



SECURITY DEPARTMENT – POLICIES, PROCEDURES & REGULATIONS

CAMPUS SECURITY AND SAFETY	2
EMERGENCY ALERT SYSTEM	2
CAMPUS SECURITY AND THE RELATIONSHIP WITH LAW ENFORCEMENT	2
BOMB THREATS	4
CRIME PREVENTION ACTIVITIES	5
EMERGENCY RESPONSE AND BUILDING EVACUATION PROCEDURES	9
INCIDENT REPORT	11
INJURIES AND OTHER MEDICAL EMERGENCIES	12
THREATS AGAINST FACULTY OR OTHER EMPLOYEES	12
SMOKE FREE CAMPUS	13
WESTCHESTER COMMUNITY COLLEGE PUBLIC ACCESS DEFIBRILLATOR (PAD) LOCATIONS	13
ANIMALS ON COLLEGE PROPERTY	14

CAMPUS SECURITY AND SAFETY

CAMPUS SECURITY OBJECTIVE

The objective of Campus Security is to provide a safe environment for teaching, research and social endeavors and to protect the lives and property of the students, employees, and visitors to Westchester Community College. This objective is pursued within the framework of Westchester Community College's rules and regulations and all local, state, and federal laws. The investigation of crimes committed on the Valhalla campus fall under the jurisdiction the Westchester County Police Department and the investigations of crimes committed at extension sites fall under the jurisdiction of the local Police Department, with assistance from the Director of Campus Security and his assistants. Campus Security administrators maintain an excellent rapport with the local police and work closely with them to maintain safe campuses.

The college upholds the rights of students and staff to know of incidents which occur on campus, measures taken to promote precautions, and swift effective responses to crises. The responsibility for maintaining personal and campus safety is shared by all students, faculty, and staff of the College.

Westchester Community College and the Security Department recognize the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

EMERGENCY ALERT SYSTEM

Westchester Community College uses an emergency alert system that can send text messages, email, and voice messages. Students, faculty and staff are automatically signed up for the system using the contact information in their employee/student records. This system is available only to students and employees of Westchester Community College. All personal information will be kept confidential and the system will ONLY activated in the event of an emergency or important campus announcements.

Additionally, public address systems and flat-screen displays are located throughout Westchester Community College buildings. These systems may also be activated to provide critical information during an emergency.

CAMPUS SECURITY AND THE RELATIONSHIP WITH LAW ENFORCEMENT

The Westchester County Department of Public Safety has primary law enforcement jurisdiction at the Valhalla Campus and is responsible for the investigation of all crimes reported on the Valhalla Campus. Primary law enforcement jurisdiction at each Extension Center falls to the Police Department having jurisdiction in the municipality where the center is located.

Cross County Extension Center	Yonkers PD 2nd Pct	914-377-7452
Educational Opportunity Center	Yonkers PD 3rd Pct	914-377-7427
Mt Vernon Extension Center	Mt Vernon PD	914-665-2500
Ossining Extension Center	Ossining PD	914-941-4099
Peekskill Extension Center	Peekskill PD	914-737-8000
Valhalla Campus	Westchester Co. PD	914-864-7700
Westchester Center For the Arts	Westchester Co. PD	914-864-7700

Members of the Campus Security Department do not have peace or police officer arrest powers. Notwithstanding, two management members of the Westchester Community College Campus Security Department are retired police managers from the Westchester County Police Department and one is a retired police manager from the New York City Police Department, with each having extensive knowledge of police procedures. In addition, the following is the status of Campus Security:

1. Uniformed Security Officers and Supervisors are provided twenty-four hours a day, seven days a week through a contract service. In addition to the 24/7 presence on the Valhalla Campus, Uniformed Security Officers are stationed at each Extension Center during hours of operation
2. Uniformed security staffing levels are adjusted throughout the year as appropriate. Staffing levels are highest during the fall and spring semesters, when the College is open.
3. The Security Dispatcher is on duty twenty-four hours a day, seven days a week. Security Officers assigned to the Extension Centers communicate and report all security activities directly with to the Security Dispatcher.
4. Immediate response to emergencies is provided by Security Department personnel, the Westchester County Police Department and/or the local Police Department, and other local emergency services organizations.
5. Westchester County Police patrol the Valhalla Campus Monday through Friday, twelve hours a day, and for four hours on Saturdays during the fall and spring semesters and also periodically during the summer semesters
6. County and Local Police conduct routine and regular inspections of the Extension Centers.
7. Additional Uniformed Security Officers and/or Westchester County Police Officers are provided as needed for special events at the Valhalla Campus and the Extension Centers.

