The department of campus safety is responsible for identifying prevention programs and strategies to support a safe and secure academic environment. Our team’s efforts rely on our ability to collaborate on all issues relating to the collective safety and security of the Nazareth community. This collaboration starts with students, faculty, and staff each understanding their responsibility to learn and practice sound safety and security measures. You can begin to help by reading the Student Right-To-Know Report, which is distributed to all students and employees. We encourage you to familiarize yourself with our services and with the resources we offer that can help you contribute to this environment.

Bobby Maldonado
Director, Campus Safety

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ABOUT NAZARETH COLLEGE
Founded in 1924, Nazareth College is located on a close-knit, suburban campus in the dynamic, metropolitan region of Rochester, N.Y. The College offers challenging academic programs in the liberal arts and sciences and professional programs in health and human services, education, and management. Nazareth’s strong cultures of service and community prepare students to be successful professionals and engaged citizens.

As part of a larger community, Nazareth College shares many of the concerns of our neighbors, including concern about the prevention of crime. The department of campus safety, residential life staff, and student themselves have initiated a variety of individual and joint efforts to ensure that persons and property at Nazareth College are as safe and secure as possible.

STATEMENT ON DIVERSITY AND RESPECT
We, the Nazareth community, embrace both respect for the person and freedom of speech. The College promotes civility and denounces acts of hatred or intolerance. The free exchange of ideas is possible only when concepts, values, and viewpoints can be expressed and challenged in a manner that is neither threatening nor demeaning. It is the policy of Nazareth College, in keeping with its efforts to foster a community in which the diversity of all members is respected, not to discriminate on the basis of race, religion, color, sexual orientation, gender identity or expression, national or ethnic origin, sex, age, marital or veteran status, disability, carrier status, genetic predisposition or other protected status.

Respect for the dignity of all peoples is an essential part of the college’s tradition and mission, and its vision of the future.

ABOUT THE DEPARTMENT OF CAMPUS SAFETY
Nazareth College maintains a full-time, 24-hour department of campus safety. All uniformed officers are registered guards in accordance with the New York State Security Guard Act and provide foot and vehicle patrols of all residence halls, academic buildings, and campus parking areas. All officers are trained in crisis intervention, emergency response procedures, fire safety, first aid, CPR, and Automated External Defibrillators (AEDs).

Campus safety is responsible for identifying prevention programs and strategies to support a safe and secure academic environment. The department also maintains a strong commitment to supporting the educational goals of the campus community. In doing so, the department seeks to preserve an environment where diverse social, cultural, and academic values are allowed to develop and prosper. All members of the department are expected to participate actively in the achievement of these goals and in service to the entire Nazareth College community.

ON-CAMPUS CAMPUS SAFETY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
<th>ext. 2850</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bobby Maldonado, director</td>
<td>ext. 2840</td>
</tr>
<tr>
<td>James Leach, associate director</td>
<td>ext. 2844</td>
</tr>
<tr>
<td>Kevin Riordan, environmental, health, and safety officer</td>
<td>ext. 2841</td>
</tr>
<tr>
<td>Shift supervisors</td>
<td>ext. 2848</td>
</tr>
<tr>
<td>Joaquin Aymerich, investigator</td>
<td>ext. 2847</td>
</tr>
</tbody>
</table>
SECURITY RESPONSE AND AUTHORITY

Campus safety coordinates all requests for services for outside law enforcement, fire departments, medical or other emergency responses on campus. In addition to the individual room phones and public phones, blue light courtesy phones are strategically located throughout campus. These phones dial directly into the campus safety office and indicate the caller’s exact location to the dispatcher. The campus community is encouraged to use these telephones to request information, escorts, and motorist assistance (lock-outs, jump starts), or to report suspicious conditions.

The campus safety office is open 24 hours a day and is conveniently located in room 21 of the Otto A. Shults Community Center. All campus fire and security alarms are also monitored from this area. All telephone and radio communications are tape recorded for emergency play back and quality control.

As members of a proprietary security department, campus safety officers do not have police authority. The department does maintain a close working relationship with area law enforcement agencies, specifically the Monroe County Sheriff’s Department. All required criminal activities and motor vehicle accidents are reported to the Monroe County Sheriff’s Department for reporting, investigative, and arrest purposes. Criminal prosecution of incidents that occur on campus, or elsewhere in Monroe County, is coordinated by the Monroe County District Attorney’s Office. As a result, all criminal activities become a matter of public record.

In addition to assisting area law enforcement agencies in the investigation of campus incidents, campus safety also investigates violations of the Nazareth College Student Conduct Code, which is distributed to all students at the beginning of each academic year. These incidents are generally referred to the student affairs office for judicial review. Judicial procedures are clearly outlined in the Student Handbook, which is distributed to all students each year.

The campus safety department uses a variety of methods to share information with the campus community regarding security and safety related issues. Safety notices and prevention fliers are distributed throughout campus, and more serious incidents are shared campus-wide in compliance with the timely notice requirement of the student right-to-know law. In the event that a situation arises, either on or off campus, that, in the judgment of the director of campus safety, constitutes an on-going or continuous threat, a campus wide timely warning will be issued. The warning will be issued through the College’s email system to students, faculty, and staff. If time permits, a warning will also be issued in the campus’s student newspaper, The Gleaner.

Depending on the particular circumstances of the event, especially in situations that could pose an immediate threat to the community and individuals, the campus safety department may also post a notice on the Nazareth College home page at www.naz.edu to providing the College community with more immediate notification.

In such instances, a copy of the notice will be posted in each residence hall and at the front door of each building on campus. Anyone with information warranting a timely warning should report the circumstances to the campus safety department by phone at 585-389-2850 or in person at the campus safety office located in room 21 of the Otto A. Shults Community Center.

<table>
<thead>
<tr>
<th>EMERGENCY NUMBERS</th>
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<tbody>
<tr>
<td><strong>On-campus emergencies</strong> (security, fire, ambulance)</td>
</tr>
<tr>
<td>From on-campus ext. 3333</td>
</tr>
<tr>
<td>From off-campus or cell phone 585-389-3333</td>
</tr>
<tr>
<td><strong>Off-campus emergencies</strong> (police, fire, ambulance)</td>
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<tr>
<td>911</td>
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</tbody>
</table>

NAZALERT

Nazareth College knows how important safety is to every student, faculty, and staff member on campus, and the College has partnered with Rave Mobility Safety to implement an emergency communications system called NazAlert. NazAlert allows the College to notify students, faculty, and staff via multiple communications channels in case of an emergency or campus crisis. These channels include:
• Text messages (SMS) to mobile devices
• Instant messages (AOL, MSN, and Yahoo)
• Calls to home, office, or mobile phone numbers
• Emails to your Nazareth account

Students, faculty, and staff will only be contacted through the system in the event of an emergency.

HOW NAZALERT WORKS
• Nazareth College official creates voice and/or text message via phone or computer.
• NazAlert system attempts to contact everyone simultaneously with voice and text messages via their preferred devices.
• Students, faculty, and staff receive text and voice message in minutes—whether located on campus or off campus, in class or in transit, or elsewhere. The system requests a response from everyone.

All Nazareth College students, faculty, and staff are able to subscribe to this service free of charge and will receive an email from Nazareth’s ITS department with an authorization code. The email will send you to a website with simple instructions to activate your account. As you register, you’ll be guided step-by-step through the process. Be sure you keep your member ID and password for future logins.

Visit naz.edu/nazalert to learn more.

FACILITY AND RESIDENCE HALL SECURITY AND ACCESS

Most campus buildings and facilities are generally accessible to members of the campus community, guests, and visitors during normal business hours, Monday through Friday, excluding holidays. Certain facilities may also be open for designated hours on weekends.

Exterior doors on campus buildings are locked and secured each evening by campus safety personnel. Building directors or department heads may submit after-hours authorization forms to campus safety to allow individuals access to areas beyond the normal building hours. Special areas on campus, such as designated computer labs, may remain open 24 hours a day.

