As an RIT alumnus (’03), I’m extremely pleased to welcome you to RIT’s Public Safety Department. The safety, security, and crime prevention services delivered to students and employees is our unwavering commitment. Above and beyond RIT’s state-of-the art security systems, cameras, and programs, you should know that each Public Safety member proudly provides exemplary involvement. We genuinely care about student success, routinely demonstrated by our commitment to safety and security.

The information included in this report provides an overview of services, prevention strategies, and crime statistics. It’s extremely important for all students and employees to remember that we are part of a larger community, not apart from it, and criminal behavior does occur on campus. Public Safety uniformed officers patrol around the clock, seven days a week, 52 weeks a year, conducting visible patrols campus-wide and providing safety services to the community. Safety is our core responsibility, which we shoulder with PRIDE. We believe crime prevention is a responsibility shared by everyone engaged in learning, living, and working at RIT. Practicing simple prevention techniques and knowing how to report emergencies or criminal behavior to Public Safety are actions we can all take to ensure RIT remains a safe environment.

I hope you find this year’s Security Report to be a helpful resource. Please feel free to stop by our offices located on the first floor of Grace Watson Hall or contact me directly if you have any questions about security issues that are important to you. Thank you for taking time to become better acquainted with our safety services, tips and procedures.

Chris Denninger
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Public Safety Department
RIT Class of ’03
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The mission of Rochester Institute of Technology’s Public Safety Department is to work cooperatively with the diverse members of our University community to enhance the quality of life on our campus. Our ultimate goal is to deliver professional services and initiatives that provide a safe and pleasant community sensitive to the uniqueness of individuals and groups engaged in the learning process.

On May 19, 2011 the Public Safety Department earned accredited status by the International Association of Campus Law Enforcement Administrators (IACLEA). In order to be awarded accreditation Public Safety had to prove the organization was complying with nearly 200 standards adopted by IACLEA as established by The Commission on Accreditation for Law Enforcement Agencies (CALEA). The organization is extremely proud of this accomplishment and considers accreditation as a terrific opportunity to better serve the RIT community.

The Public Safety Department entered into the voluntary accreditation process in July 2008, and it will undergo a thorough re-accreditation review every three years during which time the department will submit annual reports attesting to the continued compliance with the standards.

PUBLIC SAFETY’s mission incorporates the following values:

PROUD
We are proud of our chosen profession in public safety and responsibilities we remain directly accountable to those we have pledged to serve so diligently.

RESPECT
To ensure that every one receives a comprehensive and professional service in a manner that respects the dignity of all persons.

INTEGRITY
We recognize integrity as the hallmark of a public safety professional and pledge to maintain the highest professional ethical standards as set forth in University policies and procedures.

DIVERSITY
We value the rich diversity abundant in our campus community and view any diversity education opportunities or initiatives as essential core organization development components.

EMPOWERMENT
We pledge to develop and empower our members with the authority to use their individual and collective knowledge, skills and resources to resolve the needs of our University community.

Alternative fuel vehicles, human transporters, and specialized bicycles help reduce our carbon footprint on campus and reduce fuel expenses.
Public Safety is a service organization which provides hundreds of motorist assist each year.
- New students enjoy participating in the Tiger Walk to enhance school spirit.
- State of the art technologies such as the Segway above provide enhanced Public Safety visibility in the campus core while reducing RIT’s carbon footprint.

About RIT...

Rochester Institute of Technology is a privately endowed, coeducational Institute with more than 17,000 students and 3,600 faculty and staff. RIT is also the proud home of the National Technical Institute for the Deaf, which enrolls over 1,400 deaf and hard of hearing students.

RIT grants certificates, associate, baccalaureate, masters, and doctoral degrees and has the nation’s only doctoral program in Imaging Science and Microsystems Engineering. Its Cooperative Education Program is the fourth oldest and one of the largest in the world. The 1,300 acre modern campus is located in suburban Rochester, N.Y., and minutes away from the Greater Rochester International Airport. As part of a larger community, RIT shares many of the same interests and concerns, including a concern about safety. Because offenses do occur on college campuses, the Public Safety Department utilizes a number of measures to ensure that all RIT persons and property are protected as much as possible.

About Public Safety...

The Department of Public Safety is staffed by 32 full-time, uniformed, registered New York State Public Safety Officers. All Officers are trained in emergency medical procedures, CPR, automated external defibrillators, American Sign Language, and crisis intervention. A complete background investigation, fingerprint and records check are conducted for all Public Safety Officers. In addition to meeting all training requirements as outlined in the New York State Guard Act, Public Safety Officers also receive over 13 weeks of classroom and field training.

Public Safety Authority

Public Safety Officers are proprietary security officers of the University and receive their authority to maintain public order on the campus from the New York Education Law. Officers do not have the authority to make arrests on RIT owned or controlled property. This requires all colleges and universities in New York to adopt and file with the regents and commissioner of education “rules and regulations for the maintenance of public order on college campuses and other college property.” In protecting the academic interests of the University and ensuring an orderly environment for the promotion of educational progress, Public Safety is empowered to enforce institutional regulations and policy. Public Safety coordinates all requests for services from all law enforcement agencies, fire departments, and other emergency medical and environmental response teams to campus. They conduct foot, mobile, and bike patrols of campus residence halls, apartments, and academic buildings 24 hours a day, with five patrol vehicles and 2 segways. The Public Safety Department is located on the first floor of Grace Watson Hall.
The Public Safety Department maintains a close working relationship with area law enforcement agencies, including the Monroe County Sheriff’s Department; the New York State Police; and various other federal, state, and local agencies. Regular informational meetings are held with representatives from these agencies, as well as other area campus security departments to discuss local trends and formulate coordinated preventive programs and efforts.

Public Safety investigates violations of criminal law and the RIT Student Code of Conduct. Alleged violations of the Student Code of Conduct are generally referred to the Student Conduct Office. Criminal prosecution of incidents that occur on campus, or elsewhere in Monroe County, are coordinated by the Monroe County District Attorney’s Office.

How to Report a Crime

RIT community members are encouraged to accurately and promptly report all crimes and safety related incidents to the Public Safety Department in a timely manner by dialing 475.3333 from an off-campus telephone, or 3333 (V/TTY) from an on-campus telephone or TTY. Crimes should be reported to the Public Safety Department for the purpose of making timely warning reports and the annual statistical disclosure. Public Safety Officers will provide information and resources on reporting a crime to the appropriate law enforcement agency when requested by the victim. The New York State Department of Motor Vehicles has authorized Public Safety to file motor vehicle reports. Copies of these accident reports may be obtained from Public Safety by individuals involved in an accident. Incidents involving student records are requested through the Office of Student Conduct.

Dispatchers are available 24 hours a day to answer your calls. Public Safety will take the required action, either dispatching an officer or asking the victim to report to our main office in Grace Watson Hall. There are several on campus direct dial emergency telephones and free on campus public telephones located in lobbies and public areas of many buildings.

If you do not want to pursue action within RIT’s student conduct or the local criminal court systems, you may still want to consider making a confidential report. With your permission, a Public Safety Investigator can file a report on the details of the incident without revealing your identity. Additional information obtained via the investigation will also be forwarded to the Office of Student Conduct. If assistance is needed from the Monroe County Sheriff’s Office, Public Safety will contact 9-1-1. RIT does not have a formal memorandum of understanding with the Sheriff’s Office regarding the investigation of criminal incidents and all crime victims are provided their services as specified on the student’s rights.

Fire Arms: Dangerous Weapons

Firearms, dangerous weapons of any kind, fireworks, or explosive devices are not permitted on the RIT campus. Possession of any of the above could result in arrest and university judicial sanction. Confiscated illegal items are turned over to appropriate law enforcement agencies.
CYBER SAFETY

- Be aware that most users online will remain anonymous and you should treat unknown users as strangers.

- Do not give out personal contact information including address, phone number(s), class schedules, clubs/groups, etc.

- If you’re being harassed online, terminate all contact with the user and report it to Public Safety.

- Online social website users (Myspace, Facebook, etc.) should restrict their profiles to known friends.

- Cyberstalking is real and your personal information should be as secure as your residence or vehicle.