NOTE: The contract security officers receive eight hours of pre-employment training, sixteen hours of on the job training, and eight hours of annual refresher training as required by New York State. Additionally, all Security Officers receive 16 hours of site-specific training at the college prior to assignment and thereafter 4 hours of training quarterly. They do not have police or peace officer arrest powers.

Criminal activity at off-campus property is monitored by the Campus Security Department in cooperation with the local police. Students involved in off-campus situations involving alcohol/drug offenses or other criminal activities may be referred for campus disciplinary procedures.

BOMB THREATS

The Person Receiving the Call Will:

1. Collect as much information as possible, following the attached bomb threat checklist.
2. Provide a detailed account of the threat.
3. Immediately notify the Security Department by calling 606-6911.
4. Follow any instructions provided by the Security Department.
5. If calling 606-6911 fails for any reason, the County PD can be called directly at 864-7700 or by dialing 911.

The Security Department Will:

1. Immediately notify the Westchester County Police Department about the threat.
2. Designate a group to perform an initial search of the building, looking for anything that is abnormal, out of place, or obviously suspicious. The group should be composed of individuals who are familiar with the building and may include Security Officers, housekeeping personnel, maintenance employees and building staff. Special attention shall be paid to stairwells, rest rooms, closets, trashcans, etc. Portable radios and cell phones should not be used during the search.
3. Security Department administrators will consult with WCPD to determine if an evacuation is advisable.

If a Bomb or Non-Normal Object is Found:

1. Do not touch it.
2. Portable radios and cell phones should not be used.
3. Evacuate all personnel in the area.
4. Inform WCPD about the suspicious object. The WCPD Bomb Squad will be in charge of any further actions.
5. The WCPD will make the determination to allow people back into the building.

If a Building is to be Evacuated:

1. If the decision is to evacuate the building, the fire alarm system will be activated to initiate the evacuation. The Fairview Fire Department will be contacted and informed of the reason the alarm was activated.
2. Use stairwells, not elevators.
3. No one should remain in the immediate vicinity. All persons should stay a reasonable distance from the building (1000 ft.).

4. Access roads to the building should be kept clear to allow easy access for emergency vehicles.
5. No one should be allowed to re-enter the building until the all clear is given by WCPD.

CRIME PREVENTION ACTIVITIES

The WCC campus is generally a safe and secure environment; however, it is a public access facility, and we cannot guarantee who is on the campus and for what purpose. You must be alert for your own safety and security. Listed below are some suggestions for your safety:

1. Pay careful attention to your personal belongings.
 - Keep purses, gym bags, book bags and wallets in your view or under lock and key.
 - Because textbooks are expensive, they may be a temptation to a thief. Put your name on each book, and do not leave your books unattended.
2. Lock your car doors each time you leave the car.
3. Leave nothing in your car within view of a potential thief. Do not, for instance, store your books on the back seat.
4. Have your car keys in hand before leaving a building.
5. Evening students in particular are encouraged to walk in groups to cars and bus stops after leaving class or the Library.
6. Members of the college community are urged to secure their valuables and be aware of their surroundings.

Additionally, the following security measures are in place for your safety:

- Campus Security in conjunction with other departments hold educational programs each semester on a variety of topics including personal safety awareness, rape awareness, sexual assault training, and anti-theft programs.
- Information on safety and security is provided to students and employees upon request via seminars, crime alerts, campus wide e-mail, posters, and the college student newspaper.
- During orientation, students are informed of safety programs and the safety services available on campus.
- The campus is well lighted in parking areas and pathways frequently traveled by students.
- There are Emergency Blue Light Phones strategically-located throughout the campus that connect directly with the County Police without having to dial. These phones are for emergencies requiring immediate police assistance. Directions for proper use are printed on the inside of the call box in English and Spanish.
- There is a “Campus Emergency Phone” in the lobby of each building. This phone will automatically dial the college Emergency Number (ext. 6-911) when activated.

