

**2013**

# Uniform Campus Crime and Fire Safety Report



**Jeanne Clery Disclosure  
of Campus Security Policy  
and Campus Statistics  
2010-2012**



Southern Connecticut  
State University

# CAMPUS SECURITY REPORT

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# CAMPUS SECURITY REPORT



## I. Introduction

The 2013 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics for Southern Connecticut State University has been carefully prepared for your review. This annual report includes mandated crime statistics for the 2010, 2011 and 2012 calendar years. The statistics reflect reported crimes that occurred on campus, as well as those that occurred on off-campus affiliated properties, as well as public property immediately adjacent to the university. There is a section dedicated to fire safety that provides statistical and important fire safety information.

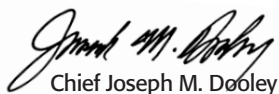
The report also includes an overview of the police services provided by the Southern Police Department. The core mission of the University Police is to provide a safe environment for the students, faculty and staff, and Southern police officers are very proactive and work hard to eliminate the opportunity for a crime to occur. This strategy involves high visibility, safety education and awareness and public trust and is accomplished through a variety of programs offered throughout the year.

It is my hope that you find the information contained in this report helpful, and I encourage you to contact any member of the police department with any safety or security questions you may have.

This report is available to all students, faculty and staff online at:

**[SouthernCT.edu/go/cleryreport](http://SouthernCT.edu/go/cleryreport)**

Copies of this report are available in the lobby of the University Police Department, located in Granoff Hall. The report is also available, upon request, to any student, faculty or staff person and to the general public.



Chief Joseph M. Dooley

## Preparing the Annual Campus Security Report

The SCSU Police Department is responsible for preparing and distributing the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Annual Security Report is published every year by October 1 and contains three years of selected campus crime statistics and specific campus security policy statements as required by the Clery Act. The SCSU Police Department composes the Annual Security Report and assembles the statistical information with input from various sources, such as local law enforcement agencies and the Office of Student Affairs.

All crimes, even if one does not wish to pursue action within the university system or the criminal justice system, should be reported to the SCSU Police Department for the safety and security of the community and to ensure inclusion in the annual crime statistics.

## SCSU Police Department Overview: Mission and Personnel

The SCSU Police Department is located in Granoff Hall in the heart of the SCSU residence life complex. It functions 24 hours a day, seven days a week throughout the year and has been in operation for more than 25 years. The University Police Department provides a full range of police services to ensure the safety and protection of the campus and its university population of more than 12,500 faculty, staff and students, of which about



2,800 reside on campus. Situated on 171 acres, the campus territories include nine high-rise residence halls, 36 buildings, four sports fields, 12 parking lots, a 600-space parking garage, a 450-space residence garage, and a new 1257-space garage on Wintergreen Ave.

**The mission of the SCSU Police Department is to provide a safe environment for the faculty, staff, students, and visitors through its commitment to:**

**R**eliability - to provide the absolute best service to this community

**E**ducation - to educate faculty, staff and students in all areas of crime prevention

**S**afety - to teach the community how to protect itself against crimes of opportunity

**P**rofessionalism - to conduct ourselves in a professional manner utilizing training and equipment

**E**nforcement - to enforce federal, state, and university laws and regulations

**C**ommitment - to provide a safe and secure environment for our community

**T**rust - to provide an atmosphere that is fair and impartial while maintaining the integrity and high standards of the Police Department and the university

Currently, SCSU police have 27 officers, including the chief of police, deputy chief of police, lieutenant, four sergeants, detective, and 19 patrol officers. There are also five dispatchers, one building and grounds officer, and 25 university assistants.



## Authority and Jurisdiction

The police at Southern, as well as at Central, Western and Eastern Connecticut State universities, the Connecticut community colleges and the University of Connecticut are governed by Connecticut General Statutes 10a-142 and 29-18. University police have the duties, responsibilities, and authority of any duly organized police department, including comprehensive arrest powers. University police also have access to and use of all current law enforcement technologies. They interact with the state judicial system in relevant cases and assist other law enforcement agencies in carrying out their mission.

The SCSU Police Department jurisdiction is primarily defined by the geographic limits of property owned or controlled by the university and the immediate perimeter. It provides assistance to neighboring municipal police departments when needed. Although there are no formal

memoranda of understanding agreements at this time, university police work in collaboration with area law enforcement.

## Daily Log

The SCSU Police Department maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime. Entries or updates within two business days may be withheld if the information is protected by statute, if there is a danger to the victim or a need to keep the investigation confidential.

If there is reason to believe that release of information will result in the perpetrator leaving the area or that evidence will be destroyed, information may be withheld until the jeopardy no longer exists. The daily log is open to public inspection at the Police Department, located in Granoff Hall, for a 60-day period. Data more than 60 days old will be made available within three business days of a request for public inspection. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. All records required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act will be retained for a period of three years following the publication of the last annual campus security report to which they apply.

## II. Emergency Response

### Emergency Notification, Response and Evacuation



**SCSU Police Chief Joseph Dooley takes a phone call during an emergency management drill designed to test and improve the university's response to potential crises.**

Southern, its sister universities and the Connecticut State University System office have implemented an Emergency Notification System (ENS) that reflects the commitment to protect and preserve the life, health and safety of the campus community and to safeguard the operations of the institution. The system is designed to quickly send emergency notifications and provide protective action information to campus members via telephone (land line and cell), text messaging and e-mail. Those who wish to be included in the system and receive notifications must opt in and sign up for SCSUALERT.

**[SouthernCT.edu/scsualert](http://SouthernCT.edu/scsualert)**

SCSU police will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The institution will promptly determine the content of the notification and initiate its dissemination, unless such a notification would, in the professional judgment of the Police Department, compromise efforts to assist victims or to otherwise address the emergency.

When a situation is reported to SCSU police, the department will immediately respond and investigate. An activation approval process has been developed involving key university administrators who will approve the release of the notification. In dire emergencies, this task may fall to the police department so as to not delay the notification. An implementation task force has developed the messages that will be used for this emergency notification.

The university uses the Incident Command System structure for emergencies and the system would be implemented if and when the release of information is deemed necessary and appropriate. In most instances, activation of the system would involve approval of the university president.

Notification measures to the larger community for emergency situations include the ENS, campus siren public address system, campus e-mail, vehicle and portable public address, the SCSU Information Line, student portal, SCSU radio and television and media release/press conferences.

All measures involve the Police Department, the Office of the Executive Vice President, the Office of the Vice President for Student and University Affairs, Office of Public Affairs and Facilities Operations Department. The institution will test the ENS system annually in accordance with the Emergency Management Plan.

## Evacuation Procedures

A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupts or shuts down operations; or causes physical or environmental damage.

Emergencies may be natural or man-made and include the following:

- Floods
- Chemical spills
- Hurricanes
- Radiological accidents
- Tornadoes
- Explosions
- Fires
- Civil disturbances
- Toxic gas releases
- Workplace violence resulting in bodily harm and trauma

In the event of an emergency, you may be required to evacuate your workplace.

Announcements will be made, and the university will implement the Emergency Notification System, SCSUALERT, which conveys important information to the campus community in the event of an emergency, weather-related closing/delay or other potentially hazardous situation. If you have access to radio, television, or the Internet, use these resources to keep informed and follow whatever official orders you receive.



Three important things to remember are:

1. Remain calm
2. Do not take unnecessary risks
3. Follow instructions

In the event of any emergency requiring a building evacuation, leave the building immediately and move a minimum of 300 feet away from affected buildings. Activate the fire alarm as you leave. Call the University Police Department from a safe location by dialing 911 or (203-) 392-5375. Do not re-enter the building until emergency personnel declare it safe.

