



Hamilton

Department of Campus Safety

***2010
Annual Safety, Security and Fire Safety
Information Report***



Hamilton

Department of Campus Safety

Francis A. Manfredo
Director

Wayne A. Gentile, Jr.
Assistant Director

Michael R. Jones
Assistant Director

Michael R. Schwartz
Assistant Director

Campus Safety Building
Hamilton College
198 College Hill Road
Clinton, New York 13323

EMERGENCY: (315) 859-4000
Non-Emergency: (315) 859-4141
<http://www.hamilton.edu/safety>

A Message from the Director of Campus Safety

Hamilton College attracts the nation's most talented students and scholars. College Hill is truly a special place, yet in today's society, the Hamilton College Campus Safety Department faces the same challenges as other schools across the country. Campus Safety is committed to providing a safe and secure learning and working environment for every student, faculty member, staff and visitor to Hamilton. Safety and well-being is our highest priority and my primary concern.

Campus Safety's dedicated and experienced staff is ready to assist the Hamilton community at all times. The security of our campus is a joint effort that involves us all. Your thoughts and ideas are important to the continuous advancement of our safe learning, working and living environment. By cooperating with each other, exercising good judgment and using basic crime prevention safety measures we can all be assured of the safest possible experience.

This handbook is designed to inform the Hamilton community of the programs and services Campus Safety will provide. We also hope it will influence and encourage safe behavior and inspire and invite others to partner with us in our mission to reduce criminal activity on and near our campus.

Cooperation is critical to the success of our mission. I ask all members of the Hamilton community to make responsible choices, discourage careless behavior, and to promptly report any suspicious activity. It is my pleasure to work with everyone collaboratively as we strive to achieve our goals.

*Francis A. Manfredo
Director of Campus Safety*

Campus Safety: Educators and Protectors

The Department of Campus Safety is dedicated to providing the highest quality of public safety services to the college community in support the College's academic mission.

Every encounter between a Hamilton community member and a Campus Safety officer is an educational opportunity. We strive to make all encounters positive, but confrontations are inevitable. By explaining the nature of campus policies and referring infractions to College administrators for follow-up discussions, Campus Safety officers attempt to make confrontations beneficial.

Campus Safety officers derive their authority from the New York General Business Law, Article 7-A. Our personnel are officials of the College with specific responsibilities for safety, security and traffic control enforcement. The officers of the Department currently do not have authority to affect an arrest but work closely with the Town of Kirkland Police Department in criminal cases and situations where arrests may be warranted.

The Department takes pride in its strong working relationship with the Town of Kirkland Police Department, as well as state and federal law enforcement agencies. We communicate directly with each other and cooperate in many investigations.

Contacting Campus Safety

EMERGENCY: 315-859-4000 (x4000)
Non-Emergency: 315-859-4141 (x4141), safety@hamilton.edu
Anonymous TIPS Line: 315-859-4640 (x4640)
Directory Assistance: 315-859-4444 (x4444)

The Department of Campus Safety is located in the ranch-style building south of Dunham Residence Hall. The office is open daily from 7:00 a.m. – 11:00 p.m. At all other times, the communications center on the first floor of Bristol Campus Center is open. Campus Safety personnel are always on duty, 24 hours per day.

This pamphlet is produced in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. It outlines the

Department's services and resources that are available to everyone on College Hill. It is made available electronically on the Campus Safety webpage and in written form upon request.

Campus Security Authorities

Campus officials that have a significant responsibility for student and campus activities are considered to be *Campus Security Authorities* as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The following list denotes the *Campus Security Authorities* for Hamilton College:

- Dean of Students Office
- Residential Life Office
- Resident Advisors
- Student Activities Office
- Academic Advisors
- Advisors to Student Organizations
- Athletic Directors and Team Coaches
- Department of Campus Safety
- Contract Security of any Campus Office

Clery Policy Statement Addressing Counselors

Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. Counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.
- Professional Counselor is an employee of an institution whose official responsibilities including providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Campus Safety Leadership

Francis A. Manfredo, Director of Campus Safety

Fran Manfredo was appointed to the position of Director of Campus Safety in July, 2008 after an extensive nation-wide search. Director Manfredo joins the Hamilton community after completing over 23 years of service with the City of Utica Fire Department, retiring at the rank of Assistant Chief. During his service to the residents of the City of Utica, Fran has served in many capacities including the supervision of the day to day operational and administrative needs of a 129 member department.

In addition to his extensive background in the Fire Service, Director Manfredo is a graduate of the New York State Police Academy, has over 16 years of Law Enforcement experience and has been a member of the New Hartford Police Department for the past 14 years. He has served as a Patrol Officer, Juvenile Officer and School Resource Officer, which has provided him with specialized training into the unique needs of a campus community.

Director Manfredo earned Associates Degrees in Liberal Arts and Criminal Justice from Mohawk Valley Community College and dual Bachelor Degrees from Empire State College in Fire Service Administration and Emergency Management. Fran is also a graduate of the National Fire Academy's Executive Fire Officer Program and holds numerous advanced certifications from the New York State Emergency Management Office, U.S. Department of Homeland Security and FEMA.

Wayne A. Gentile, Jr., Assistant Director

Following his service in the United States Marine Corps, Supervisor Gentile returned to Central New York and began serving Hamilton as a patrol officer in 1999. Wayne was appointed as an administrator in 2001 with the title of Evening Supervisor and was then appointed to the title of Assistant Director in 2002. He served in that capacity until assuming his current position in August of 2007. He is a graduate of the New York State Phase I Basic Course for Police Officers held at Cazenovia College. Supervisor Gentile is responsible for evening shift operations in the Campus Safety Department as well as Cleary Act compliance and serves as our liaison to the Office of Residential Life. He has also completed specialized training in crime scene investigation, women's self-defense instruction, and is one of our training instructors. Wayne is a member of the Northeast Colleges and Universities Security Association.

Michael R. Jones, Assistant Director

Supervisor Jones joined the Department of Campus Safety as a patrol officer in 2000 and was promoted to the position of Patrol Supervisor in January of 2007. He served in that capacity until assuming his current position in August of 2007. He is a graduate of the New York State Basic Course for Police Officers and has extensive experience in law enforcement from his prior service as a New York State Park Police Officer and Town of Kirkland Police Officer. Mike has advanced training in DWI and Traffic Enforcement. Supervisor Jones is responsible for night shift operations in the Campus Safety Department as well as community service programming, administration of our bicycle patrol unit and also serves as the department Quartermaster. Mike is a member of the Northeast Colleges and Universities Security Association.

