FROM THE PRESIDENT

For more than 50 years the College has been providing affordable, quality opportunities for lifelong learning to people of all ages living and working in Westchester. The campus is located on 218 rolling, wooded acres of the former John Hartford estate in Valhalla, New York.

Westchester Community College is a commuter college, without dormitories or resident students. Parking lots, walkways and areas surrounding each building are well lighted, and the campus is regularly patrolled by a 24-hour guard service and officers from the Westchester County Department of Public Safety. The safety and well-being of our students, faculty, staff and visitors is of the highest priority. While there have been occasional incidents of crime, the campus has been generally safe and secure environment. Achieving this status and improving and/or maintaining it has required and will continue to require the cooperation of all members of our campus community.

This brochure is part of our effort to ensure that such cooperation is effective. Please read it carefully, and use the information to help create a safe environment for yourself and others.

More information relating to this subject is available in other Westchester Community College brochures, the Student Handbook, The Viking (student newspaper), the college website, and various articles published during the year. Additional material is presented at new student orientation, public meetings, and in individual contacts among the students, faculty and staff. The College’s annual Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Westchester Community College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. This report can be viewed by visiting the college web site at www.sunywcc.edu/security or obtained in the security office upon request.

Dr. John F.M. Flynn, Interim President

WHAT YOU CAN DO FOR PERSONAL SECURITY

Westchester Community College is open to the general public. Our Library can be used by anyone with a Westchester Library System card. Members of the public attend both College-sponsored events and those held by non-campus groups using our facilities.

For security reasons, therefore, all students and employees should maintain up-to-date identification cards. Your initial ID card is available, free of charge, from the Security Office in the Student Center; however, replacement cards cost $10 each. Be sure you have yours with you at all times. If you are asked to show your ID to an administrator or to security, you are required to comply. If you are asked to show your ID to an administrator or to security, you are required to comply.

For your own safety and security, follow the following advice:

1. Pay careful attention to your personal belongings.
   • Keep purses, gym bags, book bags and wallets within 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.

EMERGENCY ALERT SYSTEM

Westchester Community College now 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 be activated in the event of an emergency or important campus announcements.

EMERGENCY INFORMATION

The College’s Crime Reporting Policy states that students and employees should report safety hazards, crimes, loss of property, illness, or injury to the security office. Proper reporting facilitates apprehension of criminals and helps make the college safe. If faced with an emergency situation, immediately call Campus Security 914-606-6911. Be prepared; add this number to your phone now! Campus Security can be reached using any college land line simply by dialing 6-911. The local police can be reached by simply dialing 911, even from your cell phone. To call the local police from a college phone simply dial 9-911.

SECURITY SERVICES

Security services are provided 24 hours a day, 7 days a week. If you require non-emergency security assistance, call the security dispatcher at 914-606-6984 or 914-606-6351. For emergencies, call the campus emergency number 914-606-6911. Security personnel will be directed to your location to assist you and emergency services will be called if needed.

Campus Security Office, 914-606-6730, located in the Student Center Building, Room 118, is staffed Monday & Tuesday, 9:00 am-5:00 pm; Thursday, 8:00 am-4:00 pm. After hours, the security emergency phone number or emergency blue light phones may be used, or the local police may be called.

Fire. In case of a fire, pull any campus fire alarm. All alarms are monitored by the Security Department and the Department of Buildings and Grounds.

Westchester County Police, 914-664-7600. The campus falls under the jurisdiction of, and is patrolled by the Westchester County Police. Feel free to call them in any emergency.

College Administration. Days (Switchboard) 914-606-6600; Evenings (Room 302, Academic Arts Building) 914-606-6977; Weekends (Security/Information Gatehouse) 914-606-6984.

Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation or handicap is excluded from, or is subject to discrimination in any program or activity. Westchester Community College is an equal opportunity, affirmative action employer.
There are emergency blue light phones strategically located throughout campus that connect directly to the County Police without having to dial. These phones are for emergencies requiring immediate police assistance. Directions for proper use are printed in English and Spanish on the inside of the call box.