If an emergency is weather related, you may not be required to evacuate. Instead, you may be required to take shelter in a portion of the building in which you are located at the time and await further instructions. Severe weather evacuations will be evaluated based on the type of emergency, the imminence of the danger and recommendations from the state Department of Emergency Management and Homeland Security.

When community evacuations become necessary, local officials provide information to the public through the media. In some circumstances, other warning methods, such as sirens or telephone calls, also are used.

SCSU has a Continuity of Operations Plan (COOP), which ensures that the university can carry on all essential functions in case of a natural or man-made disaster. It outlines steps that the university will take in the event a disaster interrupts typical, normal operations.

## Missing Student Notification

When a student is unaccounted for and deemed missing from a university residence hall and/or campus, a report must be made concerning the missing status of the student to the University Police Department as soon as possible. In addition, a report will be made to the Office of Residence Life and/or the dean of student affairs, followed by a thorough check within the student's residence hall and the academic areas as determined by the student's course schedule.

Upon receipt of the missing student information, university police will begin an immediate investigation to attempt to locate the student. It is important to emphasize that a student does NOT have to be missing for 24 hours for university police to begin efforts to locate that individual. Rather, these efforts may begin as soon as it is reported that the student is missing.

Students living on campus may register the name of a confidential contact person to be notified if they are later determined to be missing. Only authorized campus officials and law enforcement officers working on a missing person investigation may have access to this information. All students, even if they have not registered a contact person, are advised that their hometown law enforcement agency will be notified if they are missing. The parent or guardian of any student under 18 years of age and not emancipated must also be notified as well.

Official missing student reports are to be referred immediately to the SCSU Police Department and/or the local police department. Missing students can be reported by calling the police dispatch center at (203-) 392-5375 or by dialing 911.

## Timely Warning Policy

If a situation arises, either on or off campus, that constitutes an ongoing or continuing threat to the campus community, a campuswide "timely warning" will be issued by the university within 24 hours. Timely warnings are generally issued by university e-mail, but may also be issued via the SCSUALERT system. Crime alerts will be printed on blue-colored paper and posted on the primary bulletin board of each campus building.

## III. Crime Prevention, Safety and Security Awareness Programs

Crime prevention programs are critical to educating the campus community and reducing crime. The SCSU Police Department sponsors several crime prevention programs to emphasize awareness and offer education on methods to reduce the opportunities of becoming a victim. Southern police distribute materials and make frequent presentations to familiarize students, faculty and staff with their shared responsibility in preventing crime. The programs and initiatives are listed as follows.

### Bike Patrol Unit

The University Police Department has a nine-officer bike patrol unit that was started in 1994 and operates year-round. The officers are certified police cyclists through the International Police Mountain Bike Association (IPMBA). Implemented to increase visibility and approachability of the officers on campus, the bike patrol unit offers positive community relations and a practical approach to patrolling in an urban setting.





## Blue Light Emergency Telephones

At strategic locations throughout the campus, Blue Light Emergency Telephones have been installed that connect the caller immediately and directly to university police. The police can identify the exact location of the caller and will send an officer immediately.

## Environmental Safety Design and Maintenance of Campus Landscape

University police work with the Facilities Operations Department in overseeing the physical safety of the campus landscape. With the assistance of facilities operations personnel, overgrown bushes, trees and brush on campus that may provide cover for criminal activity are regularly trimmed or removed to maximize visibility and safety. University police also make recommendations on the effectiveness of campus lighting to deter crime, ensuring that buildings, entrances and exits, stairs, pathways, parking areas, ATMs, emergency phone locations, sports and recreation areas, laundry rooms, and storage areas are well-lit.

## Law Enforcement and Residents Networking (LEARN)

**LEARN** is a cooperative effort between the university police officers and Southern community members who strive for proactive communication to effectively report, respond and prevent crime. In addition to providing safety through regular patrols, university police are further promoting crime prevention through the education and positive interactions with the Southern community.

Each residence hall, or “neighborhood,” has at least one police officer who has volunteered time to the program. Each LEARN officer monitors trends within that neighborhood, provides educational seminars and is available to that particular community for information, mentoring and training. Police officers in each of the Southern community neighborhoods are committed to promoting a safe learning environment. Our goal is to empower each member of the community through safety education.

## Operation SAFE: Pedestrian Safety Awareness for Everyone

The SCSU Police Department, in an effort to promote pedestrian safety, encourages the students, faculty and staff to practice good pedestrian safety skills by following the noted Pedestrian Safety Guidelines. This initiative educates our university community in the importance of using clearly marked and designated crosswalks while crossing on a daily basis the streets that traverse our campus. Pedestrian Safety Guidelines:

1. Cross the street only at intersections and do not jaywalk.
2. Use only marked crosswalks.
3. Do not cross in the middle of the street or between parked cars, as drivers are not expecting pedestrians to cross mid-block.

**Guidelines** continued on next page.

4. When crossing streets, before you enter the crosswalk, make eye contact with drivers approaching the crosswalk to ensure traffic has stopped.
5. Stop at the curb and look left, right and left again before you step into the street. Be sure to evaluate the distance and speed of on-coming traffic before you step out into the street to ensure that a vehicle has adequate distance in which to stop safely.
6. Remember, don't take those "NO RIGHT TURN ON RED" signs for granted and always check for turning vehicles before stepping off the curb.
7. Avoid walking in traffic where there are no sidewalks or crosswalks. If you have to walk on a road that does not have sidewalks, walk facing traffic.
8. At intersections, scan over your shoulder for turning vehicles to make sure that the driver knows you are there.
9. Wear bright colors or reflective clothing if you are walking near traffic at night and/or carry a flashlight.
10. Use extra caution when crossing multiple lanes for higher speeding vehicles, while paying attention to the on-coming lanes of traffic.



11. Always look for signs that a car is about to move (rear lights, exhaust smoke, sound or wheels turning) and never walk behind a vehicle that is backing up.
12. During inclement weather (rain or snow) allow extra time and distance for a vehicle to stop and do not let your umbrella or jacket hood block your view of approaching traffic.
13. If your view of approaching traffic is blocked by something, move to where you can see, stop and look left-right-left again.
14. Never run or dash into the street.
15. Watch out for entrances to parking lots, including sidewalks that cross driveways and entrances to them. Always check for cars entering or exiting the parking lot.
16. If the intersection has a pedestrian signal, press the button and wait for the pedestrian signal to display the "WALK" indicator, which indicates that it is safe to proceed into the crosswalk. You should continue to be alert for traffic at all times while in the roadway and always check for turning vehicles.
17. A flashing "DON'T WALK" signal means that a pedestrian should not start to cross the roadway and that there is probably not enough time left in the cycle for you to cross the street safely. But any pedestrian who has partially completed their crossing should finish crossing the street or proceed to a safety island in the same direction in which they were headed.
18. A steadily illuminated "DON'T WALK" signal means it is not safe for a pedestrian to enter the roadway in the direction of the signal and you are to wait to cross for the next "WALK" signal to cross safely.

## Rape Aggression Defense (RAD)

Sponsored by the SCSU Police Department, the Rape Aggression Defense system is a program of realistic self-defense tactics and techniques for women. It is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, progressing to the basics of hands-on defense training. The courses are taught by nationally certified RAD instructors. At SCSU, there are four certified instructors. The course is free and open to all female employees and students of the university. For information contact Officer Pantani at [pantania1@SouthernCT.edu](mailto:pantania1@SouthernCT.edu).