Residence hall exterior doors are generally locked 24 hours, except for those halls with an after-hours attendant, or during dining hours or special events. When the residence halls are locked, entrance is gained by use of a valid Nazareth ID card, or by contacting campus safety. Courtesy phones are located at the main entrances to all residence halls.

Residence hall exterior doors are also equipped with electronic sensors that alert campus safety in the event that a door is propped open. Campus safety, residential life, and facilities staff are encouraged to report all door or security hardware problems for immediate repair.

Campus lighting is another important part of the Nazareth commitment to safety and security. Lighting problems or inefficiencies are immediately reported to facilities for corrective action. A comprehensive survey of all exterior lighting is annually conducted by members of facilities and campus safety. Landscaping on campus is maintained by trimming shrubbery and trees to enhance safety and security.

COLLEGE LIABILITY

The College will not be responsible for loss or damage from any cause to personal property or residents.
In an effort to enhance the safety and security of the Nazareth campus, the campus safety department offers a variety of services and prevention programs. Emergency notifications and transports, vehicle lockouts and jump starts for stranded motorists, and a campus escort service are all provided by campus safety personnel. The department also issues all students, faculty, and staff with photo ID cards and coordinates a campus-wide lost and found program.

Campus Safety personnel provide a variety of educational and prevention programs for residence hall and commuter students during orientation sessions, and during the year as requested. Among these programs are demonstrations and workshops regarding fire safety, personal safety, sexual assault prevention, and alcohol/drug awareness. Self-defense courses are also provided by the athletics department each semester.

Fire safety inspections are conducted once per year in all residence halls. These inspections are normally conducted during break periods. Candles, incense, halogen lamps, and other prohibited items will be confiscated and destroyed and the student will be subject to disciplinary action.

**PARKING**

Employees and students are required to place a parking permit on vehicles within the first two weeks of beginning employment or classes.

- Employee and student vehicles without parking permits will be ticketed.
- Employees and students may also park in the general lots; however, permits are required.
- Please visit the campus safety office to register a vehicle or to update information.
- Parking permits are typically issued to faculty and staff when an employee ID card is issued.

**STUDENTS**

- Resident students are restricted to parking lots H, I, J, K, L, N, O, and P only (see map on page 31).
- Students may park in most lots; however, tickets will be issued for parking in areas that are clearly designated for visitors, service vehicles, reserved, handicap, fire lanes, tow away zones, etc. Please be mindful of signage and pavement markers.

**VISITORS**

- Visitors are asked to park in designated visitor areas or in the general parking lots (see map on page 31).
- Guest of students may park on campus overnight by obtaining a temporary parking pass at the campus safety office.

**CAMPUS SHUTTLE**

The campus safety department offers an on-campus shuttle service that operates whenever classes are in session. The shuttle runs daily, Monday through Thursday, from 7 a.m. to 9 p.m., and on Friday from 7 a.m. to 8 p.m. Please refer to the campus map on page 31 for shuttle route information.

**GENERAL**

- Parking on campus roadways and grass areas is strictly prohibited.
- Parking regulations are enforced year-round in all areas.
- Reserved parking areas are enforced year-round, Monday through Friday, from 6 a.m. to 3:30 p.m., except where designated.

Additional information regarding parking policies can be obtained at the campus safety parking office. Call 585-389-2850.

**PARKING FEES**

The parking fees are as follows:

- $78 annual fee (This covers the entire academic year. Students starting classes in the fall may purchase a permit for the full academic year at a cost of $78 and would register again the following fall.)
- $42 for one semester only (Students starting classes in January or those who will be taking classes for only one semester may purchase a permit at a cost of $42.)
- Students may register additional vehicles at no charge upon presenting a valid NYS state registration verifying ownership.

Parking fee prices include New York state sales tax.
The NazCard is your official Nazareth College identification card and identifies you as a member of the Nazareth College community. The NazCard can be used as a debit card for dining services, bookstore, and vending machines purchases. Dining dollars for dining services can be added to your NazCard at any register in the Cabaret or at the dining services office. Naz Bucks can be added to your card for vending machine and bookstore purchases at the NazCard office within the campus safety office or at the accounts payable office in Smyth Hall.

The NazCard is also used in the library and for access into the residence halls, the fitness center, and some computer labs. The NazCard is important to your day-to-day activities on campus. Be sure to carry it with you at all times.

The NazCard office is conveniently located in the campus safety office. Lost or stolen cards should be reported immediately to campus safety at extension 2850. There is a $15 replacement fee.

Nazareth College also provides each student and employee, upon request, with a key-chain style emergency transmitter called the security escort transmitter. This device can alert campus safety personnel for immediate response to any request for assistance. There is no charge for this service and more than 1,000 members of the campus community subscribe to this service annually.

Applications for the security escort transmitter can be obtained from the NazCard office when you obtain your ID card.

It is the policy of Nazareth College not to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status disability, carrier status, genetic predisposition, or any other protected status in the admission of students to the College; in any of the rights, privileges, programs, and activities generally accorded or made available to students at the College; in the administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other programs administered by the College; or in the employment practices of the College.

It is the policy of Nazareth College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Nazareth College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the following definition: Sexual harassment of employees and students at Nazareth College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or
B. Submission to or rejection of such conduct is used as the basis for employment or other decisions affecting that individual, or
C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Faculty, staff, or students who feel that they have been sexually harassed under the above definition and wish further information or assistance on the informal or formal complaint procedures, or who have questions concerning this policy on sexual harassment,
should contact Jo Ellen Pinkham, director of human resources, or Kevin Worthen, vice president of student development. Your confidentiality will be respected.

**SEXUAL ASSAULT AND RAPE**

Nazareth College is committed to educating the campus community about the common circumstances that can lead to sexual assault and rape, possible prevention strategies, and available victim support services. Staff from the campus safety department and student development division are instrumental in providing these important training programs and support services to the Nazareth College community. In dealing with sexual assault or rape on campus, Nazareth College strongly encourages the full prosecution of all local, state, and federal laws.

In New York state it is a crime to engage in sexual intercourse or “sexual contact” with any person without that person’s consent. Sexual contact is commonly referred to as “inappropriate touching.” State laws require that both individuals involved in sexual relations must give consent, and that neither individual be defined as having any “mental or physical incapacity” that would impair judgment.

In dealing with victims of a crime or violation, Nazareth College will offer all available support and referral services that may be appropriate. Victims may choose to report the incident to campus safety, student development, or residential life to initiate any criminal and/or disciplinary action. Victims also have the option to receive personal support from other appropriate College resources, such as the counseling center. When selecting any of these options, victims can expect to:

- Be treated with respect
- Have confidentiality maintained (within the bounds of the law and College policy)
- Have College or criminal proceedings fully explained
- Receive prompt relocation in campus housing, if desired
- Receive referral information for support services

If College disciplinary action is initiated, the victim can expect to:

- Be notified of all scheduled disciplinary proceedings
- Have an advisor or support person present
- Be informed of the general outcome of the hearing
- Receive College cooperation in using College procedures to deter harassment or retribution following a disciplinary action

**SUGGESTIONS ON HOW TO AVOID ACQUAINTANCE RAPE**

Know what you want sexually; set sexual limits; don’t give mixed messages.

- Trust your intuition or gut feelings about situations to avoid.
- Be clear and responsible in your communications 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 the other person knows what you do or do not want.
- Use the buddy system: Watch out for your friends.
- Don’t lose control. Alcohol and other drugs affect your judgment.
- Avoid secluded places at the beginning of relationships.
- Do not assume that if you are with a friend or an acquaintance that nothing bad will happen.
- Devise an action plan in advance for what you will do if confronted with a situation of possible acquaintance rape. Remove yourself from the 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., to remove yourself from a possible acquaintance rape situation. Do not worry about hurting the other person’s feelings.
SUGGESTIONS RELATED TO DATE RAPE DRUGS

- Never go to a bar, party, or social event alone.
- Use the buddy system. Do not leave your friends.
- Get your own drink.
- Watch your drink being poured and do not leave it unattended.
- Don’t drink from a large, open container such as a punch bowl.
- Don’t drink anything that has an unusual taste, especially a salty taste.
- Don’t share drinks.
- Warn others about high-risk situations.

