

**BRYANT & STRATTON COLLEGE
SAFETY AND SECURITY MANUAL**

HENRIETTA CAMPUS

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Rochester, NY 14623

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Crime Prevention Programs

Bryant & Stratton College takes safety awareness and crime prevention seriously and offers crime prevention presentations on campus to provide important information regarding personal safety to all newcomers to the College. Information on individual campus security procedures is available through your campus security official and included in the campus orientation program held at the start of each semester. Safety procedures, requirements and maps that are specific to your campus can be found in Appendix A to this document.

Individual awareness of our surroundings is one way in which you can keep safe. The following safety measures can contribute to keeping yourself and the College environment safe:

- Always be alert to your surroundings;
- Lock your car and keep your keys with you at all times;
- Do not leave valuable items visible in your car, including personal items such as purses, backpacks, mobile phones, or other school-related items such as laptops or textbooks;
- Leave highly valuable items at home;
- Do not park in isolated areas;
- Do not walk or park your car in poorly-lit areas;
- Do not leave personal items unattended;
- Mark personal items used on campus; including laptops, textbooks, calculators and other personal equipment;
- Keep your purse and/or backpack close to your body;
- If you suspect you are being followed, do not ignore your intuition, go to a public area or group;
- If you feel unsafe or threatened, notify a Campus Security Authority or dial 911.

Reporting Criminal Actions or Other Emergencies on Campus

Procedures

The primary responsibility for crime prevention and personal safety rests with each individual. For this reason, we ask that any member of Bryant & Stratton College's community who has become a victim or observes a crime or suspicious incident to report such occurrences as soon and as accurately as possible. Campus telephones are located at all campuses that can access 911. In addition to campus telephones, emergency telephones are located at some campuses.

From 9:00 a.m. to 5:00 p.m., victims and witnesses are encouraged to report all crimes and other suspicious incidences either verbally or in writing to the individual campus security official designated below for each campus. The telephone numbers of these individuals for each campus are listed below.

New York Campuses

- Albany: Dean of Student Services: 518-437-1802 ext. 214
- Buffalo: Security Officer: 716-884-9120
- Amherst: Business Office Assistant: 716-625-6300, ext.202
- Greece: Business Office Manager: 585-720-0660
- Henrietta: Business Office Manager: 585-292-5627
- Saratoga: Associate Dean of Student Services: 518-437-1802 ext. 214
- Southtowns: Career Services Director: 716-771-5719
- Syracuse: Security Guard or Resident Director/Assistant (on campus): 315-472-6603 or security cell 315-363-9384
- Syracuse North: Dean of Student Services or Campus Director: 315-652-6500

Ohio Campuses

- Akron: Campus Director: 330-598-2500
- Cleveland Downtown: Campus Director: 216-771-1700
- Solon: Campus Director: 440-510-3151
- Parma: Campus Director: 216-265-3151

Virginia Campuses

- Richmond: Business Office Director: 804-745-2444
- Virginia Beach: Dean of Student Services or Security Guard: 757-499-7900
- Hampton: Dean of Student Services or Security Guard: 757-869-6001

Wisconsin Campuses

- Wauwatosa: Market Facilities Manager: 414-302-7000, ext. 580
- Racine: Auxillary Manager: 414-302-7000. Ext. 568
- Bayshore: Campus Security: 414-906-8054 and/or Business Office Assistant: 414-961- 9600

In the event the individual designated above is not available at the time of the incident, you should report the matter to any available Bryant & Stratton College associate or faculty member. Residence Hall incidents should be reported to the Residence Hall Director or Facilities Manager. If the Director or Manager is not available, report the matter to any available Bryant & Stratton College associate or faculty member.