- By calling extension 6984, or (914) 606-6984 from an outside phone, a person may request that a Security Officer accompany them between buildings, to his/her automobile, or to the bus stop.
- To contact the Security Department for an emergency dial 6-911 from any college phone. If calling from a payphone or other outside phone, dial (914) 606-6911.
- The Security Department will assist students and staff in obtaining and enforcing orders of protection when necessary.

CARS ON CAMPUS

Westchester Community College is pleased to offer free parking to students, faculty, staff and members of the general public attending events on campus. WCC assumes no liability for theft, loss or damage to vehicles on college property. We encourage you to keep your vehicle locked and to remove attractive articles from view. For a parking sticker, go to the Security Office in the Student Center. Make sure that you have your license number and your WCC student ID with you.

For further information about rules, handicap parking, ticketing, towing, or fines please see the Automobile Regulations brochure available through the Security Office, Student Center, Room #118, or call 914-606-6730.

CONFIDENTIAL CRIME REPORTING POLICY

Persons wanting to report a crime or incident can do so confidentially by contacting the Director of Campus Security, or one of his assistants, in his office (room 118 in the Student Center) or by calling 914-606-6730. The reporting person's name will be kept confidential, but the incident may be included in the annual crime statistics report without divulging the person's name or any other information that would infringe on his/her confidentiality.

In addition to the campus Security Office, crimes or serious incidents may also be reported to individuals and officials having significant responsibility for students or campus activities, or those with responsibility for controlling access to buildings or facilities (i.e.- Security Department members, Deans, Extension Site Directors, Coordinators of Student Activities/Life/Athletics, Faculty Advisors to student groups, Director of Athletics, Coaches, etc.). These individuals also allow victims and witnesses to report crime on a voluntary, confidential basis. Reports of this nature are filed with the Campus Security for informational purposes.

Although professional counselors at the college are exempt from disclosing reported offenses when acting in their professional capacity, Westchester Community College encourages them, if and when they deem it appropriate, to inform those who they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security & Safety Report.

FACULTY, STAFF & STUDENT ID

Don't leave home without your WCC ID! Faculty and staff will need their WCC ID to use the photocopiers, use the pool, take out library materials, and to enter special events held at the College. Students need a WCC ID to use the pool, enter the Library, take out books from the Library, view videotapes, use campus computers, or to enter special events held at the College. Students may also be asked to show their WCC ID to an administrator or to security. To get an ID, visit the Security Office, located in Room 118 in the Student Center. They'll take your

picture, so look nice! Your first ID is free. Each time you lose your ID a new one will cost you ten dollars. Call 914-606-6730 for more information.

HOW TO REPORT A CRIME

Campus policy encourages every member of the campus community to report a crime promptly to the Security Department if the victim wants to or is unable to report. All criminal incidents and emergencies should be reported to the Campus Security Office located in the Student Center Building, Room 118, in person, or by telephone (914-606-6984). **Our emergency phone number is 6-911.** If necessary, or appropriate, the Westchester County Police will be informed of the incident. The Westchester County Police can be contacted directly by using the Campus Blue Light Emergency Phones or by dialing 911 from any phone (9-911 from college phones). A County officer will be dispatched immediately to the site of the complaint. These phones should be used only for emergencies.

Campus Security will record, classify, and log all reports received. Individuals reporting incidents will be informed of their rights and given an opportunity to file a police report for insurance or criminal purposes. All reported incidents are reviewed on an ongoing basis to determine patterns and required corrective action. Any incident of extreme serious nature will be immediately reported to the President or his designee. A strong working relationship between Campus Security and the local police departments will be maintained. Third party reports will not be accepted by a police officer. Only persons who are involved directly in such incidents should report them.

In the event of a major emergency or anything that poses a threat to students, employees, or others, an alert will be prepared by posting notifications on all campus outer doors and distributing a campus e-mail notification.

LOITERING ON CAMPUS BY NON-STUDENTS

All visitors to the College not having an acceptable, legitimate reason for being on campus are subject to prosecution for loitering under the provisions of Section 240.35 of the New York State Penal Law.

POLICY ON THE MARKETING OF CREDIT CARDS

Westchester Community College prohibits the advertising, marketing, or merchandising of credit cards on any college property; including the Valhalla campus or at any Extension Centers.