Michael R. Schwartz, Assistant Director

Supervisor Schwartz joined the Department of Campus Safety as a patrol officer in 1999 and left to take a full time position as a Criminal Justice Instructor at Madison Oneida BOCES Vocational High School in 2001. Supervisor Schwartz returned to the Department in August of 2006 and has served as a patrol officer and administrative officer until assuming his current position in August of 2007.

Mike is responsible for day shift operations in the Campus Safety Department as well as department training, parking and traffic administration and emergency management. Mike is a graduate of the New York State Basic Course for Peace Officers and is currently in his senior year of study to complete a B.S. in Criminal Justice from Keuka College. Mike has also been awarded over 30 separate emergency management certifications from FEMA, Texas A&M, the University of West Virginia and IACLEA. He was also recognized with a Certificate in Professional Development from the U.S. Department of Homeland Security in 2007. Mike is a member of the International Association of Campus Law Enforcement Administrators and the Northeast Colleges and Universities Security Association.

Education and Outreach

The Department of Campus Safety proactively deters crime on campus through a series of campus outreach programs.

Rape Aggression Defense

This nationally-recognized basic self-defense class for women is offered through the Department of Campus Safety in collaboration with the Office of the President and the Harassment Grievance Board. Participants learn physical techniques for defending themselves against aggressors and participate in the culminating simulation experience where they can apply and hone their skills. This twelve-hour course is typically offered once or twice per year. While enrollment preference is given to students, all Hamilton women are able to participate in this program free of charge.

Fatal Vision

Using unique and specialized eyewear, Campus Safety instructors are able to simulate the disabling effects of alcohol consumption for student participants in this program. The students are asked to complete simple tasks while wearing the specialized eyewear that simulate varying levels of intoxication. This very popular program lasts about one hour and is offered in Hamilton's residence halls in cooperation with the Department of Residential Life and their staff of Resident Advisors (RAs). This program is offered at the beginning of the fall semester for presentation to all students. In addition, Fatal Vision can be presented at anytime, throughout the class year, for any community member interested in the program.

Crime Prevention and Fire Safety

Campus Safety officers are available to assist RAs with residence hall programming about personal safety issues and fire hazards. These programs are also offered in non-residential settings and are available to any member of the community. These programs are typically offered at the beginning of the fall semester but are available for presentation to any community member throughout the school year.

In addition to offering programs, the Department of Campus Safety takes an active role in assisting with the fire safety and inspection programs mandated by the State of New York. These mandates include performing fire drills, performing fire inspections of all college owned property, and actively monitoring conditions to prevent any potentially dangerous conditions that could lead to a fire.

The State of New York requires that four fire drills be performed, in every college owned building that is used as a residence hall, during the course of the school year. This is divided so that two drills are performed in the fall semester and two drills are performed in the spring semester. The drills are designed to give the building's occupants a sense of familiarity with procedures in the event of a real fire or emergency.

Academic and Administrative buildings are mandated to have three fire drills, per year, performed to assist the occupants with gaining familiarity with emergency procedures. These fire drills are spread out over the course of the academic year.

Timely Warnings

The campus emergency alert system is composed of a siren based warning system in conjunction with a reverse 911-type system. The warning sirens issue an alert to provide the community of a pending warning or emergency. The reverse 911 system issues a pre-recorded message to email, text messaging systems, cell phones, and landlines advising of specific threats or conditions and containing instructions on how to proceed.

Reporting Emergencies, Crimes and Policy Violations

Despite Campus Safety's best efforts, crimes and policy violations do occur on College Hill. Community members should promptly report all crimes, policy violations, and any suspicious behavior that they witness. Campus Safety will investigate all reports and activate the appropriate College judicial procedures.

Campus Safety (x4141 non-emergency, x4000 emergency)

A dispatcher is always on duty to answer calls from concerned members of the Hamilton community. Campus Safety is ready to respond to all situations on campus and will coordinate with local agencies to ensure that the proper resources are available. All emergencies should be reported to the Department of Campus Safety; persons who dial 911 on a campus phone will be connected to Campus Safety. All members of the campus community are strongly encouraged to report any suspicious behavior or activity, crime, acts of violence against themselves or another or any circumstances that require attention.

TIPS Line (x4640)

Campus Safety maintains a “*Taking Interest in your Personal Safety*” (or “TIPS”) phone line that gives community members the ability to anonymously and confidentially provide Campus Safety with information about ongoing investigations. To ensure privacy, this line is answered by a voice mail account. This phone line is not monitored by an operator and ***it should not be used to report crimes or emergencies in progress***. Any emergency or in-progress activity should be reported to Campus Safety by dialing extension 4000 or 911 on a campus phone or (315)859-4000 on a cell or off-campus phone.

Daily Crime Log

A daily crime log listing all crime and other reportable incidents reported to the Department of Campus Safety is maintained according to the nature of the crime or incident. Included is the date, time, general location of the incident, and a disposition of the incident if it is known. Certain information is withheld to protect possible victims and witnesses or to maintain the integrity of the case if an investigation is ongoing. The Daily Crime Log is available to the public from 7:00 a.m. through 11:00 p.m. Monday through Sunday, at the Department of Campus Safety, upon request.

Administrative Officers

Hamilton’s administrative officers are also available to assist those members of the community who wish to report crimes. The Dean of Students’ office (x4020, Elihu Root building) is available to assist students and the Department of Human Resources (x4302, Philip Spencer House) can assist employees.

Blue Light Emergency Phones

Several call box telephones are installed across campus and are indicated with signage and/or blue lights. These phones are directly connected to the Campus Safety dispatcher and are intended for emergency use only. Community members are strongly encouraged to utilize these emergency phones anytime they feel uncomfortable in a situation or require immediate assistance from the department.

There are ten blue light emergency phones located throughout the campus. They are located in the following areas:

North Lot
Woolcott House (Front)
Bristol Campus Center (Rear)
Martin’s Way Bridge (South Entrance)
Root Parking Lot

Fieldhouse Lot
New Lot
The Little Pub
Root Extension Lot
Major/McIntosh/Minor Lot



Available Resources

Many Hamilton offices and local agencies are available at all times to assist members of the community in emergency and crisis situations.