- The fact that “cyberstalking” does not involve physical contact may lead to the misconception that it is less dangerous than “real life” stalking.

Missing Student Notification Procedure

If an individual believes an on-campus student resident to be missing for 24 hours, the Public Safety Department should be contacted immediately at 585-475-3333 or at IM: ritpublic-safety. Their emergency dispatch center is open 24 hours a day, 365 days per year and is located on the first floor of Grace Watson Hall. Local law enforcement will be contacted within 24 hours by the Public Safety Department in all instances of resident students being determined to be missing.

In order to facilitate timely notification, each on campus resident has the option of registering a confidential contact person to be notified if they are determined to be missing. This contact person would be contacted by on campus authorities such as RIT’s Public Safety Department, Division of Student Affairs member(s), or law enforcement officials. Law enforcement will be contacted even if on campus residents do not register a contact person and telephone number. A parent or guardian of a student who is under 18 years of age and not emancipated will be notified by campus officials within 24 hours after he/she is determined to be missing. All reports of missing resident students should be referred immediately to the Public Safety Department.

To register a confidential contact person to be notified in the event that you are determined to be missing, go to Infocenter. rit.edu and select the Student Info System link. Login using your RIT computer account and select the “Address” tab. Select the “Emergency” tab and enter the address information and click to save. The contact information will be registered confidentially, and will be accessible only to authorized campus officials and to law enforcement to conduct a missing person investigation. The Public Safety Department will initiate an investigation of a missing person as soon as possible after receiving a report. An activities matrix is used so that this type of investigation follows a standard path relative to engaging appropriate resources and technologies both on and off campus. Several campus departments and centers are engaged during the investigation such as Student Affairs; Academic Affairs; Residence Life; Dining Services; and Information & Technology Services to assist Public Safety and law enforcement in the investigation.
Security awareness programs

Public Safety offers a variety of educational and prevention programs on personal safety, sexual assault prevention, and alcohol/drug awareness during each academic quarter. Information on safety and security related issues is regularly provided to students and employees through incident notifications, quarterly safety newsletters, and brochures. Safety and security information is also communicated over the campus-wide electronic mail system and via Message Center notifications.

Security Policies and Procedures

... in the Residence Areas

More than 6,000 students live in the campus residence halls. Residence Life staff members are trained and instructed in the enforcement of residence hall policies. Doors and elevators leading to residential floors are locked 24 hours a day. Student rooms in the residence halls are equipped with deadbolt locks and all windows have locking devices. Students are provided with individual keys to their rooms and swipe card access to the exterior doors of the residence hall in which they live.

Security Policies and Procedures

... in the Academic and Recreational Facilities

All campus roadways, parking lots, and buildings are regularly patrolled by Public Safety Officers, and/or contract officers. All vehicles operated on campus must be registered with the Public Safety Parking office.

Several campus buildings are equipped with intrusion alarms and access control systems which are monitored by Public Safety’s 24 hour central monitoring station. Communication Officers monitor all alarms and incoming telephone emergencies and coordinate the response of all emergency personnel and equipment to campus. Students, faculty and staff at RIT have access to academic, recreational, and administrative facilities on campus during normal hours of business and designated hours on weekends. Deans, directors, and department heads may submit After-Hours Authorization Forms to Public Safety that allow individuals access beyond normal building hours. This process is initiated through academic department heads and the information is then forwarded to Public Safety.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Public Safety Officers regularly patrol the campus and report malfunctioning lights and unsafe conditions to Facilities Management for correction.
LOST ITEMS & ONLINE REPORTING

Blue Light Call Boxes

Highly visible blue light call boxes, located campus-wide, are not just for reporting emergencies. If you need a vehicle jumpstart, an escort to your car, or are locked out, press the large red button and your call will automatically be connected to the Public Safety Dispatcher. After the button is pushed a small red light will appear which means your call is being dialed to Public Safety. The light turns green when your call is answered. The dispatcher knows your exact location and if you cannot communicate for any reason, an Officer quickly responds to assist you.

On Line Services

Three online services aimed at assisting all RIT members are available on the Public Safety website (https://finweb.rit.edu/publicsafety/). The Lost items Reporting system enables an RIT member to report lost items to the Public Safety Office without having to contact the on-duty dispatcher or visit the Office. The report is reviewed on a daily basis and compared against all property secured in the Public Safety Office. The report is maintained for a period of 30 days and you will be contacted to claim the property if it is turned into the office. The Confidential Tipline was created to provide all RIT members with the ability to report conditions which may be considered suspicious or endangering behavior. All reports are considered confidential and you will only be contacted if you provide your contact information. We encourage all RIT members to report any immediate condition which could affect the safety or security of the RIT campus through the Public Safety dispatcher. Safety Voice is an online forum available to all RIT community members designed to report safety or security related conditions observed on campus (i.e., burned-out walkway or parking lot light). The Public Safety Department encourages community members to report safety-related issues in a timely manner so that they are appropriately addressed.
Studying and Working Safely Overseas

RIT maintains academic programs in Dubrovnik and Zagreb, Croatia at the American College of Management and Technology (ACMT) and RIT Dubai in the United Arab Emirates. Specific security information is provided to faculty and students attending the Croatia-ACMT program. Campus authorities such as the RIT Public Safety Department do not exist at Croatia-ACMT.

Because of the cultural differences of foreign countries, students who become victims of crime are encouraged to work through the study abroad site director to assist with reporting crimes to local police. Nonetheless, in the event of an emergency, the local police department should be contacted immediately. Campus law enforcement authorities, such as Public Safety, do not exist at any of the study abroad sites.

Campus security procedures, practices, and programs designed to inform students about the prevention of crime are provided during orientation. Students are encouraged to be responsible for their own security and the security of others. RIT’s policies relative to the illegal possession, use, and sale of alcoholic beverages and the possession, use, and sale of illegal drugs are applicable to students completing coursework in foreign countries.

Students should immediately report any sexual assault or attempted sexual assault to the director or staff designee of the study abroad site. This individual will work with you to explain all available options to obtain police assistance, medical attention, and counseling services.

Preparation

Take the time to think through your upcoming travel and use this information to plan for emergencies and other special contingencies. Hopefully, you will never be required to act upon your plan, but if an emergency does develop the time spent planning may ensure your safety (and that of your family). Cultural misunderstandings and inadequate local support services often make crises abroad more intense than similar situations in the United States. Overseas we must assume greater responsibility for our own safety.

RIT Protocol

- Names and contact information should be forwarded to the Emergency Dispatcher located in Grace Watson Hall. The Emergency Dispatch Center is open 24 hours a day, 7 days a week, and the telephone number is (585) 475-3333 V/TTY.
- Prepare a wallet card identifying your blood type, known allergies, required medications, insurance company, and name of person and phone number to contact in case of emergency.
- Remove from wallet all credit cards and other items not necessary for the trip.
- Remove the non-essential papers, such as military or humorous cards, e.g., “Honorary Sheriff.”
- Put a plain cover on your passport (covers available in stationery stores).
- Use hard, lockable luggage.
- Be sure luggage tags contain your name, phone number, and full street address; that information is concealed from casual observation; and that company logos are not displayed on luggage.
- Inform family members or friend(s) of specific travel plans.
- Give your family and office a complete itinerary.
- Stay informed! Check for any travel advisories pertinent to countries you plan to visit. Call the Department of State’s Overseas Citizens Services. (http://travel.state.gov/law/info/info_615.html).
- Obtain small amount of local currency if possible.
- Do not settle into a routine. Vary times and routes to and from work, school, or social engagements.
- Remember, there is safety in numbers. Avoid going out alone. When traveling long distances by automobile go in a convoy. Avoid back-country roads and dangerous areas of the city.

Emergency Notification

While abroad you may need to be notified of an emergency involving someone in the United States. During a political, social, or natural crisis abroad, your family in the United States will be anxious to get news from you. In preparation for your travels, you should consider gathering the following phone numbers:

- U.S. Embassy/Consulate (Day) (Night)
- Host Country Embassy, Washington, D.C.
- Residence
- RIT Public Safety Department
- International Operator
- Local Police
- Relatives
- Airline(s)
- Department of State
- RIT’s Study Abroad Program
Safety in Numbers

As you consider the issues of safety and security remember you are not alone. Overseas, you have the support and guidance of your University, the U.S. Embassy, colleagues and their families. The best security results from information and support flowing between these resources.