POLICY ON ALCOHOL AND DRUGS

Alcohol and drug abuse are devastating both to the user and to the college community. Substance abuse is a major cause of accidents, and can seriously affect academic performance and campus morale. In addition, under local, state, and federal laws, illegal use of drugs and alcohol is a serious crime. Conviction of a felony carries serious consequences, including loss of citizenship rights during the period of sentence and a possible jail term. Convictions may also jeopardize future employment opportunities.

The college policy prohibits alcohol and illegal substances on campus. Violators of this policy will be subject to appropriate disciplinary action. Only by special permission from the President may wine or beer be served at special ceremonial occasions. Several documents (student's rights document and a pamphlet on enforcement of federal and drug laws) are made available to students, which explain the college's policy regarding the use of alcohol and illegal substances. The College

Health Office and Counseling Department in conjunction with the National Council of Alcoholism and Drug Addictions conduct workshops which students are encouraged to attend for information and possible assistance with their alcohol and substance abuse problems.

Further information on the legal consequences of alcohol and drug abuse can be found in the Library/Educational Technologies Center under Public Law 101-226. Additional information is also available from the Office of the Associate Dean for Student Life, Student Center Room 202, 914-606-6335 or the Security Department, Student Center Room 118, 914-606-6730.

LOST AND FOUND

If you've lost something, first check the Associate Dean's Office in any building where you have lost an item. Then you can check in the Security Office in Room #118 of the Student Center, call 914-606-6730 or submit an online lost property form at <http://www.sunywcc.edu/about/securitypage/lost-property/>. Property may be claimed Monday through Friday during normal business hours.

SECURITY AND ACCESS TO CAMPUS FACILITIES

In order to gain access to campus facilities outside of normal College hours (Monday-Friday, 7:00am - 10:30pm), persons must arrange with the Facilities Coordinator for the use of the facilities. After permission has been obtained, the Director of Security will be contacted for arrangements to gain access to the building(s). The Director of Security in conjunction with other administrators will determine the need for Westchester County Police or contract security officers to be assigned to events held at Westchester Community College. Any incidents occurring at these events should be reported to, and handled by Campus Security.

SELLING, PEDDLING, SOLICITING, ETC. ON CAMPUS

Selling merchandise or services, soliciting funds, advertising or distributing leaflets or flyers is strictly prohibited without prior consent from the Office of Student Affairs. Additionally it is a violation of Westchester County Law and may result in arrest.

TIMELY WARNING POLICY

Westchester Community College's policy is to issue timely warnings to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to health & safety; and for certain crimes that are reported to campus security authorities or local police agencies and are considered to represent a threat to students and employees, unless issuing a notification will compromise efforts to contain the emergency.

Warnings may be issued by any of the following means: campus-wide email, notices placed on external doors on all buildings, voice mail, Intranet web site, electronic signs, and the Viking News. Additionally, Westchester Community College uses an emergency alert system that can send text messages, email, and voice messages. Students, faculty and staff are automatically signed up for the system using the contact information in their employee/student records. This system is available only to students and employees of Westchester Community College. All personal information will be kept confidential and the system will ONLY activated in the event of an emergency or important campus announcements.

VISITORS TO CAMPUS

All campus visitors must park in Parking Lot #1 and should register in the Security Office, Student Center, Room #118. Questions? Call 914-606-6730.

WEAPONS ON CAMPUS

Firearms and dangerous weapons of any type are not permitted on campus. Intentional use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden and is a violation of state and federal law.

EMERGENCY RESPONSE AND BUILDING EVACUATION PROCEDURES

All criminal incidents and emergencies should be reported to the Campus Security Office located in the Student Center Building, Room #118, in person, or by telephone. Our emergency phone number is 6-911. When necessary, the Fire Department, EMS or Westchester County Police will be informed of the incident. You may also use the Campus Blue Light Emergency Phones or dial 911 from any phone (9-911 from college phones) to report an emergency directly to the Westchester County Police Dispatch. These phones should be used only for emergencies.

Emergency Response and Evacuation Procedures

If a significant emergency is reported at Westchester Community College, Security Officers will be dispatched to confirm the report. They will provide information to the Director of Security or one of his Assistants regarding the reported emergency. If a significant emergency is confirmed, Westchester Community College will, without delay, and taking into account the safety of the community, notify the campus community, unless the notification will, in the professional judgment of the Director of Security or local emergency response agencies, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

If a notification will be issued, the Director of Security, or one of his assistants will contact the Director of College Community Relations, or one of his assistants, and inform them of the details of the emergency. They will jointly determine who to notify, the contents of the notification, and the most appropriate channels to utilize in issuing the notification (alert system activation, e-mail, college website, Facebook, Twitter, etc.). Once determined, the notification will be issued without delay. If warranted by the circumstances, the Director of Security and his assistants have the authority to activate the SUNY Emergency Alert System immediately and without consultation.