Administrator on Call (dispatched through Campus Safety X4000)

An administrative officer from the Division of Student Life will be informed of all serious situations that occur on campus and will respond, when necessary, to emergency situations.

HCEMS (dispatched through Campus Safety X4000)

A squad of certified student Emergency Medical Technicians responds to all on-campus medical emergencies. This service is overseen by the Department of Student Health Services and maintains a strong working relationship with area EMS agencies such as Clinton Fire Rescue and Central Oneida County Volunteer Ambulance Corps.

Counselor on Call (dispatched through Campus Safety X4000)A professional counselor from Hamilton's Department of Counseling and Psychological Services is always available for emergency consultations. Non-emergency counseling is available to all students by contacting the Counseling Center (x4340) during business hours. Conversations with Hamilton's counselors are free of charge and confidential. During non-business hours a counselor can be contacted confidentially by first contacting the Department of Campus Safety dispatcher. The dispatcher will arrange for the counselor on call to contact the individual directly. All information will remain strictly confidential.

Kirkland Police Department (853-2924 non-emergency)

Informational questions about local laws or reports of civil crimes can be directed to the Town of Kirkland Police Department by telephone. KPD will not respond to a campus call without informing the Department of Campus Safety. Campus Safety officers may request additional support from KPD. As the local police authority, KPD is the contact agency for questions relating to our local sex offender registry. Community members may also direct questions to KPD by e-mailing them at **chiefenglish@kirklandpolice.com**

Emergency Notification Systems and Procedures

In the event of a serious incident which poses an immediate threat to members of the Hamilton College community, the college has various systems in place for communicating information quickly to those individuals. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, some or all of these methods of communication may be activated. These methods of communications may include activating Blackboard Connect, an emergency notification system utilizing email, text messaging and telephone voice messaging. Phone numbers and email addresses of parents or other persons identified by students or employees in official college registrar or employee records as emergency contact persons will be included in the Blackboard Connect system and they may receive emergency messages as well.

Serious threats of this nature may involve weather, health or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with the senior staff. Upon a determination by the Hamilton Emergency Response Team, that a significant threat exists, the senior staff of the appropriate department will immediately inform the Hamilton Emergency Response Team, who will promptly make a decision regarding emergency notification. Staff from the Office of Communications and Development will generally have the responsibility for preparing and disseminating emergency messages and updates. In the event of confirmation of a threat involving imminent risk to personal safety any member of the HERT may activate Blackboard Connect immediately, prior to notifying the entire Hamilton Emergency Response Team.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building or segment of the population or to the entire campus. The Hamilton Emergency Response Team will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Hamilton Emergency Response Team plans, publicizes and conducts a test of the emergency response and notification system at least semi-annually and maintains a record documenting each test, including a description of the exercise, the date, time and whether it was announced or unannounced.

Responding to Sexual Harassment and Sexual Assault

Important Phone Numbers

EMERGENCY: 315-859-4000 (x4000)
Campus Safety Non-Emergency: 315-859-4141 (x4141)
Counseling Center: 315-859-4340 (x4340)
YWCA Rape Crisis Hotline: 315-797-7740 (x5000)
Administrator/Counselor on Call, after hours: 315-859-4000 (x4000)

Hamilton College affirms the principle that its students, faculty, staff and guests have a right to work study and enjoy the society of the College community without being subjected to sexual harassment or sexual assault.

Sexual assault is an act of violence prohibited, in separate ways, by New York State Law and Hamilton College policy. Hamilton College defines sexual assault as any sexual conduct without mutual consent. Sexual assault includes, but is not limited to, situations where a person is unable to consent because of mental incapacity or physical helplessness due to drug or alcohol consumption, or unconsciousness.

The Counselor on Call is designated at Hamilton as the professional staff member best suited to coordinate services for survivors of a sexual assault and is available at all times by contacting the Campus Safety office.

The YWCA Rape Crisis Center is a private agency that will provide free and confidential advocacy services to sexual assault victims. They can be reached directly by dialing x5000 from any campus phone. This line is not intercepted or monitored by any Hamilton College department.

Students may report occurrences of sexual assault and harassment to Campus Safety, administrators in the Dean of Students' office, or members of the Hamilton College Harassment Grievance Board. Harassment Grievance Board procedures are available on-line @ www.hamilton.edu/college/student_handbook/sexpolicy.html or from the Dean of Students Office, Dean of the Faculty Office or Campus Safety.

Community Services

Building Access

All Hamilton College residence halls have an access card which is only issued to students living in that building. Those residence halls that house academic or other offices are left unlocked during business hours, but are locked at all other times. No other persons will be admitted to residence halls by College officials. Academic buildings are unlocked at all times when the College is in session, except at night and in the late evening. Students are not admitted to locked academic rooms or buildings after hours without permission from faculty members or administrators with responsibility for that area.

Escorts

Campus Safety will escort any student from one campus location to another if they contact the office and report feeling unsafe between the hours of dusk and dawn. These escorts may be given in a Campus Safety vehicle or on foot, by Campus Safety officers or student employees. The Department will provide vehicular escorts between campus locations to those physically disabled students whose disabilities have been certified by the Department of Student Health Services. Medical escorts are given at all times of day.

Lockouts

Students are strongly encouraged to lock their rooms at all times. If a student is accidentally locked out of their room, Campus Safety personnel will grant them admittance after checking their official room assignment and photo identification. After the first lockout call, a student will be charged \$10 per lockout. Students who lose their room keys should report the loss to the Department of Residential Life (x4023) so that their locks can be changed.

Deliveries

Off-campus delivery services are not permitted to enter any College buildings. All deliveries must be received at the Campus Safety office.

Campus Safety's Routine Responsibilities

Monitoring and Recording Off-Campus Crimes

Local law enforcement agencies regularly notify Campus Safety of off-campus crimes that involve members of the Hamilton community. The Department's role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place. The Hamilton College Code of Conduct prohibits violations of local, state, and federal laws; the College may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the College are adversely affected. In instances where crime reporting is necessary in Hamilton overseas locations those statistics will also be reported in compliance with the Jeanne Clery Act.

Building Checks

Prior to securing a building at night, Campus Safety officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and in working order, and that there are no apparent safety, fire, or health hazards. This walk through includes mechanical rooms and a basic check of the building's heating and electrical systems.