What You Can Do

Keep abreast of current events, not only in the country, but internationally. Know what’s going on in the world that could affect that country. Watch TV news programs, read newspapers and attend embassy security briefings periodically. It is your responsibility to remain current.

Other Useful Tips

- Assemble a list of telephone numbers.
- Know the location of nearest hospitals and clinics.
- Maintain a set of local maps.
- Know how to get accurate information.
- Meet neighbors and friendly people in your neighborhood.
- Don’t repeat rumors.
- Locate fire department and police stations.
- Establish and participate in a buddy system.

Additional Resources

Additional personal safety information pertaining to overseas travel can be found at http://www.travel.state.gov. Click on the Overseas Security Advisory Council section and select the desired topic.
Emergency Preparedness

RIT uses a comprehensive approach to emergency management. This approach includes pre-incident planning, emergency response capabilities, a crisis management program, and operational recovery strategies. The approach is tied together with a robust communication system that allows the university to respond to and recover from critical incidents.

Our approach integrates fully with local, state and federal emergency service professionals. RIT regularly communicates, prepares, and practices emergency management with area service providers though Monroe County’s Office of Emergency Preparedness. In an emergency situation, we are prepared to work together to stabilize the situation, maintain the safety of all, take action to minimize the impact, and prepare for the transition to normal business operations.

We ask for your support by staying alert to any suspicious behavior and securing your property, vehicle and residences. Report any emergencies to Public Safety at 585.475.3333 (V/TTY). You can also support emergency preparedness and response by becoming familiar with the emergency and safety procedures on the Public Safety web site and follow instructions when an emergency happens.

Evacuation Procedures:

Four evacuation levels are used on campus:

- Level 1 – Individual Building Evacuation. These are initiated by appropriate alarms (fire), and require all individuals to immediately evacuate a building. Evacuation routes and procedures are posted inside campus buildings. Center for Residence Life personnel and facility managers are trained how to appropriately evacuate campus buildings. RIT’s Fire Safety Technician coordinates regular unscheduled fire drills in residential areas during the year.

- Level 2 – Temporary Sector Evacuation (short term). These are initiated by the appropriate emergency response organization based on the individual threat to the sector. These apply most specifically to the need to evacuate student residence halls. Resident students will be accommodated in community mass care shelters and other temporary housing for a short term.

- Level 3 – Temporary Full Evacuation (short term). The entire campus must be evacuated due to a university-wide threat (i.e. flood, pandemic). All non-essential staff and faculty will be released, classes and events cancelled as necessary. Student residence areas will be evacuated as in a Level 2 evacuation.

- Level 4 – Full Evacuation (long term). The entire campus community will be evacuated with limited essential staff remaining. Classes and events will be cancelled as necessary. Resident students will be asked to go to their home of record for the duration of the emergency (i.e. high severity index pandemic flu).
Procedures to Notify the Campus Community

RIT uses multiple forms of internal and external communication to notify the campus community in emergency situations that present an immediate threat to the health or safety of students or employees occurring on campus (unless issuing a notification will compromise efforts to contain the emergency).

Immediate notification is provided mainly using RIT Alert, a mass communication system. This system sends e-mail messages, instant messages, text messages, and voice mail to all staff, faculty (including adjuncts) and students. In addition, RIT Alert sends IM and text messages to those who have enrolled in the Alert system. Public information responsibilities reside at RIT’s University News Office and include the following channels:

Internal RIT Communication Channels:

-RIT Alert allows RIT to contact the community in the event of an emergency by sending messages via Instant Message, text message to cell phones, voice message (mobile or land-line) and e-mail.

-RIT Message Center: An emergency message is delivered via e-mail and to the MyRIT portal. The entire RIT community (students, faculty, staff) will receive emergency messages via e-mail.

-Web sites: An alert message is posted on the RIT Emergency Information Web site (http://emergency.rit.edu), the RIT home page (www.rit.edu), the University News (www.rit.edu/news) and Public Safety (http://finweb.rit.edu/publicsafety) home pages.

-Phones: A message is recorded on a “cancellation/emergency hotline”: (585) 475-7075 (Voice), (585) 475-7076 (TTY); and (585) 475-2411, RIT’s main number.

-Voice Mail: A voice mail blast is sent to nearly 3,000 faculty and staff to RIT business phones.

-Use of emergency calling trees

External Channels:

-Students, faculty and staff are advised to stay tuned to Rochester-area media.

-TV – Channels 8, 9 (YNN Rochester), 10, 13 and 31 will carry closed-captioned messages during emergency announcements.

-Radio – Emergencies, cancellations/closing will also be announced on the following radio stations: WBEE-FM (92.5), WC-MF-FM (96.5), WDKX-FM (103.9), WDV1-FM (100.5), WHAM-AM (1180), WITR-FM (89.7), WPXY-FM (97.9), WRMM-FM (101.3) and WXXI-AM (1370).

Campus Notification Process

RIT uses some or all of the available options in the emergency notification system to notify the campus community of any situation that presents an immediate threat to the health or safety of students or employees occurring on campus. Prompt confirmation that a significant campus emergency or dangerous situation has occurred is made by the Public Safety Department, the Environmental Health & Safety Office, or the principal office/person in a position to confirm an emergency. Supervisory personnel in the Public Safety Department are regularly trained in the procedure to activate RIT Alert system and the ALERTUS beacons during table top training.

The on-duty Public Safety supervisor is the person primarily responsible to determine the content of a message and promptly initiate the initial emergency message. A supervisor is on-duty 24/7, 365 days a year. The RIT Emergency Manager can also initiate notifications, as well as the Public Information Officer (PIO) and the Business Continuity Director.

Appropriate segment(s) of the community to notify are determined by the facts at hand. For example, a severe weather alert impacting the entire campus would be communicated to all students and employees as well as using the appropriate internal and external communications channels. The principal message is initiated by the on-duty Public Safety supervisor, and subsequent messages are sent by the Public Information Officer or his/her designee at the University News Service.

Several pre-scripted messages are programmed into the RIT Alert system. These messages cover campus emergencies taking into account the safety of the campus community as well as commuters, residents, employees, and visitors. Fact gathering is conducted by the Public Safety Department prior to the decision to activate RIT Alert. These emergencies include severe weather, incidents that may require shelter in place, individual building emergencies, bomb threats, hazardous material incidents, and any other incident which may cause immediate danger to the health and safety of the community. These messages can be modified prior to sending a notification or a new message can be created depending on the specific emergency. Personnel can activate RIT Alert from a departmental cellular telephone or from a desk top computer.

Messages sent via the other internal and external communication channels are prepared by the Public Information Officer (PIO) with appropriate input from the Public Safety Department Manager.
EMERGENCY COMMUNICATION - RIT PROHIBITED CONDUCT

ALERTUS Emergency Communication Beacons

RIT has implemented a new emergency communications system across campus. This system, from Alertus Technologies, has two components.

Alert Beacons

The Alert Beacons are located in 17 buildings across campus, focusing on academic buildings.

The beacons are mounted on the walls of lobbies and high-traffic hallways. These units, when activated remotely by Public Safety flash and sound to alert occupants of an emergency, and also display a message communicating the nature of the emergency and what to do (very much like the RIT Alert messages). The beacons can be activated all at once, or individual groups of beacons can be activated, depending on the nature of the emergency. If there is a situation in a particular building, Public Safety can activate just the beacons in that building.

Computer Monitor Alert

When the beacons are activated, over 500 desktop and laptop computers that have a “client” installed on them will display an alert message on the monitor. These “clients” will be primarily used at NTID and other locations where NTID labs are located.

What is Stalking?

