees may be filed with this office.
- contact St. Joseph's Employee Assistance Program for free, confidential help and referrals to counseling and other mental health resources (451-5164 or 1-800-835-5012)
- a victim can also elect to take the case to civil court. For civil lawsuits, all parties must locate their own private attorneys and pay for attorney and court fees.
- the victim may decide not to report the assault. The decision to initiate a report or complaint is a difficult one. Should a victim decide to file a complaint later, many of the above resources will still make themselves available. If the filing of charges is being considered, serious attention should be given to timely reporting, since evidence and other factors may be significantly affected by delays.

What are my entitlements as a victim?

- to have the rules of confidentiality followed in order to protect a student's privacy
- to receive private and confidential medical treatment and to be examined for personal injuries, STD's, and pregnancy
- to receive the same credibility as a person reporting any other crime
- to prosecute or not to prosecute
- to complete a rape kit or not
- to have the option to withdraw from legal proceedings
- to answer only questions relevant to the crime
- to decide what services to take advantage of
- to receive counseling through EAP, the Syracuse Rape Crisis Center, or from a therapist in the community

What can you expect after the assault?

Victims of sexual assault or rape may feel a variety of emotions – anxiety, anger, guilt, shock, fear, etc. These feelings may be expressed in a variety of ways including screaming, crying, obsessive bathing or exercising, hyperventilating, pacing around the room, and/or withdrawing. Physical symptoms of pain, soreness, fatigue, diarrhea, headache, and/or shakiness may be experienced. A world that once felt safe and secure may suddenly appear frightening and unpredictable. Normal responses to trauma may include:

- feeling alone and in disbelief about what happened not sleeping well, having nightmares, waking frequently
- being scared, seeing the assailant everywhere, not trusting people like you used to,
- feeling depressed and/or guilty, feeling afraid of places and situations associated with the trauma,
- feeling afraid of sexual contact even with someone you trust and wish to be close to (sexual intimacy may trigger flashbacks of the assault)

There is a need to talk and sort through your experience and feelings. You may feel very alone, and a chance to talk to someone else who was sexually assaulted or raped may reassure you that you are not alone. It may be important for you to know that friends and loved ones still care about you and do not blame you for what happened. Counseling is important and being involved in a support group may help. Working through the trauma of sexual assault or rape will be enhanced by a strong support network, a willingness to be open, and talking out thoughts and feelings.

SEX OFFENDER REGISTRY INFORMATION

In accordance with the Federal Campus Sex Crime Prevention Act of 2000, Campus Security is providing a link to the New York State Offender Registry. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state may be obtained concerning registered sex offenders. It requires sex offenders already required to register in a state to provide notice, as required under law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

www.criminaljustice.state.ny.us/nsor.

ANNUAL FIRE SAFETY REPORT

The Higher Education Act, as amended by the Higher Education Opportunity Act specifies new campus safety requirements, including an annual fire safety report and fire log. Statistics must be collected and reported, in the annual fire safety report and the Department of Education's web-based data collection system, for each on-campus housing facility. An on-campus housing facility is defined as any student housing facility that is owned or controlled by the institution, or is located on property owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus. For the purposes of fire safety reporting a fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety Education and Training

The Department of Security Services office is responsible for a majority of the College's fire prevention and safety training programs as well as regular fire and life safety inspections. Fire safety education and training programs

Law requires fire drills. There will be a minimum of four fire drills per academic year. Students and faculty/staff are responsible for following the fire drill procedure as reviewed by Security & the Resident Hall Coordinator and posted on the bulletin board in each lounge and in the back of each classroom. Students and faculty/staff should become familiar with the use and location of fire extinguishers and fire exits. If a student should be near any handicapped person (blind, deaf, etc.), he or she is asked to signal that person of the drill and escort him/her out of the building. The receptionist must be notified that this action has been taken.

The purpose of the fire and evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. In addition to educating occupants of each building about fire safety and evacuation procedures during the drills, the process also provides the Department of Security Services with an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Department of Security Services to evaluate egress and behavioral patterns. Reports are prepared by the Department of Security Services, which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration.

The Resident Advisers are trained in these procedures and act as an ongoing resource for

students living in residential facilities.

Fire Drills

All students are required to evacuate the College of Nursing during a fire drill to an area away from the buildings. St. Joseph's Security Officers check each floor to ensure students have left the building.

In 2015, four fire drills were conducted in the College of Nursing Building.

Emergency Fire and Evacuation Procedures

In the event of a fire, follow standard hospital fire pre-plan: **RACEE:**

- "R" – Rescue endangered persons
- "A" – Alarm by pulling nearest alarm box and call x5555 on campus or 911 off campus
- "C" – Confine – close all windows and doors
- "E" – Extinguish if you feel comfortable.
- "E" – Evacuate fire area.