All hazards and physical problems are referred to the Department of Physical Plant for action during the next business day. Physical Plant personnel can be called in after hours to address serious situations.

Drug and Alcohol Policies

Hamilton College has several regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs; these policies are fully outlined in the Student Handbook. All students should carefully review these policies as the disciplinary penalties for violating them can be severe.

General Policies

1. Persons 21 years of age and older may possess and consume alcohol in residence hall rooms, suites and apartments.
2. Open containers of alcohol are not permitted in public areas. Public areas include, but are not limited to, academic buildings, residence hall lounges and hallways, and outdoors. For purposes of this policy, suite lounges are not considered public areas.
3. Gatherings with bulk alcohol (defined as any quantity of beer in excess of two cases (48 twelve oz. cans), or the alcohol equivalent of wine or liquor) are not permitted in the residence halls (except where noted below). Kegs, beer balls and/or taps are not permitted in residence halls (except where noted below). Empty kegs may not be stored in residence halls.
4. Gatherings with bulk alcohol are permitted in College designated social spaces (Bristol Center Hub, Bundy Dining Hall, Beinecke Annex A & B, and Emerson Hall [ELS] basement). Social hosts are required to comply with the "Policy for Student-Sponsored Social Events," published here and in A Guide to Social Programming available in the Office of Student Activities.
5. The College reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol or drug-related overdose, and to require that the student participate in an educational program on alcohol and/or other drugs. The College may also choose to notify parents or guardian of any alcohol or drug-related violation

Parking and Traffic Enforcement

The Department of Campus Safety is responsible for regulating all vehicular traffic and parking on campus. Detailed information about the Department's current policies is available from the Campus Safety office or electronically on their website. All vehicles, including those belonging to temporary visitors, must be registered with the Department of Campus Safety.

Closed Circuit Video Monitoring System

Hamilton has installed an IP-based closed circuit television system in North and Root campus parking areas. The cameras record activity in the parking lots; activity is not monitored in real time. The purpose of this system is to deter crime and assist in the apprehension of people who commit vandalism or other criminal acts in these lots. Campus Safety personnel have received training to ensure that the system is utilized in a professional, ethical and legal manner consistent with the best practices.

MISSING PERSON POLICY

Designated Contact Person

Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. The student may indicate that person to be a parent or guardian or another person if they choose. Use of that notification is for authorized campus officials, Campus Safety staff and law enforcement in furtherance of a missing person investigation.

Persons reporting missing students may make their first contact with the Department of Campus Safety, the Office of Residential Life, or the Office of the Dean of Students. Said reports may come from parents, fellow students, professors, Resident Advisors, or others. Regardless of the source or the office contacted first, the Department of Campus Safety will be immediately notified of all missing-student reports.

Upon receiving such notification, the dispatcher, with direction from a supervisor, will report via phone to the Kirkland Police Department that a student has been reported missing. Initially, however, the Department of Campus Safety will be fully responsible for the investigation.

Department personnel will interview any members of the Hamilton community who might have information about the missing student's whereabouts. Such interviewees may include, but will not be limited to, Resident Advisors, faculty and staff members, roommates, friends, and family members. Particular attention will be given to possible locations of the missing student and his/her most recent mental state and/or personal problems. The Department of Campus Safety has the right to enter student rooms in search of missing persons.

Campus Safety personnel will contact the Business Office to determine the last Campus Card transaction completed by the student in question and request to be alerted if any further transactions are attempted.

All missing student reports must be relayed promptly to both the Director of Campus Safety and the administrator-on-call. Periodic updates should be given to both the Director and the administrator. The Director will determine which other College officials need to be notified. The local police authorities will be regularly updated on the progress of the investigation and will become involved at their discretion. If it is determined by the local police or the Director of Campus Safety that the entire college community is at risk, the Department of Campus Safety will be responsible for communicating that danger to the campus via any medium that the Director shall deem appropriate.

After the situation is resolved, the Director will prepare a detailed report to be provided to both the municipal authorities and the Dean of Students.

General Definitions for Reported Statistics

The following definitions are used to report crimes listed in accordance with the Federal Bureau of Investigation Uniform Crime Reporting Guidelines.

- *Murder and Non-Negligent Manslaughter*: The willful (non-negligent) killing of one human being by another.
- *Negligent Manslaughter*: The killing of another person through gross negligence.
- *Robbery*: The taking or attempting to take anything of value from the care, custody or control of another person or persons by force or threat of force or violence and/or putting the victim in fear.

- *Aggravated Assault*: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Some examples of severe or aggravated bodily injury are wounds requiring stitches, broken bones and internal injuries.
- *Burglary*: The unlawful entry of a structure to commit a felony or a theft.
- *Motor Vehicle Theft*: The theft or attempted theft of a motor vehicle.
- *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.
- *Reportable Hate Crimes*: Any of the above crimes and any other crime involving bodily injury if the crime is motivated by hate. Hate 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 weapons 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; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

Sexual Assault Definitions for Reported Statistics

- *Sex Offenses – Forcible*: Any sexual act directed against another person, forcibly and/or against that person's will, where the victim is incapable of giving consent.
- *Forcible Rape*: The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy*: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Sexual Assault With An Object*: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling*: The touching of private body parts of another person for the purpose sexual gratification, forcibly and/or against the person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."
- *Sex Offenses – Nonforcible*: Unlawful, nonforcible sexual intercourse includes the following:
 - *Incest*: Nonforcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited.
 - *Statutory Rape*: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

	<i>2007 Total</i>	<i>2008 Total</i>	<i>2009 Campus</i>
<i>Homicide</i>			
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<i>Sex Offenses</i>			
Forcible	0	0	0
Non-Forcible	0	0	0
<i>Robbery</i>	0	0	0
<i>Aggravated Assault</i>			0
<i>Burglary</i>	0	0	0
<i>Vehicle Theft</i>	0	0	0
<i>Arson</i>	0	0	0
Larceny/theft	NR	NR	0
Simple Assault	NR	NR	0
Intimidation	NR	NR	2
Destruction/Damage/Vandalism of property	NR	NR	3

Hamilton Campus Crime Statistics Clinton, NY

	2007 Total	2008 Total	2009 Campus	2009 Residential	2009 Noncampus	2009 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	4	4			0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	3	16			0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	1	0	0	0	0