In emergency situations, or where staff is not available, you may report the incident to the local police department by dialing 911. Speak clearly and remain calm. Provide the address of the crime scene, the type of crime, your name, and your specific location. Provide as much detail as possible, such as a description of the suspect including gender, type of clothing, vehicle make, year, and model, license plate number, etc. Stay on the line until you are told to hang up. Inform your Campus Director or for Residence Hall incidents (in applicable locations only), advise your Residence Hall Director or Facilities Manager as soon as possible

In some circumstances, crimes may be reported on a confidential basis if the victim or witness so chooses. Persons who want to report a crime on a confidential basis can do so by calling the designated security officer or confidential resource for your campus location, listed on page 34 of this report. These crimes will be included in Bryant & Stratton College's Annual Disclosure of Crime Statistics and Bryant & Stratton College will have the discretion to report such crimes and reveal the name of the person reporting such crime to appropriate law enforcement personnel when necessary to ensure the safety and wellbeing of any student or associate.

Campus Security Authority

Bryant & Stratton College does not have a privately owned security department. The majority of Bryant & Stratton Campuses utilize uniformed private security guards. While Bryant & Stratton College does not have a privately owned security department, it does work with local law enforcement agencies to make our campuses safe and secure. The campus will investigate criminal incidents reported to designated campus security authority and will, upon request, file the necessary report with the local law enforcement agency at the campus location. There are currently no written agreements between Bryant & Stratton College and local law enforcement.

Security of and Access to Campus Facilities

Students and associates are permitted access to school buildings and parking areas during normal business hours. At some campuses, students and associates are provided a swipe card with their picture, name, and a bar code, for use with an internal security system. To obtain access to the campus, the cardholder must use his or her swipe card. At campuses where swipe cards are used, individuals not possessing a swipe card may enter the building only after being given electronic access by the receptionist.

You are welcome to have your parents, relatives, or friends who are prospective students visit the campus. However, they must register with the receptionist upon arrival. It is the policy of Bryant & Stratton College not to permit students to bring young children to school with them at any time during school hours with the exception of children enrolled in Bryant & Stratton College's Children's College/Center (available at selected campuses). Young children are not allowed in the classroom under any circumstances.

For additional information about the unique features of your campus' security and access to on-campus housing, please contact your Campus Director and review the campus-specific safety procedures, requirements and maps contained within Appendix A to this document.

Emergency Response and Timely Notification

Bryant & Stratton College will, without delay, and taking into consideration the safety of the campus community(ies), determine the content of its notification and initiate its timely notification system, unless the notification, in the judgment of the campus management team and if necessary, in conjunction with local law enforcement agencies; compromises efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. Bryant & Stratton College Emergency Response and Evacuation Procedures includes information about the College's response. The Campus Director or appropriate authorized personnel are ultimately responsible for notifying students, faculty, and staff of an emergency. Please refer to the list of individuals provided above for the designated campus security official at your location.

Each campus utilizes emergency response and evacuation procedures that include, but are not limited to, an evacuation plan, Report of Weapons Fired on Campus or Near School, shelter in place plan, and an emergency notification system. For emergency response and evacuation procedures specific to your campus, please review Appendix A in addition to the below information. The Campus Director or if necessary, his or her designee will review reports of an emergency situation on campus and in collaboration with his or her Emergency Response Team and local law enforcement, if necessary to confirm that there is an emergency or dangerous situation on campus that poses an immediate threat to the health or safety of some or all members of the campus community. These individuals, will determine if the emergency response system should be initiated as outlined below.

Campus Emergency Notification

Campus notifications may be made through student and associate email and by utilizing an emergency notification system. Bryant & Stratton College will attempt to notify students and associates of events on campus that present a clear safety risk. The Campus Director or appropriate authorized personnel will notify students, faculty, and staff of such events by sending a message through the College emergency notification system. Students, associates and faculty members are automatically set up on the RAVE system to receive notifications to their college email address and need not take any action to receive those updates. Updates to notification options may be made through the registration system to receive

these notifications through any mobile phone numbers or other email addresses. Students, faculty, and staff may update, register and adjust their notification preferences at <https://www.getrave.com/login/bryantstratton>.

If you want to receive text notifications, you will need to log in to enter or verify your mobile phone number and provider. Otherwise, you will be notified of emergency situations only via your College e-mail. Note that your mobile phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone.

Once you have updated your information, remember to tell your friends to sign up too!

Emergency Notification System – Frequently Asked Questions

What is Rave Alert?

Bryant & Stratton College has partnered with Rave Mobile Safety to offer an emergency notification system, Rave Alert, capable of sending users text, voice and e-mail messages. You may learn more about Rave Mobile Safety at their corporate site (www.ravewireless.com).