According to the National Center for Victims Crime, 1 in 12 women and 1 in 45 men will be stalked in their lifetime. Stalking can be simply defined as a course of conduct directed at a person designed to cause a reasonable person to feel fear. The RIT Student Code of Conduct defines stalking as “a person engages in a course of conduct directed to 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 unwanted contact or communication (including but not limited to, face-to-face communication, telephone calls or messages, electronic mail, written letters, gifts, or threatening or obscene gestures); surveillance; followings; trespassing; or vandalism”. The National College Women Victimization study in 2000 reported that 83% of all stalking incidents were not reported to campus law enforcement authorities and 80% of the victims knew or had seen the stalker before. Three of the 10 victims surveyed reported emotional or physical injuries and 3% sought some type of counseling. In most instances immediate action taken by the victim will result in the stalking behavior to cease immediately.

Documentation of the incident including dates and times, statements, emails / notes / IM’s / etc, witness copies of photographs, and audio recordings can be helpful in a future proceeding with the office of Student Conduct and in criminal courts. Public Safety will discuss all options with a victim including investigating and reporting options both on and off campus and take immediate steps to enhance the safety of the victim. Additional campus resources include the RIT Women’s, Center, CARES Program, the Office of Student Conduct, and the RIT Human Resources Department.

RIT’s Policy Prohibiting Discrimination and Harassment

RIT prohibits discrimination and harassment on campus, or at any RIT activities off campus, by its administrators, faculty, staff, students and student organizations and external organizations in their operations with RIT. RIT defines discrimination as behavior that uses age, citizenship, color, creed, disabilities, gender, marital status, national origin, political affiliation or preference, race or sexual orientation as a basis for:

- making hiring or admission decisions at RIT
- determining participation in programs at RIT or sponsored by RIT
- making decisions affecting an individual’s employment or advancement, grade or academic standing, or access to any benefit or privilege at RIT, except where distinctions are bona fide or otherwise permitted or required by law. RIT defines harassment as unwelcome physical contact, conduct, or communication that has the purpose or effect of:
  - unreasonably interfering with an employee’s or student’s work, academic activities, or residential life at RIT or participation in RIT-sponsored programs or events.
  - creating an intimidating, hostile, or abusive environment for an employee or student at RIT or in RIT-sponsored programs or events, as determined by RIT’s process for resolution.

RIT is committed to an environment that encourages, promotes, and protects free inquiry and free expression. Members of the RIT community have the right to hold, express vigorously, defend and openly promote their ideas and opinions. The RIT policy prohibiting discrimination and harassment is not intended to restrict freedom of speech or any form of artistic or visual expression.

The entire RIT Policy Prohibiting Discrimination and Harassment can be found at the following link:
HANDLING OF BIAS - RELATED AND SEX OFFENSES

How Are Bias-related Offenses Handled?

Under the New York State Hate Crimes Prevention Act of 2000, a bias-related crime is committed when a person commits a specified offense such as murder, assault, kidnapping, arson, vandalism, or other crimes against an individual because of his or her race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation. The new law helps reinforce the message that hate crimes will not be tolerated.

This law also helps ensure that college students are informed about bias crimes and RIT policies and procedures address these offenses. Circumstances of reported bias-related incidents at RIT include verbal and written harassment directed against an individual. Public Safety vigorously and thoroughly investigates these offenses. Each case involving student misconduct is forwarded to Student Conduct and Mediation Services for adjudication. Victims are routinely encouraged to request the Monroe County Sheriffs’ Office to pursue criminal charges in local courts, and the Institute fully cooperates with law enforcement and other agencies in the enforcement of criminal law on campus. Sanctions against perpetrators may include, but are not limited to, disciplinary probation, suspension, termination of employment, criminal prosecution, and civil prosecution. In all cases, the medical and psychological needs of the victim are the top priority, and professionally trained RIT Counselors are available 24/7 for anyone who has been victimized. The RIT Counseling Center is located on the second floor of the August Center and appointments can be made by calling 475-2261/475-6897 (TTY).

Each year, RIT community members are advised about security policies and procedures in RIT’s Safety and Security Report. Included in the report is information on how to report a crime, available safety awareness programs, RIT drug and alcohol policies, and reported campus crime statistics. Crime alerts are electronically distributed on campus when serious crimes are reported. Our Community is welcome to view the crime log located in the Public Safety office. The Safety and Security report is available on Public Safety’s website at http://finweb.rit.edu/publicsafety/ritsafety2011.pdf

Responding to Sex Offenses

NEW YORK STATE SEX OFFENSE LAWS

| Sexual Misconduct         | -Sexual intercourse with another person without such person’s consent. |
|                          | -Penalty: Class A misdemeanor |
| Rape                     | -Sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old. |
|                          | -Being eighteen years old or more, engages in sexual intercourse with another person less than fifteen years old; by reason of being mentally disabled or mentally incapacitated. |
|                          | -By forcible compulsion; or who is incapable of consent by reason of being physically helpless. |
|                          | Penalty: Class E to Class B felony. |
| Sexual Abuse             | -Subjects another person to sexual contact without the latter’s consent; by forcible compulsion; when such other person is incapable of consent by reason of age; by reason of being physically helpless; or when the other person is less than eleven years old. |
|                          | Penalty: Class B misdemeanor to Class D felony. |
| Aggravated Sexual Abuse  | -He or she inserts a foreign object or finger in the vagina, urethra, penis, or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old. |
|                          | -Use of force, being physically helpless, and age of the victim impacts severity of penalties. |
|                          | Penalty: Class E to Class B felony. |
Responding to Sexual Harassment, Sexual Assault, Awareness

Statistics in recent years have shown that reported incidents of rape and other forms of sexual assault on college campuses have increased nationwide. These types of incidents can be perpetrated by strangers, acquaintances, or dates. In fact, contrary to the belief that most rapists are strangers, women are actually much more likely to be abused by someone they know.

RIT is committed to creating and maintaining a community in which students, faculty, and staff can work, learn, and live together in an atmosphere free of all forms of harassment, exploitation, intimidation, or assault. RIT seeks to maintain a community in which men and women are equally respected.

RIT seeks to educate the campus community about the common circumstances that can lead to such offenses, possible methods of prevention and available resources for victims and accused. Individuals who commit these crimes are subject to severe sanctions through the Student Judicial Process, Human Resource Office, or the local criminal justice system. Sanctions may include warning, disciplinary probation, suspension, termination of employment, criminal prosecution and civil prosecution. Victims are informed of these options and supported and assisted by RIT in pursuing the desired judicial process.

Sexual Assaults and any other sex crimes should be reported to the Public Safety as soon as possible. Victims may also report these crimes to the Monroe County Sheriff’s Department and RIT personnel are available to assist the victim in notifying these authorities, if she/he requests the assistance of these personnel. When an incident is reported to any campus representative (Public Safety, Residence Hall staff, Counseling Center, Student Health Services) the medical and psychological needs of the victim become top priority. Personnel in all these areas are trained to provide immediate support to victims while seeking the appropriate professional resources from other campus services. Immediate referral to appropriate counseling resources is encouraged for all victims.

Trained Public Safety personnel will conduct a thorough investigation of the incident and encourage the victim to seek professional counseling support. Preserving evidence is very important for the proof of a criminal offense in town court and in the student conduct hearing process. Victims may also contact the Rape Crisis Services of Planned Parenthood’s Confidential 24 hour line (546-2777 or 546-7582 TTY) for counseling and support services beyond those provided by RIT. RIT makes referrals to numerous Rochester area agencies.

Following the report of an incident University officials will seek to identify appropriate alternative living and academic arrangements until such time as the judicial process is complete. Campus judicial process allows for victims and accused to have others present during judicial proceedings. Victims and those accused of all sexual assault cases are informed of the outcomes of the judicial process.

RIT has a Security Advisory Committee representing students, faculty and staff. Each year this committee makes a report to the president on the following issues:

- How RIT educates the University community about sexual assault, personal safety and crime prevention.
- How reporting of sexual assaults and victims are managed at RIT.
- How RIT refers complaints to appropriate authorities.
- What provisions RIT has for counseling victims.
- How RIT responds to inquiries from concerned persons.

The 24 hour CARES (Campus Advocacy, Response, and Support) Program is a comprehensive service for victims of sexual assault, domestic violence, dating violence, and stalking. The CARES program is a service of the RIT Women’s Center, in collaboration with campus and community partners. Calling this confidential service will provide access to trained advocates but not require filing a formal report of the incident to Public Safety or a local law enforcement agency.