## Silent Witness Program

The Silent Witness Program allows students, faculty and staff to report suspicious activity and crimes via the Internet while remaining anonymous. If anyone has witnessed a crime or knows of a crime that was committed or will be committed, simply fill out and submit the Web form. A member of the SCSU Police Department will investigate the information provided. The sender will not be contacted unless they provide contact information. All tips remain anonymous. Please keep in mind this program is intended to assist the SCSU Police Department and is not intended for crimes in progress or for emergencies. Dial 911 in those instances. [SouthernCT.edu/silentwitness](http://SouthernCT.edu/silentwitness)

## Shuttle Bus Service

The Southern Police Department provides a shuttle bus service and all of the shuttles are handicapped accessible. Currently, there are 10 enclosed bus stops located throughout the campus in high pedestrian traffic areas. On-Campus service is available Monday- Thursday from 7:30 a.m.-11:00 p.m. and Fridays from 7:30 a.m. to 5 p.m. The shuttle can be easily accessed in front of Hickerson hall or by calling First Transit at 203--281-5470 until 11:00 p.m. Shuttles will also go to Union Station, New Haven, on Friday from 7 a.m. until 5 p.m., and the Hamden Plaza, Westfield Shopping Mall (Milford), and downtown New Haven on Saturday and Sunday from 1 p.m. until 9 p.m., with the exception of major holidays.

[SouthernCT.edu/transportation](http://SouthernCT.edu/transportation)

## The Late Night OWL Watch

The Owl Watch is a walking safety escort that provides prompt, courteous walking escorts for Southern Connecticut State University residential students and staff. The Late Night Owl service is committed to the personal safety and awareness of our university community.

The service is free, safe and easy to use and is available Sunday - Thursday 11:00 pm to 3:00 am. The service is centralized in Hickerson Hall, and is an initiative provided by University Police and the Office of Residence Life. Late Night Watch Attendants are equipped with university identification and are connected to university police and all residence halls through radios. [SouthernCT.edu/go/latenightowlwatch](http://SouthernCT.edu/go/latenightowlwatch)

## Safety Escort Service on Campus

The University Police Department also offers an on-campus walking escort service 24 hours a day. Members of the SCSU community can simply call the department at (203-) 392-5375 for assistance.

## Controlled Access to Campus Facilities

During business hours, Southern (excluding housing facilities) will be open to students, parents, employees, contractors and guests. During non-business hours, access to all university facilities is by key or by admittance via the SCSU police. University facilities are

*Access continued on next page.*

open to the public during the day and evening hours when classes are in session. Access to classes and programs is restricted to those enrolled in them. When Southern is closed, university buildings are generally locked. Some university-sponsored programs are open to the general public while others are restricted to students and staff with a valid Southern ID. All residence halls have limited access, with some halls having all outside doors locked on a 24-hour basis and other halls having only main doors unlocked during daytime hours. The residence hall front desks are staffed on a 24-hour basis during the week. Student community coordinators and advisors make regular rounds throughout the buildings, checking to see that outside doors are locked and that floors are quiet. Southern reserves the right to enter rooms to assure proper maintenance and repair, to provide for the health and safety of residents and to investigate suspicion of a violation of university regulations or laws. During extended breaks, the doors of all halls will be secured 24 hours a day. Only those with prior approval will be admitted to facilities during extended breaks.

## **Individual Counseling and Referral**

Students can talk to a licensed professional about personal issues concerning their own use of alcohol or other drugs or that of a friend or loved one. All services are free and confidential to registered students. Please call the University Counseling Services Department at (203-) 392-5475 to set up an appointment.

## **Drug and Alcohol Resource Center**

The Drug and Alcohol Resource Center (DARC) provides free and confidential screening, evaluation and brief counseling by a licensed Drug and Alcohol Counselor to those students concerned about their own substance use and those in violation of the university alcohol and drug policies. In addition, the DARC office serves as a storehouse of information on alcohol, tobacco and other drugs with pamphlets, books, DVDs and other materials available to students, faculty and staff. For more information, visit the DARC office in Schwartz Hall or call 203--392-5074.

## **Alcohol and Drug Education and Prevention Programs**

In partnership with the University Police Department, the SCSU Drug and Alcohol Resource Center sponsors numerous alcohol and drunk driving prevention programs. There are many opportunities for students to get involved with the programs and prevention activities. Please call 203--392-5074 for more information about how to get involved.

## **Drug and Alcohol Self-help Groups**

Al-Anon, Alcoholics Anonymous and Narcotics Anonymous groups meet weekly throughout the New Haven area. For more information on meetings and schedules you may contact the DARC office at 203--392-5074.

## **Metro Taxi Safe RIDES Program**

R.I.D.E.S is a program designed to offer students a responsible mode of transportation when one is needed. R.I.D.E.S is available to any registered student 24 hours a day and can be used for any reason with "no questions asked." It is especially designed for circumstances when you might lack cash, but need a safe way to get out of an uncomfortable situation, such as being too intoxicated to drive or riding with an angry or intoxicated friend.

Students can register for free for a Metro Taxi RIDES card at the DARC office and students will be given instructions on how to use and pay for cab fares. For more information you may contact the DARC office at 203-392-5074.





## IV. Reporting a Crime and Police Response

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety-related incidents to the University Police Department in a timely manner. To report an emergency on or off campus, call 911. To report a non-emergency crime, or public safety-related matter on campus, call the SCSU Police Department at 203-392-5375. Dispatchers are available 24 hours a day.

SCSU police will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and urgency of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls. Police officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly. For off-campus offenses, we encourage prompt reporting to the proper local law enforcement agency.

We cannot overemphasize the importance of prompt and accurate reporting of crime. If a crime is not promptly reported, evidence can be destroyed or the potential to apprehend a suspect lost. If you witness a crime or emergency, promptly report it to the SCSU Police Department and be prepared to answer questions as accurately as you can. The subsequent investigation can only be as thorough as the information received. If you are the victim of a crime or you have seen or received information of criminal activity or other emergency, please contact the SCSU police immediately.

### Confidential Reporting Procedures

If you are victimized by crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. Campus Security Authorities are individuals who play a role in the security of students and include many faculty members, housing staff and other members of the University community. You may report the incident to any Campus Security Authority who in turn can file a report without revealing your identity. The purpose of a confidential report is to comply with your desire to keep a matter confidential, while taking steps to ensure the future safety of yourself and others. This information allows the university to keep an accurate record of the number of incidents involving our community and determine if

**Confidential** continued on next page.

there is a pattern of crime with regard to a particular location, method or assailant so the campus community can be alerted to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution. Pastoral and professional counselors also may encourage clients to make voluntary, confidential crime reports.

## Reporting Sexual Assault

Rape, all forms of sexual assault and intimate partner violence are crimes under Connecticut General Statutes and also a violation of the institution's rules and regulations. SCSU provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Center, in residence halls and elsewhere on campus. Requests for police participation in these programs are coordinated through the Women's Center, Office of Residence Life, University Counseling Center, Department of Health Services, Social Work Department, Nursing Department, Women's Studies Program and others.

If you become a victim of or witness to a sex offense, report it immediately to the SCSU Police Department by calling 911 or 203-392-5375, 24-hours a day, seven days a week or contact any on-duty officer on campus. Your identity as a victim will be kept confidential by law. It is extremely important that sex offenses be reported immediately so that the crime scene and any evidence of the crime can be preserved and secured as soon as possible. It is also critical that you seek prompt medical attention so that a sexual assault evidence collection kit can be administered immediately and you can be screened for sexually transmitted diseases and pregnancy.