Members of campus security maintain an excellent rapport with the Westchester County Police. The director of campus security and his two assistants do not have peace/police officer arrest powers, but the assistants are former members of the New York City Police Department and have extensive knowledge of police procedures.

In case of fire, pull the nearest alarm. This will activate an audible and visual alarm within the building that is monitored by the Security Department. 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 use a wheelchair, and you are on the ground floor of a campus building, leave via the closest safe exit. If you are on a floor above or below the ground floor, ask for someone to escort you to the nearest safe, enclosed stairwell landing, and notify the Fire Marshal of your location. Your escort should remain with you until the Fire Department arrives to evacuate you. The Fire Marshal will notify the firefighters of your exact location. Fire department professionals will then locate you and evacuate you to safety.

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.

Allegations of sexual assault or rape should be reported to the Police by dialing 911 or Campus Security at the emergency number 6-911 or 914-606-6730. A professional staff member from the college will meet with you confidentially and will pursue formal disciplinary action only with your consent. Both the accused and the accuser are entitled to the same opportunities to have others present during such proceedings, and both the accused and accuser are informed of the outcome of such proceedings. Anyone may initiate such an action against a Westchester Community College student.

Victims of a sex offense will also be informed of their option to notify either Campus Security or the County Police, and will be assisted by college personnel in notifying the police if desired.

Westchester Community College is committed to creating a community free from violence. Sexual assault, harassment, dating/domestic violence and stalking as defined by State and Federal law will not be tolerated at the college, college supported events or activities, or off campus. Westchester Community College will take action, as needed, to discourage, prevent, correct and if necessary, discipline behavior that violates this standard of conduct. Such discipline will depend on the nature of the offense and may range from a disciplinary warning up to and including expulsion from the college. More detailed information related to disciplinary process and sanctions may be found in the Student Handbook and online at www.sunywcc.edu.

Report all classroom accidents to the professor immediately.

Report all injuries by dialing the Campus Security emergency number (6-911) and the Campus Health Services Office, 914-606-6610. The Health Services Office is located in the Student Center Building, Room 181-182, and is staffed by registered professional nurses (RN’s). Hours: Monday-Thursday, 8:00 am-8:30 pm; Friday, 8:00 am-5:00 pm.

When the Health Services Office is not open (after 8:30 pm Monday-Thursday, after 5:00 pm Friday, and on weekends), simply dial the Campus Security emergency number or the police.

If you 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 the patient.

The Westchester Medical Center is the closest hospital, located on Grasslands Road one mile west of Westchester Community College. Its main switchboard is 914-493-7000. Emergency room is 914-493-7307.

Sexual harassment includes any unwanted verbal or physical sexual advance, request for sexual favors, sexually explicit derogatory remark or sexually discriminating remark which is offensive or objectionable to the person at whom it is directed or that causes a person discomfort or humiliation.

Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of both federal law (section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and state law (New York State Human Rights Act).

Westchester Community College has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted. If you feel you have been subjected to sexual harassment, we urge you to confront the harasser, report the incident, and/or seek advice and assistance. Help is available from the College’s sexual harassment officer (914-606-6931) and from counselors in the Women’s Forum (914-606-6901). You also may contact the Director of Student Affairs (914-606-6733), your faculty advisor or your counselor. The College has a brochure on sexual harassment that defines and describes the subject and suggests ways of handling incidents. It is available from any of the people listed above, and from offices of the Associate Deans.

Possession, use or distribution of alcohol or illegal drugs on college property or at college-sponsored events will result in serious disciplinary action. Students could be expelled; employees could be fired.

In addition to impacting the lives of others in dangerous ways, abusers of alcohol and illegal drugs subject themselves to serious health problems both now and for years in the future, including addiction, disease and loss of physical skills. We encourage you, therefore, not to cover for fellow students who are abusers but rather to assist them in getting help. You can seek out faculty members, counselors, the Health Office (914-606-6610) or Student Affairs (914-606-6733) for advice.

Please report anything suspicious.