For more information, you can contact the NY DCJS Sex Offender Registry at 518-457-6236.

PEER HARASSMENT STATEMENT

The Nazareth College community is dedicated not only to learning but also to the development of sensitive and responsible persons. Because the College prepares individuals for participation in an increasingly diverse world and its institutions, the climate of college life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, and racial differences; religious preferences; sexual orientation; variations in age; and people with disabilities.

Nazareth College seeks to achieve these goals through educational programs and policies. Harassment based on these differences is clearly in conflict with the general mission of the College, and is strictly prohibited. In addition, some forms of harassment may violate New York’s criminal statutes and, depending on the situation, may violate other state and federal laws as well.

Peer harassment includes verbal, physical, or written abuse directed toward an individual or group on the basis of race, color, creed, national origin, religious preference, sexual orientation, age, or disability. This includes using remarks, language, illustrations, or electronic messages in cyberspace that deprecate or offend a person based on his or her ethnic background, race, religion, sexual orientation, age, or disability. All are damaging.

While some examples of harassment (such as physical and verbal assaults) are easily identified, more frequent and generalized instances such as blatant and subtle graffiti and insensitive use of language (including epithets and humor) often go unacknowledged. All types of harassment based on individual differences are unacceptable and will be subject to disciplinary sanctions.

Any member of the College community who feels he or she has been harassed should contact the director of human resources, the vice president for student development, or any of the College’s advisors for concerns of discrimination and victimization (see page 11).
**OTHER FORMS OF HARASSMENT**

**STALKING**
Stalking is considered a form of harassment. It occurs when a person engages in a course of conduct directed at a specific individual that is likely to cause such individual to have a reasonable fear of harm to his or her physical or emotional health, safety, or property. Such conduct may include, but is not limited to, repeatedly engaging in contact or communication (including, but not limited to, face-face communication, telephone calls or messages, electronic mail, written letters, unwanted gifts, threatening or obscene gestures); surveillance; following; trespassing; or vandalism.

**DISCRIMINATORY HARASSMENT**
Harassment or intimidation of another person, limiting another person’s right to equal opportunity or otherwise denying another person equal treatment because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status is prohibited.

**GRIEVANCE PROCEDURES FOR DISCRIMINATION AND HARASSMENT COMPLAINTS**
Faculty, staff, and students who want further information or assistance in discussing or filing a complaint of harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status should contact any of the advisors for concerns of discrimination and victimization. These advisors will assist in trying to resolve the problem informally and/or explain the steps of the formal grievance procedure. You may also contact the director of human resources for assistance.

**THREAT ASSESSMENT TEAM**
A. The Threat Assessment Team will be chaired by the director of campus safety and will include the vice president for student development, director of counseling services, and two faculty members appointed by the Faculty Executive Committee for a three-year term. Upon establishment of the Threat Assessment Team, the entire team will receive training in threat assessment. In addition, there will be ongoing training for the team and any new members.

B. The Threat Assessment Team will be convened whenever any member of the team feels there are serious safety issues concerning an incident, on or off campus, involving members of the campus community. An approved meeting must have at least three members in attendance. If the team is convened with only three members, an attempt will be made to ensure that the three members are a diverse body. When the safety of a student, faculty, or staff member is at issue, the vice president for student development is always authorized to make whatever decisions he or she deems necessary with or without convening the Threat Assessment Team.

C. Whenever the Threat Assessment Team convenes as a result of a situation as described in subparagraph (B) above, the team will immediately assess the situation and decide what steps will be taken to address the safety issues presented by the incident. For example, it may be necessary to immediately remove the alleged perpetrator from the campus until a judicial hearing can be convened. Within 24 hours of convening and making such decisions, a representative of the Threat Assessment Team will meet with the alleged perpetrator in order to gather additional information regarding the extent of the safety issues involved in the incident and advise the alleged perpetrator of any decision that immediately impacts him or her. In addition, within 24 hours of convening, a representative of the team
will meet with the alleged victim in order to gather additional information regarding the extent of the safety issues. If requested by the alleged victim, the representative of the team will advise him or her of the College’s judicial procedures and available campus resources.

D. The chair of the Threat Assessment Team will notify the involved parties of the decision of the team regarding what further actions will take place concerning the safety issues created by the incident.

E. Following the completion of its role in connection with each incident acted upon by the Threat Assessment Team, the team will convene to debrief the entire incident.

F. The work of the Threat Assessment Team relates solely to assessing and addressing serious safety issues concerning an incident, on or off campus, involving members of the campus community. It does not supersede, supplant, or replace the College’s judicial procedures.

**ADVISORS FOR CONCERNS OF DISCRIMINATION AND VICTIMIZATION**

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Durant-Jones, assistant professor of communication sciences and disorders</td>
<td>ext. 2775</td>
</tr>
<tr>
<td>Jane Kelly, director of campus life and assistant vice president for student development</td>
<td>ext. 2320</td>
</tr>
<tr>
<td>Mitchell Messina, associate professor of art</td>
<td>ext. 2530</td>
</tr>
<tr>
<td>Edward Wiltse, assistant professor of English</td>
<td>ext. 2646</td>
</tr>
</tbody>
</table>

Inquiries concerning the application of this policy prescribed by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 may be directed to the director of human resources, Nazareth College, 4245 East Avenue, Rochester, NY 14618, 585-389-2060, who has been named to coordinate the responsibilities under Title IX and Section 504.

**HAZING POLICY**

New York state law and Nazareth College policies forbid hazing, and any violations will be reviewed by the chair of the Judicial Hearing Board. Behavior prohibited under this law includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of liquor or drugs; actions insulting or embarrassing another individual; and actions in the form of social pressure which might cause harm to an individual, regardless of their willingness to participate.

Generally, New York state law provides that (1) a person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury, and (2) a person is guilty of hazing in the second degree when, in the course of another person’s initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

**DANGEROUS OR LIFE-THREATENING BEHAVIOR**

Students may be subject to summary dismissal or asked to take a medical leave of absence by the vice president for student development if they are not functioning well enough to appropriately meet their academic and/or communal living obligations (e.g., excessive alcohol consumption, using illegal drugs, or are deemed dangerous to themselves or others). In all instances when a student is transported to a hospital for a medical or psychiatric reason, it is considered a dangerous or life-threatening situation.

Nazareth College recognizes that certain behaviors (e.g., suicide threats, suicide attempts, severe eating disorders, substance abuse, self-injurious behaviors, such as cutting) require professional help, and the College provides services that address these problems as well as others. However, if the student’s behavior becomes disruptive to and unacceptable in the academic and social/living environment of the
College community, and/or is dangerous to him/herself or others, the student may be asked to leave the College after undergoing appropriate assessment by the College’s counseling services and/or off-campus professionals. In some cases, students may also be required to meet with a mental health professional as a condition of their remaining in attendance at the College. In addition, in connection with certain dangerous or life-threatening behavior, disciplinary sanctions may be imposed if the conduct is found to be in violation of the Student Conduct Code.

**ALCOHOL POLICY**

The unauthorized possession, use, or distribution of alcoholic beverages on or in College property is a violation of the Student Conduct Code. College policy, consistent with state laws, confines on-campus use of alcoholic beverages by persons of legal age (21 years and older in the New York state) to specified areas. This code also prohibits misrepresentation of age to obtain alcoholic beverages.

The College enforces all state laws or regulations that regulate and control the sale or use of alcohol as follows:

**ALCOHOLIC BEVERAGE CONTROL LAW**

*Section 65. Prohibited Sales.* No person shall sell, deliver, give away of cause or permit to procure to be sold, delivered of given away any alcoholic beverage to:

1. Any person, actually or apparently under the age of 21;
2. Any visibly intoxicated person or any person, actually or apparently, under the influence of alcohol;
3. Any habitual drunkard known to be such to the person authorized to dispense any alcoholic beverages.