Support services are available for the victim through the SCSU Sexual Assault Response Team (SART), the University Police Department at 203-392-5375 or the Women's Center at 203- 392-6946. Trained members are available to assist a victim 24 hours a day.

## Victim Assistance

The dean of student affairs may change the victim's academic schedule if requested by the victim to avoid contact with the accused. If the victim lives on campus, the Office of Residence Life will, at the victim's request, change the victim's living situation to whatever extent is possible and reasonable, to avoid an encounter with a student(s) accused of the crime. Other accommodations are available and may be provided as needed.

## Judicial Action

The SCSU Office of Judicial Affairs is responsible for ensuring a fair, just and impartial judicial process for students charged with violation of a law in connection with conduct that also violates the provisions of the Student Code of Conduct. The office also provides education and resources to foster respect and civility among all members of the university community. Call 203-392-6188 for information.

[SouthernCT.edu/offices/judicialaffairs/codeofconduct.html](https://SouthernCT.edu/offices/judicialaffairs/codeofconduct.html)

## University Disciplinary Procedures Regarding Sexual Assault

In cases of an alleged sexual offense, when the accused is a student, both the victim and the accused are entitled to have others present during a judicial disciplinary hearing. You may:

1. Be accompanied to any meeting or proceeding by an advisor or support person of your choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed
2. Present evidence and witnesses on their behalf
3. Be informed in writing of the results of the disciplinary proceeding no later than one

business day after it concludes and retain the right to appeal the decision in accordance with disciplinary procedures.

4. Have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted by state or federal law.

You have the right to request that disciplinary proceedings begin promptly and know that the proceeding must be conducted by an official trained in issues relating to sexual assault and intimate partner violence. The judicial process will use the “preponderance of evidence standard” (i.e., whether it is more likely than not that the alleged incident occurred.)

Following a final determination of responsibility when the allegation involves a rape or other sexual offense, the university judicial officer may impose any sanction or combination of sanctions, including expulsion. Disciplinary proceedings under this Code may be carried out before, during or after civil or criminal court proceedings against the accused student.

## **Sexual Violence Education and Support**

Beginning with New Student Orientation, Southern Connecticut State University takes an active continuous role in raising awareness and creating a safe space for open dialogue and action. We do so through the use of educational programs which are coordinated by the Women’s Center, University Police, the Office of Residence Life, and Counseling Services. These programs are designed to define the problem, explain the laws and university procedures, and teach sexual violence awareness, prevention, intervention, reporting options and confidentiality should an assault occur.

The SCSU Women’s Center provides information, educational programming, referrals, victim advocacy and services on issues related to violence against women. The Center also maintains a resource room with information on sexual assault, stalking, domestic violence, dating violence, sexual harassment, women’s health, body image, eating disorders and drugs known to be used in facilitating assaults. The Women’s Center is located in Schwartz Hall and is open Monday through Friday from 8:30 a.m. to 4:30 p.m.

## **Response to Sexual Assault: SART**

The SCSU Sexual Assault Response Team (SART) provides a collaborative victim-centered team response to sexual assault that ensures a transition from victim to survivor for every individual whose life is affected by sexual violence. SART team members representing the Women’s Center, University Counseling Center, Health Services Department, Office of Student Affairs, Office of Student Life, Multicultural Center, Office of Judicial Affairs, Public Health Department and Office of Residence Life provide a survivor with many supportive options including counseling, medical attention, judicial services, advocacy, referrals and general information regarding sexual assault. If a survivor chooses to file a police report, the University Police Department and the Women’s Center staff will assist that person with the reporting process, empowering the survivor to make their own decisions by providing on- and off-campus resources and offering support as needed. The SART members can assist you in obtaining an order of protection, applying for a temporary restraining order, or seeking enforcement of an existing order. Southern Connecticut State University shall not disclose the identity of victim or the accused, except as necessary or as permitted under state or federal law.

**[SouthernCT.edu/sexualassultresponse](https://SouthernCT.edu/sexualassultresponse)**

## **Restraining Orders and Protective Orders**

Restraining orders differ from protective orders in that restraining orders are civil and can be issued without the accused person being arrested. Protective orders in a family violence situation are criminal and are issued after the accused has been arrested for committing a family violence crime. Both types of orders must be issued by the court.

*Continued on page 16.*

*Continued from page 15.*

The University Police Department will keep protective and restraining orders on file in accordance with State regulations. Any victim/survivor of a sexual assault or domestic violence is strongly encouraged to contact the University Police to verify that they have received from the court a copy of any protective or restraining order filed on their behalf. The University Police Department will accept copies of any protective/restraining orders that can be properly verified.

Victims are strongly advised to report any violations of these orders to the University Police at 203--392-5375. If the violation of a court order is an emergency situation, DIAL 911 IMMEDIATELY.

Information on filing an application for a restraining order can be found by visiting:  
[www.jud.ct.gov/forms/grouped/family/restraining\\_order.htm](http://www.jud.ct.gov/forms/grouped/family/restraining_order.htm)

## **Sex Offender Registry**

In accordance with Connecticut General Statutes, Chapter 969, Section 54-258, the SCSU Police Department keeps a record of all registration information transmitted from the state Department of Public Safety. There is also a direct link to the Sex Offender Registry through the SCSU Police Department Web page at:

[SouthernCT.edu/go/campussexcrimes](http://SouthernCT.edu/go/campussexcrimes)

## **V. General Safety Policies**

### **Policy on Pluralism**

Southern's policy on pluralism forbids acts of harassment or violence reflecting bias or intolerance based on an individual's race, religious creed, gender, sexual orientation, disability, ethnicity or cultural origin. The university also has adopted procedures for investigating complaints of acts of intolerance brought by students and staff. Southern endorses the Connecticut State University Policy Regarding Racism and Acts of Intolerance. That Policy is as follows:

#### ***The Connecticut State University declares:***

Institutions within the Connecticut State University have a duty to foster tolerance;

The promotion of racial, religious creed and ethnic pluralism within the university is the responsibility of all individuals within the university community;

Every person within the university community should be treated with dignity and assured security and equality;

Individuals may not exercise personal freedom in ways that invade or violate the rights of others;

Acts of violence and harassment reflecting bias or intolerance of race, religious creed, gender, sexual orientation, disability, ethnicity or cultural origins are unacceptable; and

The university shall take appropriate corrective action if such acts of violence or harassment occur.

Anyone who has a complaint alleging an act of violence or harassment based on race, religious creed, gender, sexual orientation, disability, ethnicity or cultural origin should contact the Office of Diversity and Equity Programs, Wintergreen Building, 203-392-5491.

A complaint against a university employee alleging a violation of this policy should be filed in either the Office of Diversity and Equity Programs in the Wintergreen Building or the University Police Department in Granoff Hall, 203-392-5375.





## Guest Policy for Residence Life

All residence hall, suite and apartment students are required to show an SCSU ID upon entry into each residence life building. All guests must be registered and show a valid photo ID. This includes, but is not limited to, parents, faculty, staff, SCSU students not assigned to live in the building and guests. At all times guests must be in the presence of their host. Valid ID for registration includes the university ID card or

State/federal Issued photo identification card. All university staff and faculty must register with the front desk.

- Sunday - Thursday: Guests may be in the building between 8:30 a.m. and 2 a.m. and must be with the consent of all other students assigned to the room, suite or apartment.
- Friday - Saturday: Guests may be in the building between 8:30 a.m. and 2 a.m. and must be with the consent of all other students assigned to the room, suite or apartment.
- Guests may only enter and exit through the main lobby and must register upon entry and upon exit from the building.
- Guests waiting for their host may not leave the front lobby before being registered. Guests may not loiter in the main lobby for extended periods of time.
- Only a student assigned to the building may register a maximum of three guests at a time. Additional guests (limited to family members only) may be approved only at the discretion of the hall director and must be requested 24 hours in advance.
- Office of Residence Life staff reserves the right to request guests to leave the premises at any time. Guests who are disruptive to the community may be restricted from future access to the building or all residence halls, suites and apartments.
- Guests with vehicles must register them with University Police Department.