What does the Rave service cost?

Rave does not charge students, faculty, or staff for sending or receiving messages through this service. However, your carrier's standard messaging and/or data charges may apply. Please consult the details of your mobile phone plan.

What type of messages will I receive?

The College will send you messages related to critical campus information and emergencies. The College also conducts regular tests of this system which will result in you receiving test messages. You will never receive advertisements and your information is never provided to advertisers.

What is my username and password?

Your username should be your Bryant & Stratton College e-mail address. You will receive an initial start-up password from Rave Wireless that you may change online.

I already have contact information in the system. Where did this data come from?

The college pre-populated the Rave Campus Alert system with campus e-mail addresses. In addition, if you provided information to your campus, your data was entered into the Rave system.

What if I did not receive a welcome e-mail?

If you did not receive a welcome e-mail, you may still login by requesting a password reminder at www.getrave.com, using your campus e-mail address. Please be assured [getrave.com](http://www.getrave.com), rave.com and bryantstratton.edu are excluded from any spam filters or block lists in your e-mail client, spam blocking programs or your e-mail service (if you are forwarding e-mail from bryantstratton.edu).

What mobile phone carriers are supported by the alert system?

All U.S. mobile carriers are supported.

What if my mobile phone number changes?

If your mobile number ever changes, please login to the www.getrave.com site to update your contact details.

What if my mobile phone provider changes?

You may login to update your carrier on the [getrave.com](http://www.getrave.com) site. If you keep the same mobile number, and simply change mobile phone provider, you do not have to change anything. However, it may take several

weeks for your mobile provider to update the Rave Alert system. During that time, it is possible that you will not be able to receive messages unless you login to update your carrier information online.

Will I receive advertisements or text messaging SPAM from Rave Wireless?

No, never. We respect your privacy and you will never receive any messages other than official Bryant & Stratton College communications.

How will I identify incoming messages from Rave Campus Alert?

You will be sent messages from what are known as short codes. The messages will come from either 67283 or 226787. We encourage you to save these numbers into your phone so you will recognize them when messages are sent. Some smaller carriers do not support short-code messaging. For these carriers, you will receive messages from @getrave.com.

I do not want to receive SMS (text) messages on my phone. How do I stop them?

If you have signed up to receive text alerts, you can stop these at any time by sending a text message containing the words STOP or QUIT to 67283 (MRAVE) or 226787 (CAMPUS), or by logging in and updating your profile on the www.getrave.com site.

Whom do I call for assistance?

You may contact the Bryant & Stratton College at your [local campus numbers](#) and they will refer you to the proper associate to address your issue.

Evacuation Plan

It is important that all students, faculty, associates and guests of our campuses become familiar with the exit(s) closest to their location in the building. The recommended point of exit may change based on circumstances and situations involving emergency incident(s) and drill(s).

The Campus Director is ultimately responsible for the safe evacuation of the building. A Campus Emergency Response Team (CERT) will be responsible for each area or quadrant to including monitoring the evacuation process and ensuring the security of their area. To effectively communicate with other, essential persons (i.e. Campus Director) will use a cell phone, walkie talkie or radio.

A “disaster” is defined as any situation, man-made or natural, that could result in a significant disruption to the academic mission of the College, a potential loss of life, injuries, damage to facilities, and the need for external resources (i.e. police, fire, ambulance). A disaster most often occurs rapidly, allowing little time to consider courses of action to address the situation. This evacuation plan will serve as a guide for all Bryant & Stratton Associates, students, and instructors. For evacuation procedures specific to your campus, please see Appendix A.

Each campus will conduct a minimum of two emergency response and evacuation drills each year utilizing the format outlined above. Each drill is documented and includes a description of the exercise, the date and time of the exercise, and whether or not it was announced or unannounced. The tests are designed to assess and evaluate the emergency plans and capabilities of the campus.