*Section 65A. Procuring alcoholic beverages for a person under the age of 21.* Any person who misinterprets the age of a person under 21 for the purpose of inducing the sale of any alcoholic beverage, as defined in the alcoholic beverage control law, to such person is guilty of an offense and upon conviction thereof shall be punished by a fine of not more than $200, or by imprisonment for not more than five (5) days, or both such fine and imprisonment.

*Section 65B. Offense for one under the age of 21 to purchase or attempt to purchase an alcoholic beverage through fraudulent means.* No person under the age of 21 who presents or offers to any licensee under the alcoholic beverage control law, or to the agent or employee of such licensee, any written evidence of age which is false, fraudulent, or not actually his/her own for the purpose of purchasing or attempting to purchase any alcoholic beverage. Section 11–1 of the General Obligation Law Compensation for injury and damage caused by the intoxication a person under the age of 21.

Any person who shall be injured in person, property, means of support, or otherwise by the reason of the intoxication or impairment of ability of any person under the age of 21, whether resulting in his or her death or not, shall have a right of action to recover actual damages against any person who knowingly causes such intoxication or impairment of ability by unlawfully furnishing to or unlawfully assisting in procuring alcoholic beverages for such a person with knowledge or reasonable cause to believe that such a person was under the age of 21.

**SUMMARY**

These sanctions of the state laws make it illegal for persons under the age of 21 to acquire alcoholic beverages.

There are also state and local regulations concerning open beverage containers in public areas. Open containers of alcoholic beverages are not permitted in motor vehicles. Area parks have special ordinances that prohibit open containers on roadways and in parking lots. Amounts of beverages allowed in parks are limited. If you are planning an event for one of the parks, be sure to check with the appropriate agency (city or county parks department) before assuming that you may have alcoholic beverages at the event.

Open containers of alcoholic beverages are not permitted in or around public schools. Additionally, state and county enforcement of the law related to driving while intoxicated (DWI) is among the most stringent in the nation. First-time offenders can expect to be prosecuted fully as misdemeanor criminals with all the attendant fines, penalties, and civil ramifications.

In compliance with this law, Nazareth College
recognizes the freedom of choice of each community member—student, faculty, and staff—to exercise personal responsibility with respect to making informed decisions regarding the use or non-use of alcoholic beverages. With this in mind, the following campus regulations shall apply in relation to the law for the purpose purchasing or attempting to purchase any alcoholic beverage.

**CAMPUS POLICIES**

1. Possession and consumption of alcoholic beverages is prohibited on campus grounds and in buildings except in a residence hall room by persons of legal age (21 years and older in New York state) under the conditions described below and where otherwise noted below. Consumption of alcohol may be inferred based upon the number, location, and condition of empty or partially empty cans and bottles.

2. The sale and/or distribution (including giving away) of alcoholic beverages to persons under age 21 on the Nazareth College campus is prohibited.

3. It is a violation of Nazareth College policy for any persons under age 21 to procure or possess alcoholic beverages. Possession of alcohol may be inferred based upon the number, location, and condition of empty or partially empty cans and bottles.

4. Procedures for obtaining College approval to use campus facilities for events where alcoholic beverages will be served are available at the Information Desk, Shults Center, and the dining services office of Chartwells.

5. Alcoholic beverages in serving containers greater than 32 ounces (e.g., beer kegs and beer balls) are prohibited except at Chartwells catered events and at the discretion the vice president for student development.

6. The College recognizes Chartwells as the sole possessor of a catering/liquor license. Therefore, the public selling and/or dispensing of alcoholic beverages anywhere on campus is restricted to Chartwells personnel only.

7. Open containers of alcoholic beverages are prohibited from all corridors, lounges, stairwells, lobbies, parking lots, grounds, and any public areas of the campus unless College approval was previously attained.

8. Student fees collected by the College and/or student organization and distributed through the Undergraduate Association will not be used for the purchase of alcoholic beverages.

9. Trafficking, manufacturing, distributing (including giving away), or possessing with the intent to distribute any illegal drug, narcotic, or controlled substance, including prescription medications, is prohibited.

10. Non-alcoholic beverages and food items must be made equally available at any program or event where alcohol beverages are sold, distributed, or consumed.

11. During all College or student sponsored events on campus, alcoholic beverages, where permitted, will be served only in an enclosed environment designated for each occasion.

12. Campus events which involve only person 21 years of age and older are catered by Chartwells personnel and need prior approval from the vice president for student development or his designee.

13. Persons under the legal drinking age may not distribute (including giving away), sell, possess, consume or be in the presence of alcohol without being sanctioned under the circumstances described in paragraph 15(a). Being in the presence of alcohol may be implied based on the number, location, and condition of empty or partially empty cans and bottles.

14. Persons of legal drinking age (21 or older) may consume alcohol where all residents and guests are 21 or older. All other policies of the College must be followed. See suggestions below on hosting parties when you are 21 or older.

15. Persons of legal drinking age (21 or older) may not consume or be in the presence of alcohol with persons under the legal drinking age except as follows:

   a. In residence hall rooms where both of age and underage students reside, of age students may consume alcohol in the presence of their underage roommate(s) provided they are the
only persons present in the room. If the underage person is in the presence of alcohol in this situation, the underage student will not be sanctioned for being in the presence of alcohol, nor will the of age student(s) be presumed to be providing alcohol to underage student. All other policies of the College must be followed and, therefore, the underage roommates may not consume alcohol. Should it be determined the underage roommates consume alcohol, both the underage and of age students will be in violation of this policy.

b. If a student 21 or older consumes alcohol in his or her room in the presence of any underage students other than his or her underage roommate(s), it will be presumed that the of age student provided alcohol to all the underage students in the room, other than the roommate(s), unless an investigation by either residential life or campus safety shows otherwise. In other words, the investigation must determine that the alcohol was NOT provided in order to avoid a violation related to the providing of alcohol. In this situation, the underage students, other than the underage roommate(s), will be in violation of this policy by being in the presence of alcohol even if information is gathered during the investigation that they did not consume alcohol. If, during the investigation, information indicates that the underage roommates(s) (as opposed to the underage guests) consumed alcohol, the underage roommates(s) will also be in violation of this policy.

16. Any person under the age of 21 is prohibited from presenting or offering any licensee under the alcohol beverage control law, or to the agent or employee of such licensee, any written evidence of age which is false, fraudulent, or not actually his/her own, for the purpose of gaining admission to an event where alcohol is being served or purchasing or attempting to purchase any alcoholic beverage.

17. Possession, use, distribution, buying, selling, or manufacturing of controlled substance except as expressly permitted by law, is prohibited.

18. Alcohol or drugs and alcohol and drug paraphernalia (including funnels, “beer pong” tables, bongs, bar set-ups, etc.) found in the possession of students or their guest(s) will be confiscated and the students involved and/or present will be cited for a violation of this policy.

19. Engaging in any types of drinking games is prohibited and is a violation of the alcohol policy no matter how old the student(s) involved.

20. An incident in which a student, regardless of age, is transported to the hospital or when medical professionals are called to campus to evaluate the student for an alcohol related condition (i.e., intoxication, alcohol poisoning) will be treated as a violation of Student Conduct Code.

21. Nazareth College members—faculty, staff, and students—who are found in violation of New York state law and/or campus policy pertaining to the sale, distribution, possession, or consumption of alcoholic beverages or drugs will be subject to possible parental notification, disciplinary action, and/or criminal prosecution. Please be aware that under this policy, “distribution” always includes giving away.

The alcohol policy relates to residential and nonresidential student conduct and applies to on- and off-campus behavior.

**EXAMPLES**

1. Three students reside in one room and are present in the room: two students are 21 and one student is 20. The 21-year-old students are consuming alcohol with the 20-year-old roommate in the room. The 20-year-old is not consuming alcohol.

   **Violation?** None of the students are in violation of the policy.

2. The same three students reside in one room and are present in the room. All three students are consuming alcohol.

   **Violation?** The 20-year-old student is in violation for consuming the alcohol. The 21-year-old students will be presumed to have provided the alcohol to the student in violation of the policy unless an investigation shows that they did not.
3. The same three students reside in one room and are present in another room along with two other 21-year-old students. The four 21-year-old students consume alcohol while the 20-year-old does not.  
Violation? None of the students are in violation of the policy.