## Guest Policy for Overnight Guests

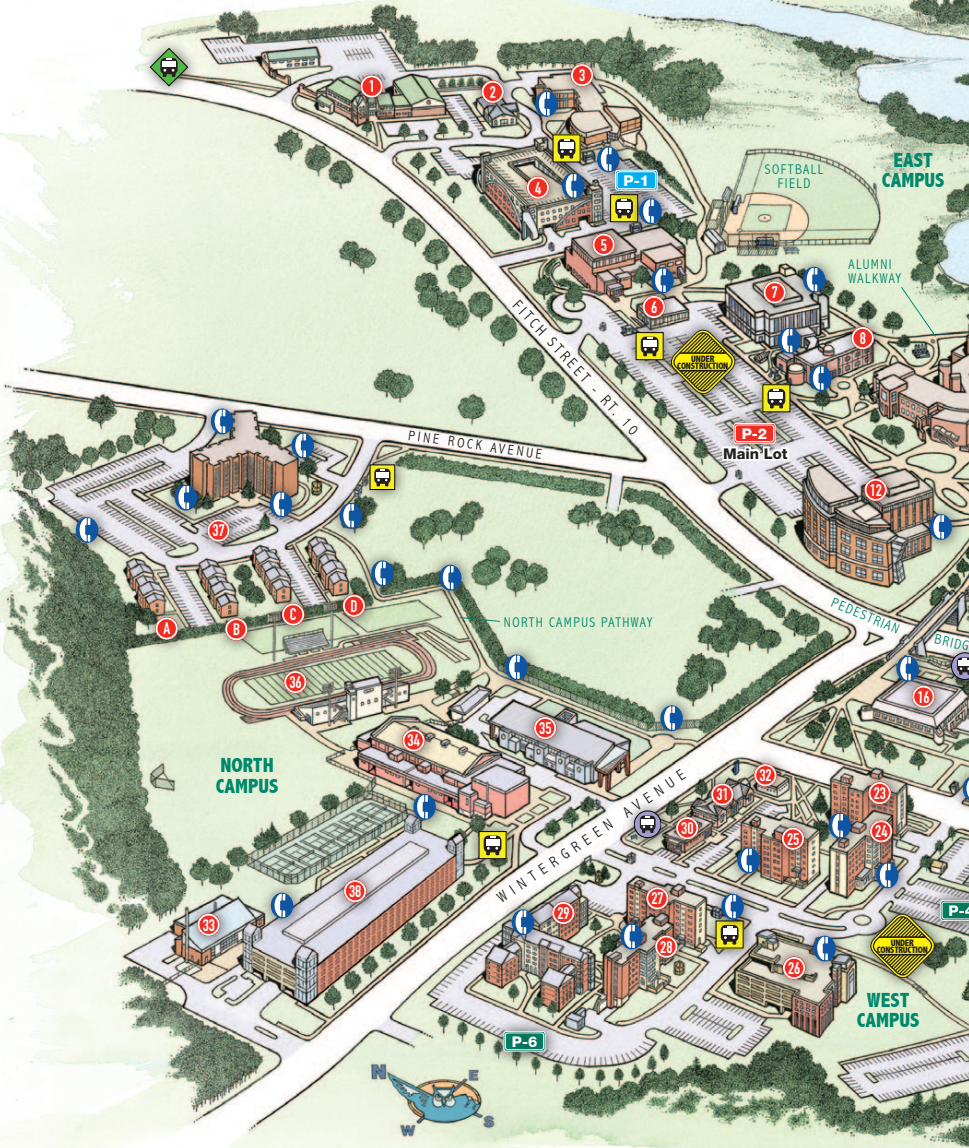
A maximum of one overnight guest per student is permitted per night. Overnight guests may stay a maximum of two nights per week (Sunday through Saturday) and **MUST** have the consent of all other students assigned to the room.

- All guests must be a minimum age of 16 years old, and 24 hours in advance, have a signed Parental Consent Form approved by the Hall Director. Guests under the age of 16 will not be permitted in the building after 8:00 pm. A parental consent form is available at: [SouthernCT.edu/residencelife](https://SouthernCT.edu/residencelife).
- No overnight guests are permitted during the finals week period. Guest restrictions begin the Wednesday of the week preceding finals and remain in effect throughout finals week.

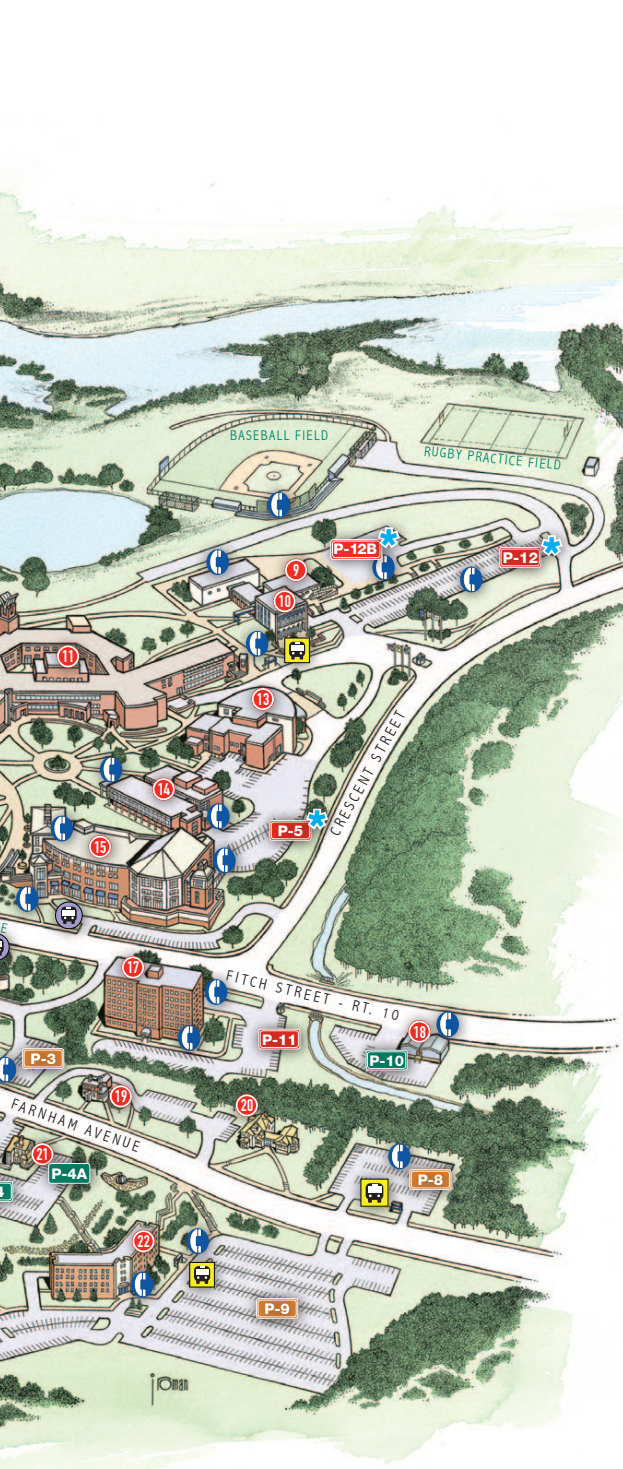
*Continued on page 20.*



# Southern Connecticut State University







## East Campus

- 1 Facilities Operations
- 2 Nursing Classroom Building
- 3 Davis Hall
- 4 Fitch Street Garage  
(Faculty, Staff, Commuter Students, Graduate Students, Visitors)
- 5 Pelz Gymnasium
- 6 TE-7 - Temporary Building 7
- 7 Jennings Hall
- 8 Morrill Hall
- 9 TE-8 - Classroom Building 8
- 10 School of Business
- 11 Engleman Hall
- 12 Buley Library
- 13 Lyman Center
- 14 Earl Hall
- 15 Adanti Student Center