Phone/Pager: (585) 295-3533
AIM: RITCARES
E-mail CARES01@Tmail.com

Additional on-campus support services include:

- Counseling Center: 475-2261 or 475-6897 (TTY)
- Center for Religious Life: 475-2135 (V/TTY)
- The Center for Women & Gender: 475-7464 (V/TTY)
- Student Problem Resolution Office: 475-7200 or 475.7595 (TTY)
- Student Health Center: 475-2255 or 475-5515 (TTY)
Victim/Witness Resource and Assistance Program

For those who have experienced a traumatic event the road to recovery can be difficult and exhausting. RIT community members should know that the Public Safety Department is always available to help if you need assistance. Sometimes you might have questions about RIT’s Student Conduct process or the criminal justice system. Other times you might just want to talk to someone about what you are going through.

Our program can be helpful immediately following an event or it might be several months before you have questions. No matter what has happened to you or the time that has elapsed since the incident, RIT cares about your healing journey following victimization. The program is designed to help alleviate emotional and social injuries after a crime.

Resource and assistance services typically include:

- Consultation about a problem situation, incident or crime.
- Exploring options available for healing or counseling.
- Information and referral to police and related agencies.
- Explanation of court and legal procedures.
- Assistance in preparing for, and accompaniment to hearings and court appearances.

If you or your family is experiencing difficult times, please call Investigator Stacy DeRooy directly during business hours at (585) 475-7158 (V/TTY), or e-mail to sadcpsa@rit.edu. She will help you or find caring people in our community that specialize in your particular need. You are not alone in this process and we will work together to lend assistance.

New York State and Local Alcohol Laws

It is against New York State law to sell, deliver, or give away alcoholic beverages, or to knowingly allow alcoholic beverages to be sold, delivered, or given away, to anyone under the age of 21, to anyone actually intoxicated or seemingly under the influence of alcohol, or to anyone known to have a drinking problem. It is also illegal to purchase alcoholic beverages for anyone under the age of 21 or to use a falsified identification or someone else’s identification for the purpose of purchasing alcoholic beverages.

New York State has very strict laws about driving while intoxicated. A driver of any age who is intoxicated and causes another’s death in an accident may be charged with vehicular manslaughter in the second degree and can be sentenced up to a maximum of seven years in prison. Injured persons also have a right of action against the person who caused or contributed to such intoxication and have the right to recover damages.

RIT Drug and Alcohol Policies

RIT drug and alcohol policies comply with all federal, state and local laws that prohibit the possession, use, sale, or distribution of illicit drugs and/or alcohol by students or employees on any campus property or as any part of any RIT sponsored activity. The RIT Student Rights and Responsibilities Handbook is distributed to each student annually and contains the complete RIT Drug and Alcohol Policy. The Student Code of Conduct states that students are held responsible for their behavior even though they may be impaired due to alcohol or other drugs. The Division of Student Affairs coordinates all drug and alcohol educational programming.
RESPONSIBILITY OF THE STUDENT/Maintenance and Security

Individual responsibility is an important component of personal safety. Students must assume responsibility for their own safety and the security of their belongings by taking simple, common sense precautions.

Although the RIT campus is well lighted, everyone is encouraged to use the Escort Services, especially at night. Use the blue light courtesy call boxes or dial (585) 475-2853 (V/TTY).

Residence hall rooms and apartment doors and windows should be locked at all times. Even the best locks won’t work if they aren’t used.

Students should not carry large amounts of money or valuable property and should not leave their belongings unattended, even for a few seconds.

Valuables such as stereos, camera equipment, computers, DVDs and televisions, should be marked with engravers. Engravers are available at the Public Safety Office in Grace Watson Hall or at any of the residence hall area offices at no charge.

Students should park in designated areas and keep their vehicles locked at all times. Valuables should be locked out of sight or in the student’s residence.

When going to your vehicle have your keys ready and always check your back seat area before getting in.

While driving always keep your doors locked and avoid traveling alone in areas of the community you are not familiar with.

Students should consider personal property insurance coverage.

Walking or jogging routes should be planned in advance. Stay away from dark areas, avoid shortcuts and go with a friend.

Students should memorize the Public Safety telephone number ((585) 475-3333 V/TTY) or AOL messenger “RIT Public Safety “ and immediately report any suspicious individuals, activity, or incidents.

The Transportation Office provides campus-wide shuttle services to approximately 12,000 students weekly and accessible van service for students with mobility needs. Vans are also available for RIT groups, clubs, and organizations.
Crime Statistics

In accordance with the federal Student Right-to-Know Act, RIT annually provides statistics for crimes reported to Public Safety, local law enforcement agencies and individuals on campus defined as Campus security authorities. A person reporting a crime to the Public Safety Department also has the right to report it to the Monroe County Sheriff’s Office. The Public Safety Officer taking the report will assist the victim with that process upon request. Written requests for statistical information are made on an annual basis to the local police department as well as campus security Authorities at RIT who have responsibility for student and campus activities.

All of the statistics are gathered, compiled and reported to the University community via the Annual Report published by the Public Safety Department. A notice of the availability of the annual report is emailed to every enrolled student and employee on an annual basis. Other campus authorities such as Student Affairs, Student Conduct and Residence Life also report criminal incidents to the Department for inclusion in RIT’s Crime Statistics. Although information contained in the annual report also includes information about on and off campus resources, the official reporting entity for criminal offenses that occur at RIT is the Public Safety Department. Reporting incidents to the Department will aid in providing timely warning notices to the community, when appropriate, and will ensure inclusion of that reported incident in the annual disclosure of crime statistics for the institute. Public Safety also publishes safety notifications regarding more serious incidents and distributes them campus wide. The student magazine is also provided with a weekly summary of campus crime related incidents. For statistics regarding RIT campus policy violations, please go to the RIT Center for Student Conduct and Conflict Management Services web page at www.rit.edu/ conduct or contact their office at (585) 475-5662 (TTY).

Incidents of theft from unlocked rooms or unattended property are crimes of opportunity and can easily be avoided. Ninety percent of reported thefts and burglaries in residential facilities in 2009 occurred in unlocked rooms. Whether sleeping or away, students should always lock their door to enhance their personal safety and protect personal property. Residents can call Public Safety at (585) 475-2853 (V/TTY) to schedule a crime prevention program in your residence hall and apartment.

Timely Warnings

The law requires “timely reports to the campus community on crimes considered to be a serious on-going threat to students and employees.” The Public Safety Director or Assistant Director authors Crime Alert notifications regarding more serious incidents and he distributes them electronically via email and Message Center to the appropriate community sector where the crime occurred. For example, when a burglary is reported at a residence hall, an electronic bulletin is sent to all residents in the dorms and apartments alerting them of the reported crime. The Center for Residence life personnel are also advised as they inform professional staff and resident advisors so that programming can be conducted on floors. Electronic Crime Alerts are also available at: http/finweb.rit.edu/publicsafety/apps2/crimealerts/.

Crime Prevention Programs

Public Safety offers a variety of programs and training opportunities for the community. Residential students can call to schedule a crime prevention program in the residence halls or apartments. In addition, Public Safety conducts classroom behavior programs in conjunction with the Student Conduct Office for faculty as well as personal safety training for cash handlers, identity theft and drug and alcohol programs. Please call Public Safety at (585) 475-2853 to schedule program for your area.
Crime Location Definitions:

On campus includes any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls, and property that is frequently used by students.

Residential facilities includes residence halls and on campus apartment housing.

Public property includes thoroughfares, streets, sidewalks, and parking facilities within the campus, or immediately adjacent to and accessible from the campus.

Non-campus sites means any property owned or controlled by a student organization officially recognized by the institution and is used in direct support of, or in relation to, the institution’s educational purposes, and is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The RIT Inn & Conference Center located at 5257 West Henrietta Road is included in the Non-Campus Site category.

Crime Definitions:
The following definitions are those outlined in the US Department of Justice Uniform Crime Reporting Manual which colleges and universities are required to use in reporting crime statistics.

**Murder & Non-Negligent Manslaughter:** The willful (non-negligent) 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.

**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 injuries, severe lacerations, 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.