4. The same three students reside in one room and are present in another room along with two other 21-year-old students. The four 21-year-old students and the 20-year-old all consume alcohol.  
Violation? The 20-year-old student is in violation for consuming alcohol. The 21-year-old residents will be presumed to have provided the alcohol in violation of the policy unless an investigation shows that they did not.

5. The same three students reside in one room and are present in the room with two other 20-year-old students. The two 21-year-old students are consuming alcohol. The three 20-year-olds are not.  
Violation? The 20-year-old roommate is not in violation. The 20-year-old guests are in violation for being in the presence of alcohol. The 21-year-old students will be presumed to have provided alcohol to the 20-year-old guests in violation of the policy unless the investigation shows that they did not provide alcohol.

6. The same three students reside in one room and are present in the room with two other 20-year-old students. All five students are consuming alcohol.  
Violation? The 20-year-old roommate and the 20-year-old guests are in violation for consuming alcohol. The 21-year-old students will be presumed to have provided alcohol to all of the 20-year-olds, including the roommate, in violation of the policy unless the investigation shows that they did not provide alcohol.

GOOD SAMARITAN POLICY
Abuse of alcohol and other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College is concerned that those in need receive prompt medical attention. The College cannot guarantee absolute immunity from sanctions associated with violations of the Student Conduct Code or state and federal laws. However, efforts will be made to mitigate sanctions associated with the alcohol and other drug offenses for “Good Samaritans.” These considerations apply only to the individual(s) who may have contributed or participated in the use and abuse of alcohol or other drugs, but who summon aid.

GUIDELINES FOR GATHERINGS WHERE ALCOHOL IS CONSUMED
Sometimes students of legal drinking age (21 years of age or older) want to have responsible gatherings where alcohol is consumed, but are often faced with the dilemma of having underage students appear at their door to attend closed parties.

If you are hosting a gathering:

• Consider the risks of hosting a party. Do the risks outweigh the fun of hosting?
• Keep their doors locked and only permit guests they have invited to their party in the room.
• ID everyone who attends. Even friends you might think are 21 or older may not be!
• Monitor what everyone is drinking.
• If someone comes into your room that you do not know, and s/he is not 21, you should have him/her leave immediately.
• If students who are uninvited and under 21 do not leave, call campus safety and they will come to the apartment/residence and escort that person(s) away.
• There is no BYOB (bring your own beverage) policy at Nazareth College. If someone is drinking in your room, regardless of whether you provide it or not, you are responsible for them.
• Serving alcoholic punch is never a good idea. The amount of alcohol and types of alcohol included often give other students misperceptions of how much alcohol they are consuming. Single-serving containers are the smarter way to go for everyone.
CONTROlLED SUBStANCE POLICY
This policy applies to all faculty, staff, and student employees of Nazareth College.

I. POLICY
The College is committed to maintaining a drug-free environment. In accordance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (drugs) in and on Nazareth College owned or controlled property.

II. GUIDELINES
A. Sanctions for Violation of Non-Compliance:
The College will impose action in accordance with its discipline policy and/or require satisfactory participation in a drug rehabilitation program by any faculty member, staff member, or student employee who has violated any provision of this policy.

B. Compliance as a Condition of Employment:
Compliance with the provisions of this policy shall be a condition of employment at Nazareth College.

C. Employee Obligation for Notification of Conviction:
In order to comply with federal law, any faculty member, staff member, or student employee convicted of any criminal drug statute violation occurring in or on the workplace premises is required to notify the employer within five (5) calendar days following such conviction.

D. Employer Obligation for Notification:
The College is obligated to notify the appropriate federal granting agency within ten (10) days of having received notice of an employee conviction as described in (C) above.

E. Maintenance of a Drug-Free Workplace:
Good faith efforts on the part of the College to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the College community, as well implementation and strict enforcement of this policy.

III. PROCEDURES
A. The College will notify each faculty member, staff member, and student employee of this policy, as well as those newly hired, emphasizing the obligation for compliance as a condition of employment.

B. Any faculty or staff member convicted of any criminal drug statute violation that has occurred in or on the workplace premises will provide the appropriate academic officer or supervisor with notification, preferable written of such conviction indicating any resultant conditions, within five (5) calendar days of the conviction. Student employees shall notify the vice president for student development.

C. An academic officer, supervisor, or student employment official having knowledge or receiving notification of a conviction, as described in (B) above, shall immediately provide, in writing, notice to the director of human resources (or designee).

D. The Nazareth Substance Abuse Education Committee, in connection with the human resources department, will offer ongoing drug education and awareness programs for the College community, as well as provide drug informational materials. Faculty, staff, and students are expected to avail themselves of these programs.

E. This policy will be maintained as a permanent part of the Staff Personnel Policy Manual, Faculty Policy Manual, and the Student Handbook.

F. Questions concerning this policy should be referred to the human resources department; student employees should refer questions to the office of student development.

POLICY ON COMPUTER USE
Each student who has an account on a Nazareth College computer system, or uses a computer system at the College, must follow these general guidelines. A more complete policy on computer use is available from the department of information technology or online at naz.edu/its/policies.

Computer users are expected to read and comply with all aspects of this complete policy. You are not permitted to:
• Give out your password
• Use another person’s account
• Use any system for personal profit or gain
• Create or distribute chain letters
• Send/distribute threatening/harassing electronic messages
• Duplicate software/other intellectual property of another

Violation of any of these policies can result in loss of computer privileges, academic suspension, or other disciplinary action, or action by outside law enforcement agencies.

In addition, all computers connected to the campus network in the residence halls, must have effective and up-to-date virus protection software installed and running.

GUIDELINES FOR POSTING
Notices, posters, or signs may be placed only on bulletin boards, approved posting areas on walls, or similar locations designated for such purposes. Notices, posters, or signs may not be placed on poles, posts, signs, trees, walls or buildings, doors, windows, glass, transparent partitions, or painted surfaces not marked as posting areas. Notices, posters, signs, etc. shall not be placed in a manner or location that may obscure or mark exit signs, fire alarm boxes, safety rails, fire extinguisher cases, hand rails, and similar devices installed as safety equipment in a building.

Banners may not be hung outdoors without the permission of the director of campus life. Banners may not be hung in a manner that damages or defaces trees, shrubs, or buildings. Banners may not be placed on the exterior of buildings without specific approval of the building manager. It is the responsibility of the individual or organization hanging the banner to take it down by the date agreed upon.

SMOKING POLICY
Nazareth College has the responsibility of providing and maintaining a safe and healthy work environment. The College’s smoking policy is consistent with New York state laws in that:

• Smoking is prohibited in all academic and residential buildings, including a student’s own room.
• Smoking is prohibited in all College vehicles.
• Smoking is prohibited in the tunnel system.
• Smoking is prohibited in the Cloister Walk between Smyth Hall and the Shults Center.
• Smoking is prohibited within 20 feet of exterior building doors, building entrances, and building air intakes.

POSTING REQUIREMENTS
Signs are posted at all College building entrances or as required by local regulations, advising that smoking is prohibited in all areas of the facility. Departments should post this policy, and provide a copy of the detailed policy statement to prospective staff or faculty members.

RESPONSIBILITIES
Self-enforcement is expected in complying with these regulations; if necessary, supervision and management are responsible for the administration of this policy. Questions or additional information concerning the smoking policy should be referred to the human resources department.

DISCIPLINARY PROCESS
Faculty, staff, and students who fail to comply with the smoking requirements of both Monroe County and Nazareth College will be subject to appropriate disciplinary procedures.