Procedure:

- Immediately pull the nearest fire alarm pull station. Alarms are monitored 24/7 by an independent company who would notify the fire department immediately.
- Any employee, faculty member, or student in any other location of the building is to close windows and doors, and, if possible, turn off the lights while proceeding to the nearest exit.
- Upon exit, proceed to designated area, which is the guard shack in parking lot "A." *Note:* The person pulling the alarm, once he/she is safely outside, must immediately notify Security or the fire department as to the location of the fire.

SMOKE AND HEAT DETECTOR SYSTEM

All hallways in the College of Nursing are equipped with smoke and heat detection alarms as well as smoke doors midway in each hallway. These heat and smoke detectors plus the smoke doors are wired to the fire alarm panel in the College of Nursing.

Individual rooms have their own hard-wired smoke detectors. If activated, these smoke detectors do not sound through the main fire alarm system in the building but sound only in the individual room. If the room's smoke alarm should sound, the occupant should evaluate the cause before pulling the nearest alarm stations (located in the hallways).

Any tampering with smoke/heat detector system will result in dismissal from the college.

Daily Fire Log

In addition to disclosing crime and fire statistics to the US Department of Education and in its Annual Security and Fire Safety Report, the Department of Security Services maintains a Fire Log that includes the nature, date, time, and general location of each fire incident that is reported to or identified by the Safety and Security. The Department of Security Services reserves the right to exclude certain reports or temporarily withhold information from the log under circumstances permitted by law.

The Daily Crime and Fire Log for the most recent 60-day period are available for public inspection, upon request, during normal business hours at the Department of Security Services. Portions of the Log that is older than 60 days will be made available within two business days of a request.

Reporting Fires in On-Campus Facilities

After a fire has occurred on campus the following college personnel must be notified;

- Call 448-5173 and asking to speak to the shift supervisor
- Call the Manager of Security, Brian Benedict at 448-5227 or by e-mail brian.benedict@sjhsyr.org
- Call the Director of Facilities Services, Kevin Flegal at 448-5842 or by e-mail kevin.flegal@sjhsyr.org
- Call 448-5040 and ask to speak to a college administrator

OTHER SAFETY INFORMATION

Tampering with or abuse of any fire safety, emergency or elevator device or system, or any other act which threatens human life or safety, are considered extremely dangerous acts and are **prohibited**. Such systems include but are not limited to: fire alarm pull boxes, smoke detector systems, alarm bells and sirens, fire extinguishers, emergency and electrical panels, exit signs, posted emergency information, and elevator systems and equipment. Furthermore, any unsafe condition should be reported immediately to Administration or to Security.

Smoking: As per the Tobacco Free Policy: there is no smoking on the college campus, including the Residence Hall. This includes student rooms, bathrooms, lounges, and sundeck. Students will receive one warning. Further Violation will result in dismissal from the residence hall.

Inspection of Rooms (Other Than Maintenance Purposes): The Associate Dean for Students, Residence Hall Coordinator, and other appropriate College personnel are authorized to enter resident rooms for not only repair and maintenance purposes but also to inspect a room and its contents at any time for violations of resident/College regulations. Administration, Residence Hall Coordinator, and facilities services supervisors are the only people authorized to inspect rooms. Inspections are typically conducted when there is reasonable suspicion of rules violation or a clear concern about student safety; however may be done at any time. Students need not be present for room inspection in these cases. Fire hazards or contraband materials may be confiscated at any time.

Room Checks: When accompanied by an administrator, security, or maintenance worker, a Residence Hall Coordinator may also perform room checks without advanced notice. These checks are done in order for the health and welfare of the entire resident community.

Appliances/ Baking and Cooking: Each resident lounge is equipped with an approved, toaster, microwave oven, refrigerator, and freezer. Cooking and baking are permitted in these lounges only, never in student rooms or other areas. Electrical appliances and/or microwaves of any kind must not be used in student rooms.

Candles: Candles (even those intended for decorative purposes only) are not permitted in the residence hall. Burning of candles or incense is not permitted in any area of the building. Students will receive one warning and item(s) will be confiscated. Further Violation will result in dismissal from the residence hall.

Fire Safety System

Residential Facilities	Fire Alarm Monitoring Done by Outside Company	Full Sprinkler System	Smoke Detection	Portable Fire Extinguishers	Evacuation Plans Cards	Strobe lights
206 Prospect Avenue	X	X	X	X	X	X

Fire Statistics

Residential facilities for students are located at the Main Campus only.

2017 FIRE STATISTICS

Residential Facilities	Total Fires in Building	Fire Number	Cause of Fire	No. of Injuries Requiring Treatment at a Medical Facility	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
206 Prospect Avenue.	0	0	N/A	0	0	0

2016 FIRE STATISTICS

Residential Facilities	Total Fires in Building	Fire Number	Cause of Fire	No. of Injuries Requiring Treatment at a Medical Facility	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
206 Prospect Avenue	0	0	N/A	0	0	0

2015 FIRE STATISTICS

Residential Facilities	Total Fires in Building	Fire Number	Cause of Fire	No. of Injuries Requiring Treatment at a Medical Facility	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
206 Prospect Avenue	0	0	N/A	0	0	0