The Director of Security and Director of College Community Relations, or their assistants, have primary responsibility for issuing emergency notifications for Westchester Community College. Emergency Notifications may be issued by any of the following means: voice notification by Security Officers, campus-wide email, notices placed on external doors on all buildings, voice mail, Intranet web site, Facebook, Twitter or the WCC Emergency Alert System. The WCC Emergency Alert System is tested on a regular basis throughout the year.

In addition to testing the alert system, the college conducts unannounced evacuation drills at the beginning of each semester and summer session. The drills are conducted during both the day and evening and are observed by the local Fire Department whenever possible. The results of the drills are documented and maintained in the Security Department.

Building Evacuations

A building evacuation, for fire or other reasons, is an event that may directly affect the life and/or safety of persons on our campus. As such, building evacuations and building evacuation drills require the active participation and support of all college employees and should be carried out by each of you in a manner befitting a representative of Westchester Community College. Evacuation drills are conducted at the beginning of each semester, both during the day and evening, and at the beginning of summer session.

In the event of a building evacuation, the Westchester Community College Security Department has primary responsibility to initiate and coordinate an appropriate response, including notification of emergency services and the college administration. Security Officers will be dispatched to assist in effecting an orderly and efficient evacuation and will provide specific instructions to building evacuees as appropriate. Additionally, there are Fire Marshals throughout the campus who have received specific training in how to assist in the event of a fire or evacuation. Any responding Fire Marshals may be identified by the orange safety vest they will wear in the event of an emergency. You must comply with instructions given by Security Officers and Fire Marshals.

Your primary responsibility in the event of a building evacuation is to immediately, safely and efficiently exit the building via the shortest safe route. ALL evacuation alarms must be treated as real, even if there are multiple alarm activations within the same day. Additionally, your adherence to the following simple guidelines is necessary to help ensure the safety of all building occupants during an evacuation:

- If you see a fire, **immediately** pull the nearest fire pull station to initiate the fire evacuation alarm.
- If you receive an unconfirmed report of fire or smell smoke, immediately call the WCC Emergency number at extension 6911 from any campus phone, or 606-6911 from an outside line. Security will be dispatched to investigate the report.
- Once an evacuation is initiated, make sure to immediately exit the room and proceed to the nearest safe building exit.
- Close the door as the last person exits and proceed to the nearest building exit.
- If you see an open door as you are exiting the building, close the door and continue to the nearest safe building exit. Do not deviate from the shortest safe exit route to do this.
- If you see any occupants in the building who do not appear to be evacuating, inform them there is an evacuation and that they must exit the building immediately.
- If you are aware of occupants who you believe did not evacuate the building as required, notify the nearest Fire Warden, Security Officer or Emergency Services Person immediately upon exiting the building. Inform them of how many persons and where they were last seen.

Evacuation Instructions

In the event of a Fire Alarm or other evacuation:

- Remain **CALM**
- **WALK, DO NOT RUN**, to the nearest exit.
- Go to the nearest exit, taking the shortest possible safe route.
- **NEVER USE ELEVATORS AS A FIRE EXIT**
- Once outside, remain at least 100 feet away from the building, more if directed.
- **DO NOT** re-enter the building until “**ALL CLEAR**” is announced by the Fire Department.
- If you are wheelchair-bound at ground level, or otherwise mobility-impaired, exit the building immediately. If you are above or below ground level, ask someone to escort you to the nearest enclosed stairwell landing and close the door. The escort should identify someone who will tell firefighters the location of the stairwell in which you are located. Fire department professionals will then evacuate you if necessary.

Fire Instructions

In case of fire, pull the nearest alarm. This will activate an audible and visual alarm within the building which rings directly to the Security Dispatcher. The Security Dispatcher on duty will call the local fire department, telling them the fire location and giving them other relevant information.