BIAS-RELATED CRIME
Bias-related crimes on college campuses have been of increasing concern to campus administrators and law enforcement officials alike. Bias-related crime is a serious matter, and a direct violation of Nazareth College Statement on Respect and Diversity (i.e., “respect for the dignity of all people is an essential part of the College’s tradition and mission, and its vision of the future”). New York state and federal laws have recently further defined bias crimes and significantly increased the punishments to those that perpetrate these crimes.
New York state’s Hate Crimes Act of 2000 (Penal Law, Section 485) has increased the criminal penalties for most significant crimes (including criminal mischief, criminal trespass, harassment, stalking, assault, arson, robbery, burglary, stalking, rape, criminal sexual assault, and others) if the crime was also classified as a “hate crime.” A hate crime occurs when the victim was selected on the basis of race, color, national origin, ancestry, gender, religion, religious practice, old age, disability or sexual orientation. For example, the maximum sentence for a first conviction of a non-violent felony increases from three to six years if the victim was selected based on his/her sexual orientation.

New York state laws also define specific crimes with respect to bias. In particular, under the New York Civil Rights Law (Section 40-c) a person or entity that commits the crime of ordinary harassment is guilty of a class-A misdemeanor (punishable by up to one year in jail), if the victim was harassed because of his or her race, creed, color, national origin, sex, marital status, sexual orientation, or disability.

Similarly, the crimes of aggravated harassment in the first and second degrees (NYS Penal Law Section 240) are committed when the harassment occurred because of a belief or perception about the victim’s race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. First degree aggravated harassment is a felony, punishable with imprisonment for a year, even for a first offense.

The Federal Sentencing Guidelines (18 USC Appendix 3A1.1), applicable to those who commit federal crimes, also provide for significantly increased prison terms for crimes if they are perpetrated on people, or their property, because of the victim’s race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation.

United States Congress has also defined special hate-based crimes in the Federal criminal code (18 USC Sections 245, 247). It is a federal offense to use force, or the threat of force, to willfully injure, intimidate, or interfere with someone (or a class of people) from exercising or enjoying certain federal rights, such as voting, running for office, or applying for a federal job. Those rights include enjoying the benefits of any program or activity receiving Federal assistance, of which Nazareth College is a recipient. It is also a federal offense to intimidate someone from participating, without discrimination on account of race, color, religion, or national origin, in any of those federally protected rights or benefits. Federal law also makes it a crime to deface, damage, or destroy religious places because of their religious character or because of the race, color, or ethnic characteristics of anyone associated with that property. These hate-based federal crimes can all result in fines and up to a year of imprisonment, and if dangerous weapons, injuries, sexual abuse, kidnapping, death or other violent elements are involved, prison sentences can be much longer, and punishment can even include the federal death penalty.

**HOW TO REPORT A BIAS-RELATED CRIME**

1. Students should contact the department of campus safety (585-389-2850) or the vice president of student development (585-389-2880).

2. Staff members should contact the department of campus safety (585-389-2850) or human resources (585-389-2065).

3. Faculty members should contact the department of campus safety (585-389-2850) or the vice president of academic affairs (585-389-2011).

**IN CASE OF EMERGENCY**, immediately contact the department of campus safety at ext. 3333 (on campus only). From a cell phone or off-campus, dial 585-389-3333.
FBI DEFINITIONS OF CRIME CATEGORIES
The following definitions are those outlined in the Federal Bureau of Investigation’s National Incident-Based Reporting System, which colleges and universities are required to use in reporting crime statistics:

Murder: The willful killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses, Forcible: Any sexual act directed against another person, forcibly or against that person’s will. Includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Sex Offenses, Non-Forcible: Unlawful, non-forcible sexual intercourse. Includes incest and statutory rape.

Robbery: The taking, or attempted taking, of anything of value from one person by another, in which the offender uses force or the threat of violence.

Aggravated Assault: An attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft: The theft of a motor vehicle, including automobiles, trucks, motorcycles, and mopeds.

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

Hate Crimes: All of the above crimes and any other crime involving bodily injury if the crimes are defined as being those crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Illegal Weapons Possession Violations: The violations of laws and ordinances dealing with weapon offenses.

Drug Abuse Violations: Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs or marijuana.

Liquor Law Violations: The violations of state laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

GEOGRAPHICAL CATEGORIES
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.

Any building or property owned by the institution, but controlled by another person, that is within or reasonably contiguous to the geographic area, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-campus: Any building or property owned or controlled by the 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.

On-campus residence halls: On-campus dormitories or other residential facilities for students. Please note that statistics reported in this category are a subset of those reported in the campus category.
Safely Tips For Traveling Off Campus

- Park in well-lit, heavily populated areas. Trust your instincts. If something doesn’t feel right, find another place to park.
- Avoid parking next to occupied vehicles.
- Be aware of your surroundings.
- If you have a cellular phone, have it easily accessible and turned on while driving.
- Take note of emergency/pay phones near where you have parked, in case you need to use them.
- Do not leave valuable items visible in your car.
- Always roll up all windows and lock all doors before leaving your vehicle.
- Walk with others to your vehicle whenever possible.

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Referrals For Disciplinary Action:

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Note:
*Arson Incidents were the result of mischief and did not involve campus buildings.
**Crimes reported in the residential-only column are included in the on-campus category.

The following 2013 statistics are reported as part of the Violence Against Women Act (VAWA) Amendment to the Clery legislation.

Domestic Violence: 0
Stalking, On Campus (not Residence Hall): 1
Dating Violence, Residence Hall: 5
• If someone looks suspicious, leave the area immediately. Do not try to go to your vehicle. Call 911.
• Carry your keys in-hand when you approach your vehicle.
• Look around and underneath your vehicle before approaching.
• Check the back seat of your vehicle before entering.
• Upon entering your vehicle, immediately lock all doors.
• Make a copy of your registration and keep it on your person. Then remove all forms of identification from your vehicle. Anyone with permission to drive your vehicle should have a copy of your registration to furnish to the police, if necessary.
• If you are involved in a minor collision in an isolated area, you may want to drive to a well-lit and populated area before stopping to assess your damage.
• Never pick up hitchhikers or troubled motorists. If you want to help a troubled motorist, drive to the nearest phone and call the police.
• While driving, if you notice that you are being followed, do not go home. Drive to the nearest police station, open store, or service station for help. If you are fearful of exiting your vehicle, blow your horn to draw attention to yourself.
• Report all attempted vehicle thefts to the campus safety department (if on campus) at 585-389-2850 or the local police department at 911. This information will assist police in catching the suspects before they make another attempt.

ANNUAL FIRE SAFETY REPORT
FIRE SAFETY OVERVIEW
Nazareth College provides a comprehensive program to ensure fire prevention and fire safety across campus. This program includes fire detection systems, fire prevention activities, training, and practice drills. The fire prevention activities are directed by the campus safety department, but are only possible through a campus-wide collaboration and commitment from all faculty, staff, and students.

In the event of an emergency, immediately contact campus safety at ext. 3333 (on-campus) or 585-389-3333 (cell phone). In order to be prepared for an emergency, please follow these tips:
• Program the campus safety number (585-389-3333) into your cell phone.
• Be familiar with multiple exit paths from the building. In an emergency, the main exit path may be blocked or off limits.
• Read and adhere to the fire prevention policies (listed below). These precautions were created for your protection and are based on incidents from around the county.
• Be familiar with the location and operation of emergency equipment, such as pull stations and fire extinguishers.
• Obtain your personal security escort transmitter from campus safety (available at no charge).
• If you see anything out of the ordinary, immediately report it to campus safety.

BUILDING EVACUATION POLICY
When the fire alarm is activated, a complete and immediate building evacuation is required by law. This includes fire drills and actual emergencies. Failure to properly evacuate a building may result in disciplinary actions.

If a fire alarm is activated, immediately follow these steps:
• Alert your roommate(s), suitemate(s), or officemate(s) to the emergency situation.
• Without opening the door, feel the surface of the door.
• If the door is hot, do not open it.
• If the door is cool, open it slowly. If there is little or no smoke, proceed out of the building by the nearest exit. Use the stairs (the elevators will be off-line).

If the door is hot or you are unable to leave a room because of fire, heat, or smoke, remain calm and follow these procedures:
• Keep your door closed but unlocked.
• Place wet towels (if available) at the bottom of the door to prevent smoke from entering the room.
• If you are on the first floor, remember that windows are potential exits during an emergency situation.
• If possible, contact campus safety and advise them of your location and any special needs.
• Go to the window and signal to the fire department that someone is in the room (possibly with a towel or bed sheet).