Arrest and Judicial Referral Statistics

	2007 Total	2008 Total	2009 Campus	2009 Residential	2009 Noncampus	2009 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	76	0	0	0	0	0
Referral	93	90	124	124	0	0
<i>Drug Law Violations</i>						
Arrest	1	0	0	0	0	0
Referral	25	57	73	73	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	1	0	0	0	0	0

Hamilton Abroad China Crime Statistics

	2007 Total	2008 Total	2009 Campus	2009 Residential	2009 Noncampus	2009 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2007 Total	2008 Total	2009 Campus	2009 Residential	2009 Noncampus	2009 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton Abroad France Crime Statistics

	2007 Total	2008 Total	2009 Campus	2009 Residential	2009 Noncampus	2009 Public Prop.
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2007 Total	2008 Total	2009 Campus	2009 Residential	2009 Noncampus	2009 Public Prop.
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton Abroad Spain Crime Statistics

	2007 <i>Total</i>	2008 <i>Total</i>	2009 <i>Campus</i>	2009 <i>Residential</i>	2009 <i>Noncampus</i>	2009 <i>Public Prop.</i>
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2007 <i>Total</i>	2008 <i>Total</i>	2009 <i>Campus</i>	2009 <i>Residential</i>	2009 <i>Noncampus</i>	2009 <i>Public Prop.</i>
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton College New York City program Crime Statistics

	2007 <i>Total</i>	2008 <i>Total</i>	2009 <i>Campus</i>	2009 <i>Residential</i>	2009 <i>Noncampus</i>	2009 <i>Public Prop.</i>
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2007 <i>Total</i>	2008 <i>Total</i>	2009 <i>Campus</i>	2009 <i>Residential</i>	2009 <i>Noncampus</i>	2009 <i>Public Prop.</i>
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Hamilton College Washington DC program Crime Statistics

	2007 <i>Total</i>	2008 <i>Total</i>	2009 <i>Campus</i>	2009 <i>Residential</i>	2009 <i>Noncampus</i>	2009 <i>Public Prop.</i>
<i>Homicide</i>						
Murder	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<i>Sex Offenses</i>						
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0
<i>Vehicle Theft</i>	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0
<i>Hate Crimes</i>						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Arrest and Judicial Referral Statistics

	2007 <i>Total</i>	2008 <i>Total</i>	2009 <i>Campus</i>	2009 <i>Residential</i>	2009 <i>Noncampus</i>	2009 <i>Public Prop.</i>
<i>Liquor Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Drug Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0
<i>Weapons Law Violations</i>						
Arrest	0	0	0	0	0	0
Referral	0	0	0	0	0	0

Personal Safety Tips

Traveling Off-Campus

- Park in well-lit heavily populated areas
- Trust your instincts when something doesn't feel right
- Be aware of your surroundings
- If you have a cellular phone have it turned on and easily accessible
- Do not leave valuable items visible in your vehicle
- Walk with others whenever possible
- Check the back seat of your vehicle before entering
- Report all suspicious behavior to local law enforcement authorities

In the Event of Fire

- Remain calm
- Dress warmly, get your keys, and evacuate the building promptly
- Activate the building fire alarm or notify Campus Safety immediately
- If a door is warm, do not open it
- If you are trapped in a room, seal the door and signal from a window.

PREVENT System

- **P**revention is the most effective means of fighting crime
- **R**ecord the description of suspicious persons, do not confront them yourself
- **E**scape is the primary objective if you are in a dangerous situation
- **V**alue your safety and the safety of others
- **E**mploy common sense and awareness in your day-to-day activities
- **N**otify Campus Safety if you are the victim of a crime or witness one
- **T**elephone x4000 for any on-campus emergency

Fire Safety

Fire safety is one of the most important "safety" considerations on any college/university campus, in part because it is not just some minor program managed by a single administrative department. Rather, it is a complex system that concerns itself with both the design/maintenance of the many structures that make up the Hamilton College campus proper, as well as the behaviors of every student, employee and visitor. While the January 2000 Seton Hall dormitory fire was a momentous tragedy, the tangible result of this incident in New York State was new legislation and inspection/enforcement activities to hold all NYS colleges/universities accountable to full conformance with the fire code on an annual basis.

The New York State Office of Fire Prevention & Control (OFPC) conducts annual "wall-to-wall" inspections of the entire Hamilton College campus each September, and assists the College with a number of student and employee training programs. While an effective fire safety program is not necessarily measured by the College successfully getting through an annual inspection without having to pay monetary penalties, it is nonetheless important for the Hamilton College community to understand what the OFPC is looking for. The following document is provided as an education tool to communicate the most frequent issues found during these annual inspections, and it also lays out some of the most noteworthy policy obligations that apply in our residences and work stations.

Fire Drills

The conduct of fire drills is one of the College's many fire safety obligations. By NYS law, Hamilton must conduct at least 4 fire drills in each residence hall and 3 fire drills in all other non-residential facilities on an annual basis. Additional fire drills are required during the summer months for student and camp housing. Cumulatively, that's more than 200 fire drills Hamilton College must perform on an annual basis. Please be sure to evacuate your space promptly for **every** fire alarm signal you detect, and know the location of your initial gathering points. Employees should contact their respective Building Coordinators and students should contact their respective RA's for initial gathering point information. See the Emergency Planning & Preparedness link for additional information.

Hamilton College Residence Hall	Proprietary Fire Alarm Systems	Full Sprinkler Systems	Smoke Detection	Fire Extinguishers	Evacuation Plans posted	Number of evacuation (Fire) drills each academic year
Dunham	X	X	X	X	X	4
South	X	X	X	X	X	4
Kirkland	X	X	X	X	X	4
North	X	X	X	X	X	4
Carnegie	X	X	X	X	X	4
Eells	X	X	X	X	X	4
Ferguson	X	X	X	X	X	4
Woolcott	X	X	X	X	X	4
Rogers	X	X	X	X	X	4
Skenandoa	X	X	X	X	X	4
Wertimer	X	X	X	X	X	4
Wallace Johnson	X	X	X	X	X	4
Bundy East	X	X	X	X	X	4
Bundy West	X	X	X	X	X	4
Root Farmhouse	X	X	X	X	X	4
Milbank	X	X	X	X	X	4
Babbitt	X	X	X	X	X	4
Major	X	X	X	X	X	4
Mcintosh	X	X	X	X	X	4
Minor	X	X	X	X	X	4
Root	X	X	X	X	X	4
Keehn	X	X	X	X	X	4
Saunders	X	X	X	X	X	4
Griffen Rd Apt 1000	X	X	X	X	X	4
Griffen Rd Apt 2000	X	X	X	X	X	4
Griffen Rd Apt 3000	X	X	X	X	X	4
3994 Campus Rd	X	X	X	X	X	4
4002 Campus Rd	X	X	X	X	X	4
100 College Hill Rd	X	X	X	X	X	4