## West Campus

- 16 Connecticut Hall - Food Service
- 17 Schwartz Hall - Residence Hall and Housing Office
- 18 Ethnic Heritage Center
- 19 Admissions House
- 20 Lang House -  
Department of Social Work
- 21 Orlando House -  
Department of Public Health
- 22 Brownell Hall - Residence Hall
- 23 Farnham Hall - Residence Hall
- 24 Wilkinson Hall - Residence Hall
- 25 Chase Hall - Residence Hall
- 26 West Campus Garage  
(Commuter, Residence Hall, and Graduate Students)
- 27 Hickerson Hall - Residence Hall
- 28 Neff Hall - Residence Hall
- 29 West Campus Residence Complex
- 30 University Police and Granoff  
Student Health Center
- 31 Office Building 1
- 32 TE-6 - Temporary Building 6

## North Campus

- 33 Energy Center
- 34 Moore Field House
- 35 Wintergreen Building
- 36 Jess Dow Field
- 37 North Campus Residence Complex
- 38 Wintergreen Avenue Garage  
(Faculty, Staff, Commuter Students, Graduate Students, Visitors)

## Parking Information:

Cars regularly parked on campus must display a current SCSU Parking Permit. Visitors to the campus must obtain a visitor pass at the University Police Department prior to parking. Specific instructions are contained in the Campus Parking and Traffic Regulations.

**P-0** Faculty and Staff Parking

**P-0** Commuter Students Parking

**P-0** Residence Hall Students Parking

**P-0** Graduate Student Parking

★ Graduate Student Parking after 4:30 p.m.

Shuttle Bus Stop

Municipal Bus Stop

Emergency Phone

## **Policy on Alcohol and Drugs**

The university recognizes that the misuse of alcohol or the use of illegal drugs represents a serious threat to the physical and mental well-being of its students and the entire community. Our common goal is to foster a university community where the intellectual development of students is free from the harmful effects of alcohol and drugs. Each person has a responsibility to help safeguard the community health by respecting university policy and intervening in situations of abuse. Addressing the drug and alcohol problem in our society and community requires caring, cooperation and support of every member of the university community. The SCSU Drug and Alcohol Resource Center provides education and support. Call 203-392-5087 for more information.

## **Policy Violation: Family Educational Rights and Privacy Act Parental Notification**

The university reserves the right as permitted by the Family Educational Rights and Privacy Act (FERPA) to notify parents/guardians if their son or daughter, under 21 years of age, has been determined to have violated the university's Alcohol and Drug Policy.

### **Drug and Alcohol Prevention Program Review**

The university will conduct a biennial review of these programs and policies to determine their effectiveness, make changes where necessary and ensure that sanctions and interventions are consistently enforced. The following is intended to provide clear guidelines for members of the university community:

#### **Alcohol**

Campus policy permits the legal possession and legal consumption of alcoholic beverages at Southern under controlled conditions at registered special events.

All students of the university shall observe the laws of the state of Connecticut concerning alcoholic beverages.

As adults, all students of the university are expected to take personal responsibility for their own conduct.

The possession and consumption of alcoholic beverages shall be restricted to those persons who have reached the legal drinking age. SCSU has designated several "dry" residence halls, effective with the start of the fall 2010 semester. The use or possession of alcohol by any individual – including those who are 21 years or older – is prohibited in these buildings. They include Neff, Hickerson, Chase, Wilkinson and Farnham halls, as well as the West Campus Residence Complex.

The university reserves the right to request proper proof of age or identification from any person. Those attending a function must be members of the SCSU community or their escorted guests. Students are expected to consider the rights of others and use mature and responsible judgment concerning the use of alcoholic beverages.

Alcoholic beverages may not be served at any time without the prior approval of the appropriate designated agent.

Student clubs and organizations are not permitted to sponsor an event, on or off campus, where alcoholic beverages are served or provided unless the event is registered and approved by the dean of student affairs.



University recognized student organizations are prohibited from sponsoring “bring your own” events (on or off campus) at which individuals carry their own alcoholic beverages into the facility. An exception may be made for Owl Family Day/Homecoming, which is the major university-sponsored event involving alumni, parents and students.

The possession and consumption of alcoholic beverages is prohibited in academic buildings, out-of-doors on any part of the campus and at any intercollegiate or intramural athletic activity unless the event is registered and approved by the dean of student affairs.

State law prohibits the unlicensed sale of alcoholic beverages on the campus. Therefore, no financial arrangements between the sponsor of an event and guests are permitted whenever alcohol is to be served ( i.e., no admission fees can be charged, donations accepted or tickets sold.)

Food and non-alcoholic beverages must be available at all times during an approved special event involving the consumption of alcoholic beverages.

Any person or organization violating state law or these regulations will be subject to disciplinary action by the university and/or referral to the appropriate civil authorities.

The University Police Department has the discretion of issuing infractions for the illegal possession of alcohol and for providing alcohol to individuals under the age of 21.

## **Drugs**

The possession, distribution and consumption of illicit drugs and the abuse of prescription and over-the-counter drugs and anabolic steroids are prohibited.

The university recognizes that drug problems are complex, and it will make every effort to assist students who have a problem. However, students must understand that, apart from the professional resources of the university, drug problems revealed or uncovered in the normal course of administrative operations will be treated as disciplinary matters in accordance with the Student Code of Conduct.

Students found guilty of violations of this policy shall be subject to university disciplinary action that may include suspension or expulsion. In addition to the penalties that may be imposed by campus authorities, criminal prosecution may also be initiated.

## **Policy on Firearms/Fireworks**

The university prohibits employees and students or their guests from possessing or storing firearms on campus. For purposes of this policy, definitions contained in the Connecticut General Statutes pertaining to firearms will apply. Firearms, explosives, fireworks, flammable substances and other weapons of any kind are not allowed on university property. This includes, but is not limited to rifles, shotguns, pistols, BB guns, pellet guns, paint ball guns, bows and arrows, stun guns, knives and martial arts weapons. Possession of any firearm or other weapon on university property, including in an employee's automobile, is cause for corrective action up to and including termination. University police are the only persons who are authorized to carry firearms on campus.

Employees or others who have a concern about personal safety are encouraged to contact the SCSU Police Department at 203-392-5375 or the Human Resources Office at 203-392-8810.

## VI. Definitions of Reportable Crimes

### Definitions and Codes from the Uniform Crime Reporting Handbook, as Required by the Clery Act

**AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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 that could or probably would result in a serious potential injury if the crime were successfully completed. (UCR code 13A)

**ARSON:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind. (UCR code 200)

**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. (UCR code 220)

**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 (e.g., morphine, heroin, codeine), marijuana, synthetic narcotics (e.g., Demerol, methadone) and dangerous non-narcotic drugs (e.g., barbiturates, Benzedrine). (UCR code 35A)

**HATE CRIME:** A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual or a group's perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation.