During a fire emergency the elevators will be off-line for use. If you can’t exit the building due to physical limitations, stay in the room, follow the steps outlined above, and immediately contact campus safety to advise them of your situation. Campus safety or other emergency personnel will come to you. In order to prepare for an emergency, discuss your physical limitations with campus safety.

DESCRIPTION OF FIRE PROTECTION SYSTEMS IN RESIDENCE HALLS

Nazareth College has a sophisticated and comprehensive fire protection system in all buildings on campus. This fire protection system comprises the following:

• All campus buildings have active fire detectors and alerting devices (horns, strobes, speakers) installed in accordance with all federal and state regulations. This fire system is automatically activated upon a fire or smoke situation and is continuously monitored by the campus safety department. While the fire system is not directly connected to the local fire department, any alarm is immediately communicated to them through the campus safety department.

• Portable fire extinguishers are provided throughout all campus buildings. The type of extinguisher is matched to the hazards present at that location. Training opportunities are available.
• Fire doors and fire resistance walls are integrated into the building design to slow the spread of fire.

Some buildings on campus are further protected by active sprinkler systems. The fire protection system is frequently tested and inspected to verify that it functions as designed. The different aspects of the system are tested as described below:

• The entire campus is comprehensively inspected by the New York State Office of Fire Prevention and Control annually.
• All smoke detectors, heat detectors, strobes, and horns are tested annually for functionality by an outside contractor.
• All sprinkler systems are tested and inspected quarterly by an outside contractor.
• Fire extinguishers are checked monthly and fully inspected annually with training opportunities offered throughout the year.
• Daily general building inspections are performed identifying fire safety concerns.

Fire evacuations are practiced through fire drills. All buildings on campus have at least three drills per year. All residence halls have fire drills performed four times per year with at least one occurring after sunset.

SAFETY AND FIRE REGULATIONS

In order to provide a safe living and learning environment for all students, staff, faculty, and guests, the following regulations have been established for all residence halls. Please refer any questions regarding safety and fire prevention to your floor RA, residential life, or campus safety.

1. Personal electronics such as TVs, computers, gaming consoles, refrigerators (college-sized), stereo systems, hair dryers, curling irons, alarm clocks, and lamps within reason, in good condition and used according to the manufacturer’s instructions, are permitted. All appliances except refrigerators must be unplugged during vacation periods.
2. All wall hangings are allowed if the following conditions are met:

- Any wall hanging must be mounted such that the top is at least 18 inches from the ceiling.
- No item shall be mounted to the ceiling or hung from the ceiling, exposed pipes, fire detection equipment, or sprinkler heads in any area at any time.
- Posters and other hanging decorations (non-fabric) are allowed but must not cover more than 25 percent (one-quarter) of any wall.
- Fabric tapestries and other fabric hangings, including draperies, are prohibited on walls or windows unless they have been factory treated to be flame-resistant and labeled as such. Discuss these with campus safety prior to hanging.
• Hallway decorations and postings are allowed on bulletin boards at the discretion of campus safety and residential life.

• Hallway fire doors, stairwell fire doors, and stairwell walls must be kept free of postings (papers, fliers, etc). Postings on these safety items will be removed.

3. The following items are prohibited from residence halls at all times:

• Space heaters, portable heaters, and personal air conditioners (except when College owned and approved). If heating is a problem, contact residential life to discuss.

• Candles, incense, and any items that produce an open flame.

• Hot plates and other items with exposed heating elements.

• All “live” Christmas trees without permission from campus safety. Artificial trees of reasonable size are allowed in student’s rooms at the discretion of campus safety and residential life.

• Fog machines and similar devices.

• Multi-head lamps with more than three bulbs.

• Halogen floor lamps (torchiere).

• Lofts or loftable beds (unless College owned)

• Bed risers (manufactured risers, cinder boxes, etc).

• Hazardous chemicals and substances.

4. All extension cords and multi-plug adapters are prohibited.

• Fuse-protected power strips are allowed as an alternative. Each power strip must be plugged directly into a wall outlet and can’t be “daisy chained” from one power strip to another.

• Any item that draws a large amount of energy (such as a refrigerator) must be plugged directly into a wall outlet.

• No electrical cords shall be run under carpeting or across high traffic areas.

5. Smoking is not permitted in any space within the residence halls, including student rooms, restrooms, hallways, lounges, kitchens, and stairways.

• Smoking is permitted outside of a building at a distance of 20 feet or more from any entrance and away from students’ windows.

• Students may smoke in designated smoking huts on campus.

6. Cooking is permitted only in approved kitchen areas in residence halls. All cooking (stovetop, oven, microwave, etc) must be attended at all times. Unattended cooking will be turned off or removed.

• Personal microwaves (not provided by the College) are not allowed in any area, including student rooms, common areas, kitchens, and kitchenettes.

• Toaster ovens, toasters, electric skillets, and George Foreman-style grills are only allowed in the kitchens of the apartment buildings (Portka, Lyons, and Breen). These items are not allowed in any bedrooms, hallways, or anywhere in non-apartment buildings.

• Gas grills and charcoal grills are not allowed on campus unless operated by dining services.

7. Coffee makers are permitted provided they are equipped with an automatic shutoff and an internal heating element.

8. Incandescent and fluorescent lamps are permitted when UL/FM approved and used according to manufacturer’s instructions.

• All lamps must be equipped with a bulb that is at or below the manufacturer’s recommendations (e.g., a 60-watt or smaller bulb must be used with a light with a maximum manufacturers rating of 60 watts).

• Halogen floor lamps (torchiere) are prohibited in residence halls.

• Multi-headed lights (with more than three bulbs) are prohibited in residence halls.

• For safety purposes, leave overhead lights on at all times in common bathrooms and hallways.

9. All exit pathways must be kept clear of obstructions at all times.

• Doorways and windows must be kept free from objects and obstacles at all times.

• Stairways and hallways must be maintained free of objects and obstacles at all times. No items are to be placed or stored in these areas.
<table>
<thead>
<tr>
<th>Building</th>
<th>Building Type</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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</thead>
<tbody>
<tr>
<td>Alumni House</td>
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<td>Breen Hall</td>
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</tr>
<tr>
<td>Clocktower Commons</td>
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</tr>
<tr>
<td>Founders Hall*</td>
<td>Residence Hall/Academic Center</td>
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<td>0</td>
</tr>
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<tr>
<td><strong>Fire Deaths</strong></td>
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<td>0</td>
</tr>
</tbody>
</table>

* Note: Founders Hall was used as a residence hall for the spring 2013 semester, then converted to an academic building for the fall 2013 semester.

All buildings are at 4245 East Ave., Pittsford NY 14618, except for Alumni House at 4375 East Ave., Pittsford, NY 14618

Information on recent fires (within previous year)

<table>
<thead>
<tr>
<th>Building</th>
<th>Date</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Damage ($)</th>
<th>Corrective Actions</th>
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<td>0</td>
<td>0</td>
<td>0</td>
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• No decorations or materials are permitted to cover a door or otherwise make it indistinguishable as a door. “Wrapped” doors are not permitted at any time.
• No material shall hang outside of a window (full or any part).
• Bicycles are not permitted to be stored in stairwells or hallways. There is a bike storage room in the basement of Medaille Hall and external bike racks throughout campus.

FIRE SAFETY GUIDELINES FOR OFF-CAMPUS RESIDENTS AND COMMUTERS

The dangers of fire are not limited or unique to college campuses. Most fire-related injuries actually occur off campus. Living in rented apartments requires a different type of safety investigation. Here are some items you should look for in your rented apartment or house:

• **Evacuation paths:** How do you get out of the house/apartment? What if the main path is blocked? Could I evacuate without electricity (i.e., lights)?
• **Smoke detectors:** Are there smoke detectors in the house/apartment? Is there at least one on every floor?
• **Smoke detector test:** Press the “test” button at least once per month to verify the detector is working.
• **Fire extinguisher:** Is there a fire extinguisher located in the house or apartment? Could you get to it in an emergency? The best place is near the kitchen.