Fire Safety Systems in Student Housing

Residence Hall	1 st Drill	2 nd Drill	3 rd Drill	4 th Drill
Dunham	3/6/2009	5/6/2009	9/21/2009	12/2/2009
South	3/6/2009	5/6/2009	8/23/2009	12/3/2009
Kirkland	3/6/2009	5/6/2009	9/21/2009	12/2/2009
North	3/6/2009	5/6/2009	9/21/2009	12/2/2009
Carnegie	3/6/2009	5/6/2009	9/21/2009	12/2/2009
Eells	3/10/2009	5/5/2009	9/22/2009	12/3/2009
Ferguson	3/10/2009	5/5/2009	9/22/2009	12/3/2009
Woolcott	3/10/2009	5/5/2009	9/22/2009	12/3/2009
Rogers	3/10/2009	5/5/2009	9/22/2009	12/3/2009
Skenandoa	3/6/2009	5/6/2009	9/22/2009	12/3/2009
Wertimer	3/10/2009	5/5/2009	8/23/2010	12/3/2010
Wallace Johnson	3/10/2009	5/5/2009	9/22/2009	12/3/2009
Bundy East	3/10/2009	5/5/2009	10/22/2010	12/3/2010
Bundy West	3/10/2009	5/5/2009	10/22/2010	12/3/2010
Root Farmhouse	2/4/2009	4/29/2009	9/21/2009	12/2/2009
Milbank	2/4/2009	4/29/2009	10/7/2010	3/3/2010
Babbitt	2/4/2009	4/29/2009	10/7/2010	3/3/2010
Major	2/4/2009	4/29/2009	10/7/2010	3/3/2010
McIntosh	2/4/2009	4/29/2009	10/7/2010	3/3/2010
Minor	2/4/2009	4/29/2009	10/7/2010	3/3/2010
Root	2/4/2009	4/29/2009	10/7/2010	3/3/2010
Keehn	2/4/2009	4/29/2009	10/7/2010	3/3/2010
Saunders	3/6/2009	5/6/2009	9/21/2009	12/2/2009
Griffen Rd Apt 1000	3/6/2009	5/6/2009	9/21/2009	12/2/2009
Griffen Rd Apt 2000	3/6/2009	5/6/2009	9/21/2009	12/2/2009
Griffen Rd Apt 3000	3/6/2009	5/6/2009	9/21/2009	12/2/2009
3994 Campus Rd	3/10/2009	5/5/2009	9/22/2009	12/3/2009
4002 Campus Rd	3/10/2009	5/5/2009	9/22/2009	12/3/2009
100 College Hill Rd	3/10/2009	5/5/2009	9/22/2009	12/3/2009

**200
9
Fire
Drills**

Fire Statistics For On-Campus Student Housing 2009

Unintentional Fires	Total Fires by Cause
Cooking	0
Smoking Materials	0
Open Flames	0
Electrical	0
Heating Equipment	0
Hazardous Products	0
Machinery / Industrial	0
Natural	0
Other	0
Intentional Fire	0
Undetermined Fire	0

FIRE SAFETY AT HAMILTON COLLEGE “A LAYMAN’S GUIDE”

FIRE SAFETY is not just some service provided by an on-campus office or the local Fire Department, nor is it something that is purely tied to a building’s design (i.e. smoke/heat detectors, sprinklers, fire extinguishers, etc.). Rather, it is a combination of these **AND** each employee’s and student’s behaviors with regard to controlling/minimizing fire hazards in the first place. In other words, policies can be written, appropriate engineering and design practices can be implemented, and drills can be performed, but this is all irrelevant if the Hamilton College community fails to act in a responsible manner with regard to fire safety issues. This “layman’s guide” is not designed to be a formal policy document that outlines all of the fire safety compliance obligations on behalf of the College and its many constituents. Rather, it is a communication tool that hopes to bridge the gap between those compliance obligations and our collective behaviors as an institution, so as to 1—both minimize our susceptibility to fire safety hazards, and 2—improve our performance during the state mandated campus-wide fire safety inspections held each September.

- 1. Building Detection/Suppression/Protection Equipment** Individual buildings on campus, and their occupants, are protected from fires through 2 general strategies. The 1st is the equipment designed to detect and suppress fires, including smoke, heat, and carbon monoxide detectors, as well as sprinkler systems and fire extinguishers. Beyond the incredible amount of effort that goes into maintaining the thousands of detectors and hundreds of sprinkler/extinguisher systems on campus, there is much that the community can also do to keep these systems maximally operable:

Smoke/Heat Detectors

- These devices must be free to monitor ambient air conditions without obstruction.
- They should never be touched or tampered with, in a fashion that impairs their monitoring capabilities.
- Be careful when generating dusts (like vacuuming) or mists (like using hairspray or taking long showers) since detectors may interpret fine aerosols as smoke.

Sprinkler Systems/Heads

- These devices—heads and associated piping—must not be obstructed in any fashion (like by hanging objects);
- Further, nothing should be stored (like boxes/papers on shelving) within 18” of a sprinkler head.

Fire Extinguishers

- These devices must not be obstructed in any fashion (like by staged objects in front of cases, or on the extinguisher itself).
- Further, these devices should only be used by properly trained personnel, and are only intended to respond to “incipient” fires, not full scale fire fighting.

The 2nd type of fire protection equipment maintained by college buildings includes those devices which serve to 1—notify occupants that a potential fire/fire condition exists, 2—direct occupants to their evacuation routes, and 3—control the spread of the fire/fire conditions. These include fire alarm pull stations, audible/visual alarms, exit/egress signage, and fire/smoke doors.

Audible/Visual Fire Alarms

- These devices must not be obstructed in any fashion (like by staged/hanging objects).
- Evacuate whenever the alarm system is initiated.