**LIQUOR LAW VIOLATIONS:** The violation of laws or ordinances 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.) (UCR code 90G)



Students observe the consequences of drinking and driving during the Mock Crash demonstration.

**MURDER (NON-NEGLIGENT HOMICIDE):** The willful (non-negligent) killing of one human being by another. (*UCR code 09A*)

**MANSLAUGHTER (NEGLIGENT):** The killing of another person through gross negligence. (*UCR code 09B*)

**MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding.) (*UCR code 240*)

**ROBBERY:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or putting the victim in fear. (*UCR code 120*)

**WEAPON LAW VIOLATIONS:** The violation of laws or ordinance dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapon to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned. (*UCR code 520*)

## Sex Offense Definitions and Codes from 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.

**(a) FORCIBLE RAPE (*UCR code 11A*)** The carnal knowledge of a person, forcibly and/or against the person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent or physical incapacity (or because of his/her youth).

**(b) FORCIBLE SODOMY (*UCR code 11B*)** Oral or anal 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.

**(c) SEXUAL ASSAULT WITH AN OBJECT (*UCR code 11C*)** 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 temporary or permanent mental or physical incapacity.

**(d) FORCIBLE FONDLING (*UCR code 11D*)** 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 incapacity.

**SEX OFFENSES – NON-FORCIBLE: Unlawful, non-forcible sexual intercourse.**

**(a) INCEST (*UCR code 36A*)** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**(b) STATUTORY RAPE (*UCR code 36B*)** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

# Southern Connecticut State University Clery Act Crime Statistics

Please see Page 27 for location definitions.

2012 2011 2010

Murder/Non-Negligent Homicide			
On Campus	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	0	0	0
Total	0	0	0
Negligent Manslaughter			
On Campus	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	0	0	0
Total	0	0	0
Robbery			
On Campus	0	0	0
Non-Campus Property	0	0	0
Public Property	1	0	0
Residential Facility	0	0	0
Total	1	0	0
Aggravated Assault			
On Campus	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	0	0	0
Total	0	0	0

\* **On Campus** – includes statistics reported in residential facilities.

NOTE: **Residential Facility** – numbers are a subset of statistics reported under On Campus.

Motor Vehicle Theft			
On Campus	0	1	1
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	0	0	0
Total	0	1	1
Arson			
On Campus	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	0	0	1
Total *	0	0	0
Burglary			
On Campus	16	8	2
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	16	8	2
Total *	16	8	2
Sex Offenses			
On Campus	5	4	2
Non-Campus Property	0	0	0
Public Property	1	0	0
Residential Facility	4	3	1
Total *	5	4	2
Liquor Law Arrests			
On Campus	49	76	41
Non-Campus Property	0	0	0
Public Property	0	1	0
Residential Facility	49	75	38
Total *	49	76	41



Liquor Law Violations Referred for Disciplinary Action			
On Campus	373	358	299
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	373	358	299
Total *	373	358	299
Drug Abuse Arrests			
On Campus	12	15	6
Non-Campus Property	0	0	0
Public Property	3	10	0
Residential Facility	9	5	6
Total *	12	15	6
Drug Abuse Violations Referred for Disciplinary Action			
On Campus	78	41	52
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	78	41	52
Total *	78	41	52
Weapon Law Violation Arrests			
On Campus	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	0	0	0
Total	0	0	0
Weapon Law Violations Referred for Disciplinary Action			
On Campus	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Residential Facility	0	0	0
Total *	0	0	0
<b>TOTALS</b>	<b>534</b>	<b>503</b>	<b>403</b>

## Definitions

**On Campus** — Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

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

**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.

**Residential Facility** — Dormitories or other residential facilities for students on campus is a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus.

## Hate Crimes

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

2010: No hate crimes reported

2011: No hate crimes reported

2012: No hate crimes reported



Annual Jail 'n' Bail  
charity event

# FIRE SAFETY REPORT

## Southern Connecticut State University Public Safety Higher Education Opportunity Act 2009–2010 Campus Fire Safety Annual Compliance Report

**Overview:** *In August 2008, the Higher Education Opportunity Act (Public Law 110-315) became law. This act requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics pertaining to on-campus residential buildings. Pursuant to this act, the following document is a report detailing the fire safety practices standards and statistics applicable to SCSU.*

The Department of Facilities Management, Office of Environmental Health and Safety (OEHS), manages the university's fire safety programs, working in collaboration with the Office of the State Fire Marshal, SCSU police and the New Haven and Hamden Fire departments. Compliance with local, state and federal codes are monitored and enhanced through frequent building inspections, drills and training.

To contact the Office of Environmental Health and Safety during normal business hours, call 203-92-7073. In an emergency, contact the University Police Department at 203-392-5375 or dial 911 from any telephone, or use a blue emergency phone, which are located throughout the campus.

### Definitions:

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters or any other individuals.

**Fire-related death:** Any instance in which a person — (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

**Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water and overhaul; however, it does not include indirect loss, such as business interruption.

# Fire Statistics

The University Police Department and the Office of Environmental Health and Safety maintain a fire log that records the nature, date, time, general location, injuries or deaths, and property damage values of a fire event.

2012 Fire Log
No Fires Reported
2011 Fire Log
No Fires Reported
2010 Fire Log
No Fires Reported





## University Housing

All residence halls and apartments have smoke and/or heat detectors located in living spaces and mechanical rooms, as well as fire sprinkler systems and automatic fire alarm systems that operate in conjunction with the building's fire alarm panel and transmit their alarms to the University Police Department dispatch center.

### Fire Drills

Residence halls are scheduled to have two fire drills per semester during

the academic school year. Academic buildings receive fire drills periodically, based on hazard assessments and state and local fire marshal recommendations.

### Fire Safety in University Housing

Failure to comply with these regulations may result in disciplinary actions, fines, penalties, liabilities and/or eviction. If you have questions or wish for further information on fire prevention or fire survival, please call the OEHS at 203-392-7073.

### List of room regulations every resident must follow.

- Smoking is prohibited in all buildings on the campus.
- Decorations may not obstruct doorways, windows, lights or sprinklers.

### Prohibited Items

- Extension cords
- Multiple-outlet devices such as cube taps/power taps
- Refrigerators and microwaves not provided by the university
- Cooking is not permitted in a residence hall room that does not have a kitchen available.
- Small cooking appliances, including coffee makers, may only be used in apartments with kitchens or floor utility room community kitchens.
- All appliances must be unplugged when not in use
- Electric, propane, and open flame grills.
- Halogen lamps and floor lamps with plastic lampshades not provided by the university
- Air conditioners or dehumidifiers
- Candles, incense, fireworks, flammable liquids, candle tarts and wax warmers
- Portable space heaters
- Wicker furniture or personal items such as wicker waste laundry baskets or wicker lampshades





# Fire Safety Systems

At SCSU, all residence halls and apartments are covered by an integrated automatic sprinkler and fire alarm system, which is monitored 24 hours a day, seven days a week. The buildings are also equipped with emergency generator power that is designed to activate when there is a power loss. This generator power will operate life safety equipment, such as the fire alarm panel, emergency lighting and exit signs.