**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 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.

**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.

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

**Hate Crimes:** Directed at individuals because of race, gender, religion, ethnicity, sexual orientation, or disability for the crime categories listed above. The disclosure above includes all crimes reported in the general disclosures as well as any other crime involving bodily injury and reported to local police or campus security authorities.
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<td>2010</td>
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</tbody>
</table>
Wayne Southerland

Wayne Southerland serves the RIT community as the Public Safety Department afternoon supervisor. Born and raised in Rochester, NY, he received the Urban League Black Scholarship, and a PSAT National Merit Scholarship. While studying Political Science and Afro-American Literature, Wayne volunteered at the Genesee Street Boys and Girls Club in Rochester. He joined the Public Safety Department in 1991, and earned three promotions to his current leadership position.

Dave Edborg

An Alumnus of RIT’s Criminal Justice Program, Dave has demonstrated his PRIDE each day at Public Safety for 26 years and now as Patrol Major. In 1998, Dave received the Life Saving Award from the Northeast Colleges and Universities Security Association and The Rochester Safety Council for saving a student’s life during a fire on campus. In 1998 Dave also received the Satisfying Customer Service Award at the Second Annual RIT Staff Recognition Awards Ceremony. He served with distinction for six years on RIT’s Staff Council, three of which as Chair. Dave believes and demonstrates that “each of us at the Public Safety Department recognizes our responsibility for providing a safe environment in which to learn, work, live, recreate, and visit.

Jim Pressey

Jim is from Norfolk, NY, and earned an AAS degree in Criminal Justice while attending a local community college. While at college he worked as an emergency dispatcher for the NYS Department of Conservation. Jim worked as a student employee at RIT while enrolled in the College of Liberal Arts, and graduated in 1977 with a B.S. degree in Criminal Justice. Following graduation, Jim was hired at Public Safety and in 1980, was promoted to shift supervisor. Jim supervises the overnight shift and the university is well-served by his student centeredness and attention to the security and safety of our community.

Wayne Southerland

Wayne Southerland serves the RIT community as the Public Safety Department afternoon supervisor. Born and raised in Rochester, NY, he received the Urban League Black Scholarship, and a PSAT National Merit Scholarship. While studying Political Science and Afro-American Literature, Wayne volunteered at the Genesee Street Boys and Girls Club in Rochester. He joined the Public Safety Department in 1991, and earned three promotions to his current leadership position.

Linda Fuller-Durfee

Linda is an RIT alumnuns who graduated from the Managment Certificate program. Linda enjoys 26 years of service with Public Safety and manages our Communications Center.

Jim Entwistle

Jim serves the RIT community as the patrol staff’s day shift Senior Officer-In-Charge. He received his Associates in Criminal Justice and brings 20 years of public safety experience to the Department.

Nate Sullivan

Nate received his B.S. in psychology and joined the Public Safety Department in 1990. He serves as the afternoon shift Officer-In-Charge.

David Robinson

David (a.k.a. ‘DJ’) joined the Public Safety Department in 1998 and earned his B.S. in criminal justice from RIT. He was formerly a Master Officer in the department which he earned by competing several training and continuous improvement programs at Public Safety.
Rodney Lezette
Assistant Director
Rod Lezette has been with Public Safety since 1996 and has 20 years of experience in higher education and private security. Rod earned a B.A. in English Writing and has enrolled in classes targeting Information Security and Security Technology. Rod works closely with the Information Security Office and ITS in matters related to Information Security. Rod places the highest priority on customer service and guiding students to succeed. Rod can be reached at (585) 475-6675 or rglcps@rit.edu

Stacy DeRooy
Assistant Director
Stacy has been in Public Safety for fifteen years working first as an Officer and Supervisor. She is currently an Assistant Director and Investigator. Stacy has an AS degree from MCC in Criminal Justice, a Bachelor’s degree in Organizational Management from Roberts Wesleyan College and an MS in Professional Studies from RIT. Stacy serves as the department’s Accreditation Manager as well as the Hiring, Training and Professional Standards Manager. Stacy may be reached at (585) 475-7158 or sadcpsa@rit.edu

Lynn B. Daly
Director of Business Continuity
Lynn currently serves as the Director of Business Continuity at the Rochester Institute of Technology (RIT). She retired from the U.S. Army Reserve in 2007 at the rank of Major. She is a former equal employment specialist, military logistics plans and operations officer, as well as a contingency plans manager in the private sector. She holds a Bachelors Degree in Biology from Thomas Edison State University and a Masters Degree in Professional Studies from RIT. Lynn is an Operation Iraqi Freedom veteran, and received the Joint Service Commendation Medal while serving as the Chief of Transportation and Security and the Multinational Security Transition Command – Iraq. Lynn received $392,000 Emergency Management for Higher Education (EMHE) grant in May 2008 from the U.S. Department of Education which enables the university to greatly enhance its emergency management posture.

Tony Yazback
Investigator
Tony Yazback joined the RIT Public Safety Department in 1999 and has a total of 18 years public safety experience. Tony earned an AAS degree in criminal justice and has successfully completed instruction at the Monroe County Public Safety Training Center and the Department of Justice for Intimate Partner Stalking. Tony has conducted awareness programs for RIT employees, and students on identity theft, crime prevention, personal safety, and drug/alcohol abuse. Tony can be contacted at (585) 475-6192 and at axycps@rit.edu.

Jackie Montione-Baldwin
Manager of Financial and Administrative Operations
Jackie Montione-Baldwin, an RIT alumna ('83), earned her BS Degree in Business Administration. She has over 26 years of service at RIT and her position as Manager of Financial and Administrative Operations includes budgetary and records responsibilities. Jackie is happy to answer any questions you may have regarding the Public Safety Department by contacting her at (585) 475-6196 or e-mail at jjmmcps@rit.edu.
Environmental Health & Safety

Grace Watson Hall
61 Lomb Memorial Drive
Rochester, NY 14623

(585) 475-2040
RIT is committed to ensure the health and safety of all employees, students, and visitors while they are on RIT's campus. The Environmental Health and Safety Department is charged with developing and implementing programs to ensure this health and safety, while being compliant with federal, State and local regulations/requirements. Through program implementation (including proper training) and health and safety awareness, RIT faculty, staff, and students should feel confident that they are working and learning in a safe and healthy environment.

David A. Armanini  
Director of Environmental Health & Safety  
Rochester Institute of Technology  
Tel: (585) 475-2040  
daaehs@rit.edu

Gary Zinsmeister  
Environmental Health & Fire Safety Technician  
Rochester Institute of Technology  
Tel: (585) 475-2043  
gwzehs@rit.edu

Environmental Health & Safety  
Mailing address  
Grace Watson Hall  
61 Lomb Memorial Drive  
Rochester, NY  14623  
Fax: (585) 475-2966  
http://finweb.rit.edu/grms/ehs/
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Fire System Descriptions in RIT Student Housing (on campus)

Residence Halls – Each of the 1,757 rooms in the residence halls is equipped with sprinklers and automatic smoke detection. Fire system signals report directly to the RIT Public Safety Department from the fire panels. The Public Safety dispatcher immediately notifies the Henrietta Fire District via direct phone line located in Grace Watson Hall. The dispatch center is staffed 24/7, 365 days per year.

Colony Manor Apartment Complex – Each building is equipped with automatic smoke and fire detection systems. Fire systems report directly to RIT Public Safety Department. RIT Public Safety immediately notifies the Henrietta Fire District via direct phone line.

Perkins Green Apartment Complex - All buildings are equipped with automatic smoke/fire detection and alarm systems. Fire systems report directly to RIT Public Safety. RIT Public Safety immediately notifies the Henrietta Fire Department via direct phone line.

Riverknoll (apartment complex) – Three buildings are equipped with automatic smoke/fire detection and alarm systems. Systems report directly to the RIT Public Safety Department. Public Safety immediately notifies the Henrietta Fire Department via direct phone line. The other buildings are equipped with local smoke detectors.

Greek Houses (6 freestanding fraternity/sorority houses) - All buildings are equipped with sprinkler systems and automatic smoke and fire detection systems. These systems report directly to RIT Public Safety who immediately notifies the Henrietta Fire Department via direct phone line.

Racquet Club (2 apartment buildings) - Both buildings are equipped with automatic smoke and fire detection systems that report directly to RIT’s Public Safety Department. Public Safety immediately notifies the Henrietta Fire District via direct phone line.