Fire Alarm Pull Stations/Panels

- These devices must not be obstructed in any fashion (like by staged/hanging objects).
- Use the pull station if you see or suspect that there is a fire or fire condition, or in any other circumstance where emergency responders (Campus Safety) is needed, and other means of communication are unavailable.

Exit/Egress Signage

- It is critically important (especially to those not familiar with a building) for exit/egress signage to be visible, unobstructed, and not tampered with, as they direct evacuating personnel to a means of egress.

Fire Doors

- Fire doors are normally on self-closing devices, and they may or may not have magnetic hold opening devices that keep the doors open during non-emergency conditions.
- You can also tell if your door is a fire door by a small metal template on the inside door jamb.
- Never prop or obstruct a fire door, thereby impairing its ability to close during a fire.

Smoke Doors

- Unlike fire doors, smoke doors exist merely to minimize the spread of smoke during a fire.
- Smoke doors are usually signified by the presence of a self-closing device, and sometimes a magnetic hold open as well.
- Similar to fire doors, smoke doors may not be propped or otherwise obstructed from closing.

2. Combustible/Other Storage Practices

Anything that can burn, from clothing to books to boxes on a shelf, is considered a combustible. While no one expects every dorm room, office space and storage area to be neat and completely devoid of “clutter” at all times, a number of practices routinely result in fire safety violations, as follows:

Office Practices

- Offices which store combustible material (like paper work, books, boxes, etc.) beyond the capacity of existing shelving space, are citable fire safety violations if such practices either:
 - constitute an excessive fire load to the space, or
 - would impede an occupant’s ability to evacuate in the event of a fire/alarm signal.
- Minimize combustible storage on office floors, or find more suitable storage locations outside of your office.

Dorm Room Practices

- Decorative wall or ceiling hangings (like tapestries, tie-dye fabrics, flags, cloth articles, beer banners, etc.) that are combustible in nature, are forbidden from being staged in a student’s living quarters or common spaces.
- The only acceptable decorative wall/ceiling hangings include simple paper posters, or any of the articles from above which are either non-combustible by design (with a stamp/label to prove it) or those that are made non-combustible by shielding within a glass picture case.

Other Storage Practices

- Miscellaneous materials, whether they are combustible or not, may never be stored in such a way as they obstruct or block an emergency exit/egress.
- Further, combustible materials may never be stored in mechanical spaces, such as boiler rooms, electrical panel closets, and attics with air handling equipment/ductwork.

3. Electrical Equipment/Devices/Appliances

While saying that all electrical equipment/devices/appliances must be UL listed and otherwise in good working condition is generally sufficient in many commercial/industrial settings, the unique nature of the academic world (especially in NYS) obligates the college to restrict a

number of items for either code compliance or policy reasons. Although the examples/lists that follow are not exhaustive, they do address the most routine fire safety considerations relative to equipment/devices/appliances that arise at Hamilton.

Electrical Power/Connection Equipment—Extension Cords

To the greatest extent possible, electrical power should be drawn directly from existing AC power outlets. Where this is not possible or is otherwise not feasible, consider the following:

Light Duty Extension Cords

- Light duty extension cords (typically yellow, white or brown) that are either single plug varieties or multi-plug adapters are forbidden on campus in any venue or location.
- It does not matter how long they are in use, or whether they are personally owned or owned by the college. If they run a radio in an office or student residence, they are a fire safety violation.

Heavy Duty Extension Cords

- Heavy duty extension cords (typically orange or yellow) are permissible **ONLY** if they are for temporary purposes.
- Examples of approved uses of this type of cord are to run power tools or a fan to clean up a spill.
- It is not appropriate to use this type of cord for a computer workstation, desk lamp, TV or stereo equipment. These items are intended to be stationary, and the use of heavy duty cords in this manner will result in a fire violation.

Protected Outlet Strips

- Protected outlet strips (with “trippable” breakers) are the only approved device to provide electrical connection power on a less than temporary basis.
- These devices should never be “piggy-backed” one to another, and care should be taken to ensure they are not overloaded.
- Only 1 outlet strip is permitted per duplex outlet.
- Outlet strips with 15-20 foot cords are available as needed.

Picture A Picture B Picture C

Additional Extension Cord Considerations:

- Picture A—extension cords of any variety may not be run through walls, or be staged in areas where doors or other pinch points may result in an electrical shock hazard;
- Picture B—as per the above, although outlet strips are generally approved, they may not be piggy-backed one to another.
- Picture C—electrical devices may not be “home-made”, as in this example of both heavy duty and light duty extension cords hard wired into an electrical box.

Electrical Devices/Appliances

Electrical Devices

The following devices are restricted from use in living and working spaces, as specified:

- Small air conditioning units (unless specifically approved/installed by the Physical Plant);
- Space heaters (again, unless specifically approved by the Physical Plant for a heat related problem associated with the facility/building).
- Electric blankets;
- Multi-plug adapters/gang boxes; and
- Specialty lighting, including halogen lights, lava lamps, and sun/heat lamps;
- ***Special note on multi-colored lamps—see pictures/box below:**

Multi-Colored Lamps

- These lamps types may only be used with bulbs at approved/UL listed wattages.
- Note the damage to 4 of the 5 shields in left picture. This fixture was approved for bulbs at 40 watts max; but bulbs at 100 and 75 watts were actually being used.

Electrical Appliances (Related to Food Cooking/Cooling/Preparation)

All students and employees are encouraged to eat and/or prepare food in established dining halls or other building/dormitory kitchenettes specifically designed for food preparation. The types of approved/unapproved devices in this category are dependent upon location, as follows:

- Student Suites and Administrative Buildings with Kitchenettes:
 - Since these locations are “designed” for food cooking activities, the only additional electrical appliances that are approved for use (beyond those that are provided for and maintained by the college) include blenders, coffeemakers, griddles, popcorn poppers, toaster ovens, and toasters. These approved devices **MUST** be used and staged in the kitchenettes themselves **AT ALL TIMES**.
- Student Living Quarters and All Other Building/Facility Locations:
 - The only other approved electrical appliances for locations without kitchenettes include small combination microfridges/microwaves (as in the picture below), and coffeemakers/coffee pots with automatic shutoffs. These devices are approved since they are food “warming/cooling” appliances, as opposed to food cooking appliances.
- Other Generally Approved Electrical Appliances (If UL Listed):
 - The following appliances/devices are generally approved is UL listed and used safely:
 - Radios, stereos, electric razors, small portable televisions with self-contained antennas, personal computer with a rating of less than 200 watts, clocks, portable hair dryers, VCR/DVD players, fax machines, small fans and desk lamps. Electric hair curlers and hot combs should be used with caution (only one should be plugged in at a time).
- Restricted Electrical Appliances Regardless of Location
 - The following appliances are restricted from use in any college dormitory, or academic/administrative facility whatsoever:
 - Broilers, crock pots, electric frying pans, griddles, heating coils, hot plates, large microwave ovens (over 1000 watts), large refrigerators, deep fryers and George Foreman grills.