## On-Campus Housing Fire Protection Systems

*NOTE: Bed shakers and ADA strobes are installed as needed.*



Residence Hall/ Apartment	Fire Safety Control System	Location of Sprinkler Systems & Detection Devices	Alarm Types
Brownell	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
Chase	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
Farnham	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
Hickerson	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
Neff	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
North Campus (Mid-Rise)	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, kitchens mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
North Campus (Townhouses)	Simplex Grinnell 4200 Fire Alarm Panel	Common areas, bedrooms, kitchens mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
Schwartz	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, kitchens mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
West Campus	Simplex Grinnell 4100U Addressable Fire Alarm Panel	Common areas, bedrooms, kitchens mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms
Wilkinson	Simplex Grinnell 4100 Addressable Fire Alarm Panel	Common areas, bedrooms, kitchens mechanical rooms	Heat and smoke activated, pull stations, audio alarms, visual alarms

# IN CASE OF FIRE...

## USE CARE

- **CONTAIN** the fire by closing all doors as you leave.
- **ACTIVATE** the nearest fire alarm pull station. Pull stations are located near all exits out of the building.
- **REPORT** the fire by dialing 911.
- **EVACUATE** or extinguish. **Our policy is to evacuate.** In most cases, it is best to leave the building using the nearest fire exit. **Persons not trained in the use of a fire extinguisher must not attempt to use one.**

## Training and Drills

Basic fire safety instruction is provided to all students living in residence halls who attend the orientation program at the beginning of each academic year, as well as to all new employees during the New Employee Orientation program. All existing employees are provided periodic training, coordinated by the Office of Environmental Health and Safety and by request from individual departments and groups of employees.

Residence hall staff receive additional fire safety training at the beginning of each semester. In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Each resident is given a copy of the Orientation Handbook, which includes information on fire safety and what actions to take during a fire alarm or other emergency.

Each student room has an emergency evacuation map installed on the inside of the front door to direct occupants to primary and secondary exits. Fire exit drills are conducted at least once a semester. Occasionally, fire drills are done in coordination with the local fire department.

## Student Housing Reporting and Evacuation Procedures

If a fire is detected or the fire alarm sounds, residents are required by law and university policy to evacuate immediately. Evacuation procedures are as follows:

- 1) Feel your room door with the back of your hand. If it is hot, stay in your room and call 911 or signal for help from your window. Put a wet towel on the bottom edge of the door. If your door is not hot, leave the room. Isolate the fire by closing doors as you leave. **LEAVE IN AN ORDERLY FASHION.** Do not use elevators. Use the stairs. If safe, and if time permits, take your room or apartment key.
- 2) Do not attempt to extinguish fires unless you have been trained on the proper use of portable fire extinguishers.
- 3) On your way out of the building, activate the nearest fire alarm if it has not already been activated. Be prepared to identify what is burning, and be sure to report the building, floor, and your name.
- 4) Once outside the building, stay out and move away from the building to clear access for the fire department and other emergency responders. **Alert a police officer or firefighter of any occupants that you know are still in the building who may not be able to exit without assistance.** Move a minimum of 300 feet from the building. Police will direct you to a safe area.
- 5) Do not re-enter the building until advised that it is safe to do so by a firefighter or university police officer.

Any fires that were quickly extinguished or any evidence of recent fires must be reported immediately to a residence hall director or university police at (203-) 392-5375. The incident will be documented as required. The Office of Environmental Health and Safety will coordinate with the University Police Department and the Office of the State Fire Marshal in the investigation of each fire incident.



## Know Your Evacuation Route!

### Accessible Means of Egress

According to the March/April 2005 National Fire Protection Association Journal, about 20% of the U.S. population is disabled. This would include those who have mobility impairments, the hearing impaired, the blind or partially sighted, the elderly, those who have cognitive or emotional impairments and others. As a result, SCSU has taken measures to ensure their safety in the event of an emergency. This includes providing adequate refuge space and means of communication, where required, alternative means and routes of evacuation other than elevators and clearly illustrating available accessible evacuation routes on emergency evacuation plans.

### Emergency Exits

- Do not prop open, hold open or obstruct designated fire doors.
- Do not lock or otherwise close a fire door or exit door to prevent or impede exit.
- Remove all obstruction from emergency exits and corridors.
- Report blocked or locked fire exits to the hall director, who will then inform the OEHS.
- Do not obstruct fire alarm boxes, fire standpipes, fire extinguishers, fire sprinkler heads, smoke or heat detectors or any other fire protection equipment.

**NOTE: Each sprinkler head must have a minimum of 18 inches of clearance.**

## Corridors and Exits

- It is essential for corridor separations and stairwell doors to be closed at all times, unless the door is equipped with an approved electromagnetic door closer. Fire doors retard the travel of smoke, heat, toxic gases and fire.
- All stairwell doors must be closed at all times.
- Do not place any combustible material on these doors. Nothing can be installed in exit corridors or stairwells.
- Building fire equipment such as sprinkler heads, smoke detectors, heat detectors, fire hoses, extinguishers, standpipes and alarm boxes must remain in good working condition and must not be obstructed. Unauthorized use or tampering with this equipment is illegal and will result in disciplinary and/or legal action.

## Flammable Materials and Chemicals

- Use or storage of flammable fluids, flammable chemicals and/or potentially dangerous chemicals is prohibited in all residence halls.

## Smoking

- No smoking is permitted in any state buildings, including residence halls and apartments, by state law.

## Fire Inspections

- SCSU buildings are inspected at least once per year by the Office of the State Fire Marshal.



## Be Prepared For a Fire

- Learn and participate in your building's evacuation plan.
- If you hear an alarm, leave immediately. Close doors behind you as you go. If possible, take your room keys; if you can't escape you may have to return to your room.
- If you have a disability, make sure you are included in the escape planning for your classroom area and housing.
- Learn the location of all building exits. You may have to find your way out in the dark.
- Do not tamper with fire protection equipment.
- Do not hang anything from fire sprinkler pipes or nozzles.
- Keep a flashlight handy.

## Escape Tips

- If you have to escape through smoke, get low and crawl beneath the smoke to your exit.
- Before opening a door, feel the door with the back of your hand. If it's hot, stay in place and call for help. Seal door with towels and signal for help from your window.
- Use the stairs; never use an elevator during a fire.
- If you have a disability, alert others of the type of assistance you need to leave the building.

## Smoking

- Smoke only outside of the building and only where it's permitted.
- It is risky to smoke when you've been drinking or when you're drowsy.
- Do not smoke in bed.
- Soak cigarettes before you empty ashtrays.
- After a party, check furniture and cushions for smoldering cigarettes.

## Cooking

- Cook only where it's permitted.
- Keep cooking areas clean and uncluttered.
- Never leave cooking unattended.
- If a fire starts in a microwave oven, keep the door closed and unplug the unit.
- Gas and charcoal BBQ grills must only be used outdoors.
- Wear short or tight-fitting sleeves. (Long loose sleeves are more likely to catch on fire or get caught on pot handles.)

## Electrical

- Check your school's rules before using electrical appliances in your room.
- Follow the manufacturer's instructions for plugging an appliance into a receptacle outlet.
- Do not overload circuits.
- Do not pinch cords against walls or furniture or run them under carpets. Never tack or nail cords.
- Buy only appliances that have the label of an independent testing lab.



# Emergency Numbers

## Emergency – 911

University Police	203--392-5375
Counseling Services	203--392-5475
Health Services	203--392-6300

## Resource and Referral Listing

Dean of Students	203--392-5556
Disability Resource Center	203--392-6828
Discipline, Student	203--392-5870
Drug and Alcohol Resource Center	203--392-5087
Interfaith Office	203--392-5331
Lost and Found	203--392-5375
Residence Life	203--392-5870
Walking Escort Program	203--392-5375
Wellness Center	203--392-6526
Women's Center	203--392-6946

Hamden Police	203--230-4000
New Haven Police	203--946-6316
St. Raphael's Hospital	203--789-3464
Yale-New Haven Hospital	203--688-2222
Sexual Assault Hotline	888-999-5545
Domestic Violence Hotline	888-774-2900