Campus Emergency Response Team (CERT) Responsibilities

Campus Director:

- Respond to directions from the System Office, if time allows
- Assess the situation at the campus

- Communicate to deans, department heads, faculty, staff, students, and visitors.
- Communicate with local law enforcement, as necessary.
- Direct campus personnel in meeting the needs of affected people and minimizing damage to property and injury or loss of life.
- Communicate and/or direct communication with local outside agencies to access resources and/or services for the campus.
- Direct immediate damage assessment at the campus
- Direct media inquiries to the System Office

Campus Disaster Response Coordinator (Campus Director or Designee):

- Take steps as needed to provide a safe and secure environment
- Manage evacuation/lock-down procedures
- Report actions taken to the Campus Director
- Identify damage effects
- Maintain an “Emergency Bag” that contains blankets, water, a flashlight, non-perishable food items, and other identified items necessary to care for the children (campuses with Children’s College locations) for up to four hours.

Quadrant or Area Leader Responsibilities:

- Report to the CDRC their area is evacuated or clear
- Facilitate the safe evacuation of all persons in their quadrant or area
- Lead persons in their quadrant or area to one of the two identified rally points.
- Close all doors to offices and classrooms
- Remain in contact with the CDRC and/or Director and
- Complete the “Quadrant/Area Check-Off List”

Dean (designee):

- Assist academic staff and students in responding effectively to a disaster situation.

Department Heads:

- Assist campus community in responding to a disaster situation.

Facilities Manager:

- Monitor soundness of the facility, report damage effects.

Emergency Runner:

- Assist the Campus Director and CERT members as needed during disaster situations.

Faculty:

- Assist Dean(s) in helping students deal with a disaster situation.

Staff:

- Assist campus community in responding to a disaster situation.

Emergency Drills/Tests

Each campus will conduct a minimum of two emergency response and evacuation Drills each year utilizing the format outlined above. Each drill is documented and includes a description of the exercise, the date and time of the exercise, and whether or not it was announced or unannounced. The tests are designed to assess and evaluate the emergency plans and capabilities of the campus.

Evacuation

The Campus Director (or an identified designee) will serve as the Campus Disaster Response Coordinator (CDRC). The Campus Director will establish a Campus Emergency Response Team (CERT). Each member of CERT will be responsible for identified area in each campus building. The CERT team member will ensure that all persons in their area of responsibility has exited the building and doors to classrooms and offices are closed.

The CDRC will set up a command post (CP) safely away from the building. The CDRC will remain in contact with the Campus Director and CERT members via cell phone, walkie talkie, or radio. If any or all of these communication tools are inoperable and if it is safe, the CDRC will identify a capable runner who can carry messages to the Campus Director and CERT members that may be in one of the identified rally points.

During evacuations, each instructor will take charge of his/her class and move them into the hallway and towards the closest exit. The instructor and student(s) will listen carefully for instructions provided by the CDRC or CERT member. Once outside and safely arriving at one of the rally points, the instructor will account for all students that were in the classroom. The instructor will provide a "student accountability report" verbally to the CERT member (or designee) and that information will be relayed to the CDRC. The CDRC will forward a report to the Campus Director. **No one will be allowed to re-enter the building until it has been deemed safe by the Campus Director.**

In the event there are elderly, physically disabled or those with injuries that need to be evacuated, the CERT member will identify and designate a person to assist in evacuating such persons with special needs. If necessary, the CERT member will identify more than one person to render assistance. Additionally, the CERT member will either identify or personally assist anyone with a small child to exit the building.

DO NOT USE ELEVATORS DURING EVACUATIONS. Only the stairs should be used during any type of emergency.

Fire and Fire Drills

Fire alarms are strategically positioned throughout all campuses. When pulled, the fire alarm will make a loud noise and the flashing lights may be visible, will be activated. At the sound of the fire alarm or during a fire drill, gather all essential items (i.e. medications, coats, etc.) and move quickly and calmly to the nearest exit to evacuate the building. All persons should listen carefully for instructions provided by the instructor, a CERT member or the CDRC. Once exiting the building, quickly move to one of the identified rally points. The instructor will account for students that were in their class and the information will be relayed to the CERT member who will forward a report to the CDRC. The CDRC will forward a report to the Campus Director. No one will be allowed to re-enter the building until it has been deemed safe by the Campus Director.