4. Other Hazardous Articles/Materials

Restricted Hazardous Articles

The following hazardous articles are restricted from use/storage in all living and working spaces on campus:

- Candles or incense (whether lit or for decorative purposes only);
- Real Christmas trees;
- Holiday lights (the kinds that can be plugged in); and
- Excessive combustible material (as per the above).

Restricted Hazardous Materials

Restricted hazardous materials generally include those materials which are flammable and/or explosive by their very nature, or are otherwise regulated by the NYS fire code. The specific types of hazardous materials which are restricted from use/storage in all living and working spaces on campus include the following:

- Fireworks;
- Firearm ammunition;
- Flammable/combustible liquids associated with cooking/painting/fuels, such as gasoline, kerosene, propane, aerosol paint cans, paint thinner, varnish, sterno, and camping fuels:
 - Any of these chemicals must be used/stored in designated areas, such as academic labs/studios or cooking areas;
 - Exception—Personal care products with flammable propellants (hair spray) are permissible.
- Propane/charcoal grills:
 - Regarding propane powered grills with attached propane tanks:
 - Such devices are forbidden from being used or stored within any living/working space, or upon covered porches/balconies/patios;
 - They should be both used and stored at least 10 feet away from any building structure, or upon uncovered decks external to a building.
 - Regarding charcoal fired grills:
 - Small, portable charcoal grills (with legs less than 12 inches in length and a cooking surface no larger than 250 square inches) may be used external to buildings upon covered porches/balconies/patios so long as there is a non-combustible surface underneath (like a brick or stone catchment).
 - For charcoal grills larger than the above, they are forbidden from use upon covered porches/balconies/patios, and should observe the same 10 foot building clearance that applies to propane powered grills during use.
 - The use and possession of lighter fluid is prohibited. Only EZ-light type charcoal is permitted with a maximum of one bag allow to be stored by residents. Charcoal must always be

kept dry to prevent spontaneous combustion, and should only be stored indoors or in a dry, enclosed area.

- All spent coals/embers must be thoroughly extinguished prior to disposal.
- Charcoal grills that are free of charcoal, coals, and ashes, may be stored indoors, upon covered porches/balconies/patios, or uncovered decks.
- Smoking is prohibited inside all campus buildings/facilities by NYS law.

5. Responses to Fire Alarms (In General)

Although the college spends considerable time and resources to maintain and upgrade its fire detection and suppression equipment on campus, errant alarms will occur. They may be false alarms (where a detector or pull station is accidentally or purposefully activated), or they may be true alarms for errant reasons (where a smoke detector activates following exposure to steam). Further, the college is required to perform up to 4 fire drills every year, depending upon the building design and its occupancy type.

While the department's of Campus Safety and Physical Plant work very hard to minimize the number of false and errant alarms, it is very important for all students and employees to react to each and every fire alarm as if it's the "real thing". For fire alarms where the cause is not known, adhere to the guidance contained in this section. If the fire alarm is for a true fire or smoke condition, follow the guidance in the next section.

RA's and Students

RA's must communicate to the students they are advising as to where their respective "initial gathering points" are (building specific) so that a common muster point is identified for accountability purposes.

Building Coordinators and Employees

Similarly, Building Coordinators must communicate to the employees they represent as to where their respective "initial gathering points" are (building specific) so that a common muster point is identified for accountability purposes.

Students/Employees Occupying Spaces Other Than Where They Principally Live/Work

Faculty teaching classes of students, and faculty/administrators/staff supervising students or other employees, frequently perform such activities in buildings/facilities other than where all involved parties are principally accounted for as per the above. It is incumbent upon the employees in charge of the academic or administrative function to determine the building's "initial gathering point" and communicate the location accordingly to those students/employees in their care/supervision.

6. Responses to True Fires or Smoke Conditions Indicative of a Fire

- Immediately report the fire to Campus Safety—x4000 by on-campus phone, 859-4000 by cell phone—or activate a nearby fire alarm pull station if one is accessible.
- Remain calm, turn lights on, and dress appropriately.
- If your door is cool to the touch:
 - First close any open windows in your room, then open door slowly.
 - Evacuate the building via designated emergency egress routes. Do not use elevators!

- If there is smoke or heat, crawl on your hands and knees.
- Proceed to the INITIAL GATHERING POINT to await further instructions.
- If door is warm, DO NOT OPEN IT!
- Seal the space under the door with a towel.
- Open window, hang a sheet or towel out of the window, and close it.
- Open window at regular intervals to announce your location, and then close it.

7. Responsibility for Fire Safety, and Conclusions

As alluded to above, fire safety at Hamilton College is the responsibility of every student and employee. Adherence to no one single fire safety strategy is capable of eliminating every fire hazard. Only by a combination of design/engineering controls, safe working/learning/living practices, and appropriate student/employee behaviors, may the greater Hamilton College community minimize its collective risks to fire hazards in the first place.

Failure to follow the guidance contained in this document puts your lives and the lives of your fellow students and co-workers at risk. Additionally, non-conformance with the NYS Fire Code may result in formal violations/citations against the college. While the purpose of this document, again as noted, is to be educational and informative regarding fire safety considerations, every employee and student should realize that the college is legally and morally obligated to promote and manage fire safety accordingly. While “engineering and education” is the preferred methodology for achieving this goal, the college must take appropriate action against those who purposefully or willfully disregard fire safety, including but not limited to the following:

- Disciplinary action up to and including expulsion for students and termination for employees who tamper with or otherwise disregard the fire safety equipment, policies and training they are afforded;
- Departmental, professional, and personal financial responsibility for fire safety citations and penalties in certain situations where the violations in their living/working areas were easily correctable and communicated, but were not corrected within the time frames granted by NYS.