When a fire alarm sounds, **evacuate the building immediately. Walk - do not run, do not use elevators.** Close doors to classrooms and offices, leaving lights on, and exit from the nearest enclosed stairwell. Take your belongings with you. **Do not try to fight the fire.**

If you are wheelchair-bound at ground level, or otherwise mobility-impaired, exit the building immediately. If you are above or below ground level, ask someone to escort you to the nearest enclosed stairwell landing and close the door. The escort should identify someone who will tell firefighters the location of the stairwell in which you are located. Fire department professionals will then evacuate you if necessary.

Everyone who has exited the building should stay at least 100 feet away from building entrances until an "**all clear**" is announced by the fire department.

INCIDENT REPORT

In the event that you witness or learn of a possible violation of the Student Code of Conduct, please complete an incident report with the Office of Judicial Affairs, Student Center, Room 222, (914) 606-6777. This is not necessarily a punitive action, but perhaps one that can be helpful in preventing similar behaviors in the future. If there is anything that concerns you about any member of the college community, this form will allow the College to investigate. Together, we can ensure a safe and supportive learning environment. Some possible violations include:

- Academic dishonesty
- Computer misuse
- Disruptive conduct
- Drug and alcohol issue
- Failure to comply with authority
- Knowingly providing false/incorrect/other information to college officials
- Personal grievance
- Physical violence/attempted physical violence Disability discrimination (section 504)
- Possession or use of unauthorized weapon Discrimination of any kind
- Sexual harassment/sexual misconduct Disruption of fire and safety systems
- Strange behavior for appropriate circumstances
- Unauthorized gambling
- Vandalism, destruction or defacing property
- Verbal assault or abuse

INJURIES AND OTHER MEDICAL EMERGENCIES

Report all classroom accidents. Report all injuries to **Campus Health Services** (914-606-6610), located in the Student Center Building, Room 181, staffed by registered professional nurses (R.N.'s). Hours: Monday - Thursday, 8:00am to 8:30pm, Friday, 8:00am to 5:00pm.

Westchester Community College has an **emergency telephone system** which may be used when the Health Service Office is not open - after 8:30pm, Monday through Thursday, after 5:00pm on Friday, and on weekends. To reach **Campus Security** you may dial **6-911** from any College telephone or (914-606-6911) from any non-College telephone.

If you should witness a medical emergency, call for assistance and then stay with the patient until professional help arrives. **Do not move the victim or injured person** unless there is immediate danger to yourself and/or to the patient.

THREATS AGAINST FACULTY OR OTHER EMPLOYEES

When a faculty member or any other employee of Westchester Community College is threatened by a student or another employee the following steps will be taken:

1. Notify the Associate Dean of Student Development and Support Services and provide specific information concerning the threat against a faculty member or a College employee.
2. Inform the Director of Security about the threat situation.

3. Initiate an immediate investigation.
4. Contact the Westchester County Police, if it is necessary to involve them.
5. Report immediate feedback to the faculty member (or other employee) of the initial actions taken. Update the faculty member (or other employee) frequently in terms of the status of the complaint until such a time as it is decided that the complaint has been satisfactorily resolved.
6. Send regular status reports to the Provost and Vice President of Academic Affairs, or to the offices of the appropriate deans or associate deans, or directors depending on the location of the threatened faculty member or employee.

SMOKE FREE CAMPUS

All tobacco use and vaping is prohibited in all Westchester Community College facilities and outdoor areas.

The preponderance of evidence and the trends reflected in that evidence all indicate that tobacco use, smoking and exposure to second hand tobacco smoke are significant health hazards. Under the Environmental Protection Agency (EPA) Guidelines, second hand smoke is a Group A carcinogen (cancer-causing agent), known to cause heart disease, cancer, respiratory issues and irritation of the eyes and nose.

Westchester Community College has been, and continues to be, committed to the health and well-being of its staff, faculty, administrators and students. The college not only has a vested interest in the vitality of its students and those who administer and operate programs here, but also a role to play in the promotion and advancement of the general health of our society as a whole.

Out of respect for the environment and in keeping with Westchester Community College's commitment to Westchester Community college became a Tobacco-Free institution. No consumption of tobacco, or tobacco products, is permitted on any college property or in any college facility; this includes but is not limited to all buildings, grounds, pathways and thoroughfares within the campus property. The sale or sample distribution of cigarettes or other tobacco products are also prohibited.