Bomb Threats

All reports of a threat or suspected threat, from whatever source, must immediately be reported to the Campus Director or a CERT member. The Campus Director or CERT member will make the decision to contact the Police.

If a bomb threat is received by the telephone, the person taking the message should keep the caller talking as long as possible and make written notes of the following:

- The time and date of the call;

- The assumed age and sex of the caller;
- Any distinguishing speech characteristics;
- What was said by the caller, as precisely and completely as possible;
- Any background noise that may help identify the source of the call;
- The phone number of the caller.

Any unusual or suspicious object should immediately be reported to the Campus Director or CERT member. Suspicious objects or materials should not be touched or disturbed. The Campus Director or CERT member will evaluate and determine whether to contact the Police.

After an evaluation/assessment of the content of a received threat or suspicious object, the decision to evacuate or close a building shall be made jointly, whenever possible, by the Campus Director or CERT member and the Police. If the decision is made to evacuate, an announcement will be made to initiate evacuation procedures. If necessary, the building's fire alarm system may be activated to aid in the evacuation.

Every bomb threat or incident of a suspected explosive device should be considered as valid until all reasonable precautions for public safety have been taken or until the danger to life and property is terminated. Directions given by law enforcement in response to such a situation should be followed without question.

Lockdown Procedures

If a lockdown is announced, everyone should stay where they are. Classroom teachers are to quickly check outside their room to direct any students or staff members in the hall into the room. Once inside, lock the door (if lockable), close any blinds or curtains, place students against the wall so that if an intruder is in the building the students cannot be seen. Turn out the lights, turn off computer monitors (if any). Keep quiet.

If you are in a bathroom when the lockdown is announced. Move to a stall, lock it and stand on top of the toilet.

If you are in the hallway when the lockdown is announced, move to the closest classroom immediately.

Everyone is to stay in a safe area until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made.

An administrator will signal all personnel if the lockdown has been lifted.

If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll call to account for all students present in class.

Report of Weapons Fired on Campus or Near School

If shots are fired or an armed intruder is reported **outside** the building, take cover immediately and do not exit the building.

If shots are fired or an armed intruder is reported **inside** the building and you are near an exit or determine that you can access one without exposing yourself to threat, exit the building immediately and run as far away as you can. If shots are being fired as you exit, take cover – ideally behind the front wheel of a vehicle in the parking lot - and wait for police instruction. Once outside **DO NOT RE-ENTER THE BUILDING.**

If it is not safe to exit the building, take cover in a room (with a lockable door if available) and hide behind a barrier away from the door. Avoid bathrooms or interior rooms, if possible. Position yourself along the front wall out of line of sight. Close blinds or curtains and stay away from windows. If you are in an exterior room, exit through a window if possible. Turn off lights, all audio equipment and silence cell phones.

Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit. Try to remain as calm as possible.

If shots are being fired, do not go into a hallway to investigate. Stay where you are. Stay out of open areas and be as quiet as possible.

Try to keep everyone together until the police arrive to give directions, but do not jeopardize your safety to do so.

RUN, HIDE, FIGHT.

- *RUN* – If you can run – run and keep running.
- *HIDE* – If you must hide, get behind cover and hide. Do not have everyone dial 911 as this will overload the dispatch center.
- *FIGHT* – This option requires total commitment until the intruder is disabled.
 - Wait for the shooter to enter the room. Be positioned beside the door.
 - Attack as a group. Hit the intruder's knees while another person grabs the barrel of the weapon, forces it downward and holds it down. The others tackle the intruder and take him/her to the ground. Everyone jump on the suspect and kick, grab and/or poke anything on the suspect. Remember the suspect's intentions are to kill.

When interacting with the police, immediately drop any weapons and keep your hands in the air where they can be seen. Do not shout and do not make any quick movements. Follow all directions given, without hesitation. Answer all questions and do not impede the officers' work.

HENRIETTA CAMPUS FIRE EVACUATION PROCEDURES

When Fire Alarm Sounds:

1. REACT IMMEDIATELY.
2. Exit the building by using the designated or nearest exit. Move quickly in a safe and orderly fashion. Designated exits are shown on the maps located in each classroom and on other common room doors.
3. Once the room has been empty, close the door. Do not lock any doors. Bring Class Attendance List.
4. Once outside, make your way to the front parking lot for an Accountability Check.
5. Under no circumstances should anyone go back into the building until the authorized "ALL CLEAR" has been given.