University Commons Apartment Complex - All buildings are equipped with automatic smoke/fire detection and alarm systems. Fire systems report directly to RIT Public Safety. RIT Public Safety immediately notifies the Henrietta Fire Department via direct phone line.

RIT Inn and Conference Center Hotel/residential rooms) - The building is equipped with sprinklers and automatic smoke and fire detection system. System reports simultaneously to the Henrietta Fire District and the RIT Public Safety Department.
Supervised Fire Drills

Campus fire protection and detection systems are tested regularly to ensure they function properly, and fire drills are performed to verify that facilities are evacuated appropriately. The Environmental Health and Safety Department coordinates these fire drills. Drills are to be treated as actual alarms with full evacuation of all occupants. Although drills are intended to be a surprise, the EH&S department schedules them with building managers and campus coordinators to avoid times where special events or activities may be taking place. Each building is required by the New York State Fire Code to have evacuation drills performed quarterly with one of the drills performed during the hours of darkness.

During 2009, 29 fire drills were completed in the RIT residence halls, and 171 fire drills were conducted in the on-campus apartment complexes. RIT’s Fire Safety Technician, the Center for Residence Life staff, Housing Operations personnel, and campus facility managers coordinate and supervise these drills.

How to Report a Fire

If a fire occurs in a RIT building, community members should immediately contact the Public Safety Department at 585-475-3333. If a member of the RIT community finds evidence of a fire that has been extinguished, and the person is not sure whether Public Safety has already responded, the community member should immediately notify Public Safety to investigate and document the incident.

Fire Safety Inspections

On an annual basis, RIT is inspected by The New York State Office of Fire Prevention and Control (OFPC). The OFPC has been given the authority to inspect public and private facilities, including colleges and universities, to assure campuses are in compliance with the New York State Fire Safety Code.
RIT Housing Rules on Portable Electrical Appliances, Smoking, and Open Flames

The fire safety information included in this section of the report is also included on pages 46-52 of the 2011-2012 RIT Housing Operations Terms and Conditions. It is also available at http://finweb.rit.edu/housing/docs/1112/1112termsconditions.pdf. Each student resident is given a copy of the terms and conditions prior to signing their lease for on-campus housing.

RIT Housing Operations staff will enter all apartments on a monthly basis for the purpose of inspecting fire alarm systems, including, but not limited to, fire extinguishers, smoke detectors, sprinklers, and carbon monoxide detectors (where applicable). These inspections are required by the New York State Office of Fire Prevention and Control (OFPC). You do not need to be home at the time of the inspection. Housing Operations will leave a notice in your apartment if no one is home at the time of inspection.

In all RIT buildings, including housing, tampering with, altering, or changing any building system (i.e., safety equipment, lock, elevator, fire alarm, fire extinguisher, smoke detector, telephone equipment, TV cable, computer cable or pathway, plumbing/electrical system, etc) is prohibited. Strobe lights, smoke detectors, sprinklers, etc cannot be obstructed by any material or object. In the event a unit is found to have any of the above violations, each resident on contract for that unit will be charged individually $100.00 each. A second violation will result in removal from RIT housing.

Possession or use of candles or other open flame devices (even if for religious purposes) are not permitted in RIT housing. The burning of incense and potpourri is also prohibited. Setting materials on fire, possession or use of flammable or highly combustible material is prohibited.

All torchiere style lamps, including but not limited to those that use a halogen, (incandescent, or fluorescent bulbs), are prohibited. All rope lighting and traditional holiday lights are prohibited. LED twinkle/mini lights are permitted on a temporary basis. Any style lamp that uses a halogen bulb 300 watts or more is likewise prohibited.

Fog machines and similar devices are prohibited as well as portable space heaters and free-standing air conditioners. Extension cords and multi-plug adapters are prohibited. Residents may use a UL listed plug strip that has a circuit breaker. No more than one strip can be used per outlet. The strip should not pose a safety hazard.

Posession or use of candles or other open flame devices (even if for religious purposes) are not permitted in RIT housing. The burning of incense and potpourri is also prohibited. Setting materials on fire, possession or use of flammable or highly combustible material is prohibited.

Tips to Reduce Avoidable Fire Alarms

-Stay With any food you are cooking.

-Do not leave food cooking in microwave ovens unattended.

-Always use the stove top hood fan.

-Use a lid whenever possible.

-Use good judgment when selecting cooking temperatures.

-Close the bathroom door while running the shower and turn on the fan.
Fire Safety Rules in the Residence Halls and RIT Inn & Conference Center

Cooking meals in student rooms is not allowed. All microwave ovens purchased by RIT Housing Operations can be used in public areas. Hot air popcorn poppers, coffee pots, and hot pots with automatic shutoffs are allowed in kitchens and lounges. Appliances that create excessive heat or are open-flame/open-element are prohibited in any area of residence halls and the RIT Inn. This includes, but is not limited to, toasters, toaster ovens, hot plates, George Forman grills, heaters, gas grills, etc. Air conditioners are not allowed in student rooms. Refrigerators are allowed in students’ rooms not to exceed 5 cubic feet. Violations of the policy related to candles, halogen lamps, torchiere-style lamps with halogen bulbs, and other fire hazards will result in the student being responsible for discarding the item immediately and at his/her cost. A violation will result in the student facing disciplinary action or termination of housing contract.

Carbon monoxide warning devices have been installed in select apartments which have furnaces contained in the unit. The sounding of a carbon monoxide alarm should be taken seriously and residents shall immediately vacate the apartment in accordance with RIT’s policy and procedure. Tampering with a carbon monoxide alarm or any other emergency equipment is a criminal offense and the responsible person will face judicial action, restitution charges and/or termination of his/her housing contract. Strobe lights and smoke detectors located in RIT housing cannot be obstructed by any material or object.

The Town of Henrietta and RIT’s terms and conditions strictly prohibit the use of Colony Manor basements for sleeping quarters or the storage of beds, mattresses, bed frames, futons, or hide-a-beds. Violators of this policy, which shall include all co-residents in the living unit, will be subject to judicial action which may result in removal from RIT housing and their participation in the Housing Selection process revoked. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements.

Fire Alarm System Evacuation Procedures

In all campus buildings, including housing, when a fire alarm is activated, students and/or occupants must immediately vacate the building. Refusal to leave a building during a fire alarm, to cooperate with any reasonable request by an RIT official, or to produce identification upon request, is prohibited. This specific expectation is also included in Housing Operations’ terms and conditions. When a fire alarm system activates, Resident Assistants (RA) and Public Safety personnel evacuate on-campus residential facilities and do not allow re-entry until the Henrietta Fire Department determines the cause of the alarm and deems the area to be safe. Staging areas are established for each fire alarm so that Public Safety personnel, Residence Life professional staff and fire department representatives can share evacuation information. Each RA attends fire safety training in the fall quarter which is conducted by RIT’s Fire Safety Technician. Students with disabilities must contact RIT Disability Services, RIT Housing Operations, the Center for Residence Life and Public Safety Department prior to moving in if assistance during a fire alarm is needed. Necessary precautions for safe departure will then be put in place for the student in case of fire alarm activation. Students whose mobility becomes impaired during their stay in RIT housing are required to notify RIT Disability Services, RIT Housing Operations, Center for Residence Life and Public Safety Department prior to moving in if assistance during a fire alarm is needed. Necessary precautions for safe departure will then be put in place for the student in case of fire alarm activation. Students whose mobility becomes impaired during their stay in RIT housing are required to notify RIT Disability Services, RIT Housing Operations, Center for Residence Life and Public Safety Department prior to moving in if assistance during an emergency can be given if needed and their participation in the Housing Selection process revoked. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements.

Evacuation Procedure

In the event of an evacuation, all occupants of the building will exit the area via the nearest unaffected exit quickly. Floor plans with evacuation routes are located in building lobbies and occupants should take time to familiarize themselves with the fire exits.