• **Carbon Monoxide (CO) detectors:** It is now New York state law that all apartments have CO detectors in place. CO is a potentially deadly gas that is caused by burning of fossil fuels (natural gas, oil, coal). It is colorless and odorless. CO detectors are the only way to find the deadly gas. These should be tested monthly. Look for the small “test” button.

PLANS FOR FUTURE DEVELOPMENT

The fire safety and prevention program is constantly improving. Policies and procedures are updated based on guidelines from state and federal agencies, integration of best professional practices, and response to on-campus events. The plan for future development is to improve the distribution and training opportunities available to all members of the Nazareth College Community: students, staff, and faculty.

MISSING PERSON POLICY

The report of a missing person is a serious matter. If you have reason to believe that a person is missing from the Nazareth College campus, immediately notify campus safety. Residential life staff or department supervisors (who become aware of a missing person concern on campus) must report the concern to campus safety as soon as possible.

Upon notification to Nazareth College campus safety that a person/student is missing from campus, the director of campus safety or designee will be notified. In addition, if the report is regarding a resident student, the director of campus life (or designee) and the vice president of student development will be contacted.

All calls regarding missing person(s) on campus will be dispatched and assigned to an officer for initial investigation. Appropriate follow up/response by the campus safety investigator or (if not available) the director and/or associate director of campus safety will be initiated.

RESIDENT STUDENT NOTIFICATION

Each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing, and only authorized
campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If the resident student has not registered a contact person, the local law enforcement will be notified that the student is missing.

The parents of students less than 18 years of age and not emancipated will be contacted if the student is the subject of a missing person report. Resident students wishing to provide a specific contact person can do so by stopping by the campus safety office or by emailing the information to emergencycontact@naz.edu.

**RESPONSE**

When campus safety is contacted regarding a missing person report (involving a resident student, member of the College community, or a visitor to campus) and an initial investigation determined the person may be missing:

- Campus safety will report all such incidents to law enforcement after 24 hours; however, this does not preclude contacting law enforcement in less than 24 hours if circumstances warrant a more immediate implementation.
- Campus safety will use all resources available on campus to provide assistance to local, state, and federal law enforcement agencies in the investigation of a missing person report. Among the resources that may be used or provided to law enforcement are video surveillance camera records, photographs of the missing person, medical/dental records (if available on campus), assistance in locating possible witnesses on campus, physical evidence, on-campus school and work schedules, parking records, card key system usage, media relations, establishment of a command post, and/or search parties on-campus.

In addition to responding to calls for persons believed to be missing for more than 24 hours, law enforcement will assist Nazareth College in the investigation when:

- The missing person, regardless of age, has a serious physical or mental health condition requiring frequent medication or treatment.
- The missing person has a history of attempted suicide or has recently expressed suicidal thoughts.
- The missing person may be the victim of a crime or accident.
- The missing person is missing under circumstances inconsistent with the person’s normal behavior.

If the person is missing from a location off campus, contact the local or state law enforcement agency in the area where the person is believed to be missing. If the person is also a member of the Nazareth College community, appropriate assistance will be provided to law enforcement.

**DESIGNATED CONTACT PERSON**

Resident students wishing to provide a specific contact person can do so by stopping by the campus safety office or by emailing the information to emergencycontact@naz.edu.
1. Arts Center
   Includes the Callahan Theater; three 200-seat auditoriums including one in the Gerald G. Wilmot Hall of Music; art, music, and theatre wings; studios, practice rooms, and two art galleries; and other classroom and lecture facilities.

2. Smyth Hall
   Houses classroom and administrative offices including the offices of the president, registrar, financial aid, student accounts, and graduate studies.

3. Lorette Wilmot Library
   Features more than 280,000 volumes, a media center, special classrooms and study areas and a rare book room.

4. Otto A. Shults Community Center
   Houses an oversized gymnasium, student union, snack bar and pizzeria, conference rooms, swimming pool, fitness center, bookstore, offices of student affairs and student government, and the department of campus safety.

5. Carrol Hall
   Houses clinics, classrooms, faculty offices, student health services, and counseling services.

6. Clock Tower Commons
   A co-ed residence hall.

7. O’Connor Residence Hall Complex
   A co-ed residence hall consisting of three buildings connected by a central area.

8. Lourdes Residence Hall
   A co-ed residence hall; also houses the Marie Callahan Reading Clinic.

9. Medaille Residence Hall
   A residence hall for women.

10. Founders Residence Hall
    A co-ed residence hall; also houses the Patricia Carter Early Learning Center.

11. Kearney Residence Hall
    A co-ed residence hall; also houses a computer laboratory, residential life offices, and the First Year Center.

12. Nazareth Guest House

13. La Maison Française
    A residence hall for French majors.

14. Casa Hispana
    Houses classrooms, faculty offices, and facilities for Spanish cultural and academic programs.

15. Casa Italiana
    Houses classrooms, faculty offices, and facilities for Italian cultural and academic programs.

16. Music House

17. Maintenance

18. Breen and Lyons Residence Halls
    Apartment-style residence halls.

19. Anna Portka Residence Hall
    Apartment-style residence.

20. Admissions Center
    A center for undergraduate and graduate admissions activities; includes meeting rooms for admissions interviews and offices for admissions personnel. Parking is available and the facility is accessible to the handicapped.

21. Golisano Academic Center
    Houses administrative and faculty offices, the Linehan Chapel, as well as classrooms and various centers.

22. Elizabeth George Residence Hall
    A co-ed residence hall with 111 private rooms for undergraduate residents.

23. Grounds Building

24. Stadium and All-weather Track
    Athletic facilities, including locker rooms, training facilities, coaches’ offices, and spectator seating.

25. Tennis Courts and Playing Fields
    Features six tennis courts; three full playing fields, including one artificial turf field; and a gathering place for picnics.

26. Peckham Hall
    Home of the Integrated Center for Math and Science. Features state-of-the-art labs, classrooms, and spaces designed to support collaboration between students and faculty.

27. Student Wellness Center
    Houses the departments of Student Health Services and Counseling Services.
Shuttle vans run from 6 a.m. to 9 p.m., Monday through Thursday, and to 8 p.m. on Friday, all days that classes are in session.

**PARKING AREAS**

- **A.** General parking, except where designated.
  - No overnight parking (2–6 a.m.).
- **B.** General parking, except where designated.
  - No overnight parking (2–6 a.m.).
- **C.** General parking, except where designated.
  - No overnight parking (2–6 a.m.).
- **D.** Reserved lot (6 a.m.–3:30 p.m.). General parking in the evening (3:30 p.m.–6 a.m.).
- **E.** Reserved for faculty (24 hours).
- **F.** Reserved lot, handicap, and two-hour visitor parking (6 a.m.–3:30 p.m.). General parking in the evening (3:30 p.m.–6 a.m.).
- **G.** General parking, except where designated.
  - No overnight parking (2–6 a.m.).
- **H.** Resident student and general parking.
- **I.** Resident student and general parking.
- **J.** Resident student parking only.
- **K.** Resident student parking only.
- **L.** Resident student and general parking.
- **M.** General parking, except where designated.
  - No overnight parking (2–6 a.m.).
- **N.** Resident student parking only.
- **O.** Resident student parking only.
- **P.** Resident student and general parking, except where designated.
- **Q.** General parking, except where designated.
  - No overnight parking (2–6 a.m.).
  - No resident student parking.
- **R.** Reserved lot (6 a.m.–3:30 p.m.), except designated visitor section. General parking in the evening (3:30 p.m.–10 p.m.).
  - No overnight parking (2–6 a.m.).

**IMPORTANT PARKING NOTES**

- Regulations in all areas enforced year-round.
- Reserved spaces enforced Monday through Friday 6 a.m.–3:30 p.m. year-round, except where designated.
- Resident students are restricted to parking lots H, I, J, K, N, O, and P only.