HENRIETTA CAMPUS FIRE SAFETY PLAN

The following addresses §402.2.2 of the Fire Code of New York for Fire Safety Plans:

1. It is important that if anyone is to see fire or smoke within the building, immediately notify the building occupants by activating the building fire alarm system. Go to the nearest exit door and engage the handle on the fire pull box, then exit the building. A follow-up telephone call from outside the building to 911 can be placed as secondary, back-up notification. Any other emergencies such as medical or hazardous material incidents, call 911 directly.
2. If an event were to take place within the building, make every attempt to notify the other occupants as you make way toward the exit. This is done by speaking very loudly of the incident. Once outside, you can knock on the exterior of the windows.
3. If an incident should arise that would require you to defend in place, do the following: Close the room door, get next to an exterior window to attract assistance, place a call on your cell phone for help.
4. If an incident did occur requiring an evacuation of the building, do the following: Leave immediately and close the door behind you. Exit the building by using the nearest exit. Know a secondary exit route in the event the primary exit is not usable. Proceed to the front parking lot to gather. People needing assistance to

exit the building in the event of an emergency should contact the Building Director so that coordination can be established prior to an event.

5. Bryant & Stratton College has very little to no fire hazards associated with normal use and occupancy of the premises. Cleaning agents are of the typical water-based material and poses no health or fire hazards.
6. The building is equipped with a code-compliant Manual Fire Alarm System connected to an approved monitoring station and a Fire Sprinkler System also connected to an approved monitoring station. Both systems are in proper working order and receive quarterly and annual inspections by qualified service companies. In addition, there are eighteen (18) portable fire extinguishers located throughout the building. They are tested and inspected by a qualified servicing company annually. The Facilities Manager is charged with the oversight of equipment and system to ensure compliance with local rules and regulations.
7. The Facilities Manager has oversight for the fuel burning appliance, property maintenance, and housekeeping items. There is a quarterly preventative maintenance program in place for the boiler, all maintenance issues with the building are identified and corrected immediately, and a janitorial service conducts daily cleaning throughout the building.

HENRIETTA CAMPUS FIRE SAFETY, EVACUATION AND LOCKDOWN PLANS

It is the upmost importance for Bryant & Stratton College to provide a safe learning and working environment to all its students and faculty. Procedures listed below have been developed to ensure the safety of all that occupy our buildings.

The following addresses all items listed in §404 of the Fire Code of New York State, Evacuation and Lockdown Plan:

1. Emergency egress and escape routes have been designated for all areas of the building. Evacuation maps have been placed in all rooms showing evacuation routes and exit locations. All areas of the single-story building will evacuate on fire alarm annunciation.
2. There are no requirements for employees to operate critical equipment before evacuating. All employees will immediately evacuate the building upon fire alarm annunciation.
3. This single-story building has no elevators. Written procedure for elevators is not required.

4. Any employee or student unable to exit the building on his/her own control will be assisted by Management or Faculties personnel. The Building Director shall maintain a current list of people in need of assistance.
5. All persons upon evacuation shall meet in the front parking lot for an accountability check. Instructors and Department Managers shall conduct the accountability check.
6. Our first action before attempting to render rescue or medical aid is to place a call to 911 and request Fire/EMS response. Medical aid may be rendered from qualified staff if possible.
7. The preferred means of notifying occupants of fire will be to use the building fire alarm system. The system is equipped with manual fire alarm pull stations located next to each exit door.
8. The building is equipped with a code-compliant fire alarm and sprinkler system that is connected to a central monitoring station. The monitoring station will initiate the emergency call to 911. Alternative back up calls to 911 will be placed by the Building Director or Facilities Department.
9. The Building Director or Facilities Manager may be contacted for further information or explanation of duties under the plan.
10. The current fire alarm system is not equipped with voice alarm capabilities. The fire alarm is a common 3 temporal alert sound annunciating throughout the building.