<table>
<thead>
<tr>
<th>When Evacuating</th>
<th>DO</th>
<th>DO NOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the stairs</td>
<td>Use the elevators</td>
<td></td>
</tr>
<tr>
<td>Move with deliberate speed</td>
<td>Rush or scream</td>
<td></td>
</tr>
<tr>
<td>Assist others as needed</td>
<td>Re-enter the building until it’s rendered safe</td>
<td></td>
</tr>
</tbody>
</table>
Flammable Liquids and Chemicals

Possession in any RIT room/apartment/suite or floor/house, closet, hallway, or basement of any flammable liquids, propane tank, fireworks, explosive devices, canned or compressed gases, poisons, highly combustible substances, chemicals, etc., is prohibited. The possession or use of gasoline or electric powered vehicles or engines regardless of their state or dismantlement in RIT housing is likewise prohibited.

The Town of Henrietta prohibits the use of kerosene heaters within RIT housing. The use of exterior fireplaces (chimineas, patio fire pits, etc.) is also prohibited.

Material, curtains, flags, tapestries, as well as other hangings in your room/apartment/suite must be flame resistant or noncombustible and cannot exceed 20% of the aggregate area of the walls. Items may not cover outlets, panic buttons, or fire safety equipment. In addition, hangings must be placed directly against a wall and should not interrupt the operation of the smoke detector. Nothing can be attached in any way to or on the ceiling.

Overseas Fire Safety

You must aggressively take responsibility for your safety. Think “contingency plan” and discuss it with your family and friends. Begin planning your escape from a fire as soon as you check into a hotel. Should a fire occur you can act without panic and wasting time.

Stay in the most modern hotel and consider a U.S. chain. Request a lower floor, ideally the second or third. Selecting a room no higher than the second floor enables you to jump to safety.

Procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty, and staff:

Evacuation procedures are posted in all buildings near elevators, stair towers and exits. Fire safety education and training is available and given to faculty, staff and students through orientations, student requested programming events, disciplinary sanctions, and employee fire extinguisher training for Margaret’s House; Dining Services; Student Health; residential advisors and house managers. Fire safety information is available in RIT’s Terms and Conditions handbook and by contacting RIT’s Environmental Health and Safety Department.

Monthly fire safety inspections are performed in all apartment complexes and Greek free standing houses. Yearly campus wide fire inspection is performed by the New York State Office of Fire Prevention and Control.

Regular Fire Extinguisher Training is provided to all applicable RIT employees.
Statistics concerning reported fires at each on-campus student housing facility during the most recent calendar year for which data are available (2010) are outlined in the matrix below.

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Location</th>
<th>Nature/cause of Fire</th>
<th>Damaged property</th>
<th>Value of damage</th>
<th>Related Injuries or Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2010</td>
<td>28-A049</td>
<td>Stuffed chair caught fire. One Sprinkler activated and extinguished fire. Chair was not RIT property.</td>
<td>Ceiling tiles</td>
<td>$20.00</td>
<td>No injuries</td>
</tr>
<tr>
<td>2/5/2010</td>
<td>50A 10071</td>
<td>Toilet paper burned in microwave.</td>
<td>None</td>
<td>$0</td>
<td>No injuries</td>
</tr>
<tr>
<td>3/27/2010</td>
<td>141 UC</td>
<td>Pizza box in oven.</td>
<td>Oven</td>
<td>$25.00</td>
<td>No injuries</td>
</tr>
<tr>
<td>3/30/2010</td>
<td>31-1043</td>
<td>Fire in oven possibly food.</td>
<td>Oven</td>
<td>$0</td>
<td>No injuries</td>
</tr>
<tr>
<td>4/23/2010</td>
<td>3301 UC</td>
<td>Small fire in oven. Element previously damaged.</td>
<td>Element</td>
<td>$0</td>
<td>No injuries</td>
</tr>
<tr>
<td>9/4/2010</td>
<td>165-B Perkins</td>
<td>Oil on stove caught fire. Minor soot damage.</td>
<td>None</td>
<td>$0</td>
<td>No injuries</td>
</tr>
<tr>
<td>10/12/2010</td>
<td>3253 UC</td>
<td>Tortillas caught fire in oven. Unattended.</td>
<td>None</td>
<td>$0</td>
<td>No injuries</td>
</tr>
</tbody>
</table>

A daily fire log is maintained recording all fires at on-campus student housing facilities, including the nature, date, time, and general location of each fire. The log is available for review between 8:30 AM and 5:00 PM Monday thru Friday at the Public Safety Department offices located on the first floor of Grace Watson Hall.
Important Phone Numbers and E-mail Addresses

**EMERGENCY** ................................................................. 475-3333 (V/TTY)

General Information .......................................................... 475-2853 (V/TTY)

**Sexual Assault Info Hotline** ............................................. (24 HOUR) 546-2777 (V/TTY)

Transportation ................................................................... 475-7300 (V/TTY)

Parking Office ..................................................................... 475-2074 (V/TTY)

**Mobile Escort Service** ................................................... 475-2853 (V/TTY)

Alarm / Communications Service Manager

Linda Fuller-Durfee .......................................................... 475-2853 (V/TTY) lfdcps@rit.edu

Field Supervisors ................................................................ 475-2038 (V/TTY)

Public Safety AIM Screen Name ........................................ RITPUBLICSAFETY

Important Internet Addresses

Public Safety’s Website: finweb.rit.edu/publicsafety

Preventing Identity Theft: finweb.rit.edu/publicsafety/forms/idtheft.pdf

Federal Compliance: finweb.rit.edu/fedcomplinks.html

The NYS Sex Offender Registry Information: criminaljustice.state.ny.us/nsor

Confidential Tipline: finweb.rit.edu/publicsafety/forms/tipline/

RIT Emergency Preparedness: finweb.rit.edu/publicsafety

Department of State Travel Advisory: travel.state.gov/travel/warnings.html

Bicycle lock Information: www.kryptonitelock.com

National Bike Registry: www.nationalbikeregistry.com

Bike Safety Information: www.bicyclesafe.com

Publication photography and design by Ana Maria Leal and Jaime Abondano.
RIT Public Safety Department
Community Hazards Response Checklist

In an Emergency, contact: 585-475-3333 (V/TTY)

**FIRE**
- Evacuate building using nearest available stairwell or exit
- If alarm is not sounding, pull red fire alarm on your way out (if possible)
- Close doors on your way out (if possible)
- Assist mobility impaired persons
- Move away from exits and entrances
- Stay at least 100 feet away from building or as directed

**DISRUPTIVE or UNSAFE BEHAVIOR**

**SUSPICIOUS BEHAVIOR**
- Stay calm
- Do not confront subject
- Contact Public Safety, 585-475-3333

**ARMED INTRUDER**
- Stay calm
- Contact Public Safety, 585-475-3333, and 911:
  - Provide location
  - Number of people at location
  - Number & type of injuries (if any)
  - Assailant information

If directed to shelter in place:
- Secure immediate area
  - Lock and barricade doors
  - Turn off lights
  - Close blinds, block windows
  - Turn off radios and computers monitors
  - Keep calm and quiet
  - Take cover and stay out of sight
  - Silence cell phones if not communicating with authorities

**BOMB THREAT**

**SUSPICIOUS OBJECT**
- Do not touch or move the object
- Do not use cell phones in the immediate area
- Clear the area
- Contact Public Safety, 585-475-3333

**TELEPHONE THREAT**
- Check caller ID on phone (if possible)
- Note date and time of the call
- Ask the caller where, when, how and why the bomb was placed
- Note the age, gender, speech pattern, attitude, background noise, accent, etc of the caller
- Contact Public Safety, 585-475-3333

**WRITTEN THREAT**
- Handle the written threat as little as possible
- Note the date, time, location, you received the written threat
- Provide the written threat or forward e-mail to Public Safety

**SEVERE WEATHER**
- Move indoors (if possible)

**INDOORS**
- Go to lowest level of building
- Stay away from windows

**OUTDOORS**
- Lay in low area away from power lines, trees and buildings
- Cover your head

**HAZARDOUS MATERIALS EMERGENCY**
- Contact Public Safety, 585-475-3333
- Stay away from area
- Do not come in contact with people who have been exposed
- If directed to shelter-in-place:
  - Cover mouth with damp cloth
  - Move to higher floor levels
  - Close windows, turn off fans
  - Place wet towels in cracks under doors