WESTCHESTER COMMUNITY COLLEGE PUBLIC ACCESS DEFIBRILLATOR (PAD) LOCATIONS

Building	Location
Hankin Academic Arts	Lobby- Between Theater Doors Lower Level- Next to room 128
Administration	Main Lobby- outside Registrar's Office
Bookstore	By Front Door
Virginia Marx	Children's Center- Lobby

Classroom	Main Lobby- Opposite Rm. #200
Gateway	Lower Level- Near Café Second Floor- Near Elevator
Hartford Hall	Main Floor- Opposite Boardroom
Health Science	Main Hallway- Next to ladies room
Knollwood Center	Main Hallway
Library	Main Floor- Behind Desk
Maintenance	Main Hallway
Physical Education	Main Lobby- Next to payphone Swimming Pool Office
Science	Main Entrance- Lobby
Student Center	Main Entrance- Lobby outside Student Events room
Technology	Main Hallway by Division Office

ANIMALS ON COLLEGE PROPERTY

PURPOSE:

To provide guidance and direction for the limited circumstances when animals will be permitted onto Westchester Community College property.

GENERAL:

No person shall cause or permit pets or animals to be on school property or in school facilities and buildings, except in accordance with the provisions set forth herein.

No part of this policy shall prohibit the appropriate use or access of legally approved/designated service animals.

All animals, including service animals, are subject to local licensing, registration and vaccination requirements.

DEFINITIONS:

ANIMAL: As used in this policy, includes every living creature except a human being.

EMOTIONAL SUPPORT/COMFORT/THERAPY ANIMAL: Animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the Americans with Disabilities Act (ADA).

COMPANION ANIMAL/PET: Any dog or cat, and any other domesticated animal normally maintained in or near the household of the owner or person who cares for such other domesticated animal.

SERVICE ANIMAL: Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Examples of work/tasks include, but are not limited to, guiding persons who are blind, alerting people who are deaf and calming a person with Post Traumatic Stress Disorder.

PROCEDURE:

SERVICE ANIMALS

Service animals are generally allowed to accompany people with disabilities in all areas of the College where the public is allowed to go. Exclusion may be appropriate in areas where the animal's presence may compromise public health. The ADA does not override public health laws or regulations.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, and grooming and veterinary care. Westchester Community College personnel are not obligated to supervise or otherwise care for a service animal.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

NOTE: Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

The ADA does not require service animals to wear a vest, ID tag, or specific harness.

The ADA does not require that service animals be certified as service animals. Westchester Community College cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, as a condition for entry.

A person with a disability cannot be asked to remove his service animal from the premises unless:

- The dog is out of control and the handler does not take effective action to control it.
- The dog is not housebroken.

COMFORT/EMOTIONAL SUPPORT ANIMALS

The ADA does not include what some call “emotional support animals”: animals that provide a sense of safety, companionship, and comfort to those with psychiatric or emotional disabilities or conditions. Although these animals often have therapeutic benefits, they are not trained to perform specific tasks for their handlers. Under the ADA and New York law, Westchester Community College is not required to allow emotional support animals on school grounds.

In the event that as part of a sanctioned College event, emotional support animals are requested to be permitted on College property, such a request will be made to the Director of Personal Counseling, who will make a recommendation for approval or denial of the request. The Director of Personal Counseling will forward the request and recommendation to the Director of Security for final approval, with or without conditions, or denial of the request.

All animals allowed on campus for this purpose must be in compliance with all local licensing, registration and vaccination requirements.

ANIMALS FOR EDUCATIONAL PURPOSES

Animals are permitted on College property and in College buildings when done so in support of a planned academic curriculum. Animals may remain on the campus for as long as necessary to achieve the educational requirements. Unless the planned academic curriculum requires otherwise, the following conditions shall apply:

- Animals must be in good physical condition and be free of disease.
- Animals must be in compliance with all local licensing, registration and vaccination requirements.
- Faculty members shall provide for a plan for the proper care, sanitation, feeding and handling of the animal. The faculty member shall be responsible for the animal’s care in the event of any school closure.
- Faculty members shall be familiar with any potential dangers caused by the animal, including air quality dangers, and shall give special consideration to any students who have allergies to certain animals.
- No animal shall be allowed on school property if the animal is poisonous, wild or illegal in the state of New York.
- Faculty members shall be in compliance with all housing, safety, sanitation and reporting requirements as set forth by any applicable rule, regulation or law.