

## Recommended Safety Policies

### Student safety procedure

If you are experiencing a safety-related issue in one of your classes due to stalking, sexual harassment, bullying, hate speech, excessive attention, or other inappropriate behavior, you should follow this department-mandated procedure:

- 1) Report the incident and/or ongoing behavior to the professor of your class **in writing**. Keep a copy of this written record for yourself as well. Describe any situations that might bring you into uncomfortable contact with your harasser, including presentations and small-group work, so that the professor can make other arrangements. Your professor should also contact the department chair to let him or her know about the situation.
- 2) File a written report with University Police. Include all dates of contact and any physical evidence that you have (emails, notes, phone or text messages, etc.). Keep copies of these pieces of evidence for your own records as well. This ensures that a record of the behavior exists. University Police is located in Chase Hall 100. They can be reached at any time at 878-6333.
- 3) File a written report with Student Judicial Affairs. This department is located in the Dean of Students' Office, Campbell Union 306, and is directed by Latonia Gaston-Marsh. You can also reach her at 878-4618.
- 4) You may also choose to speak with Charles Kenyon, our Dean of Students. He reviews safety-, behavior-, and discipline-related cases on campus to decide on a course of action. Be sure to document your conversation in writing. You can reach him at his Campbell Union office or at 878-4618 or kenyoncb@buffalostate.edu.
- 5) Even after the English Department, University Police, and Student Judicial Affairs have resolved the situation, you may still be feeling some residual anxiety. We encourage you to see a counselor at our Counseling Center as soon as such a situation arises, and you may find it useful to continue counseling for some time afterward. The Counseling Center is located on the second floor of Weigel Health Center. You can reach the on-call counselor at any time at 878-4436.

### Some additional safety tips

Your personal safety on campus is one of BSC's top concerns. We recommend, therefore, that you follow a few simple guidelines to help ensure that you feel secure while traveling between buildings and parking lots, especially at night:

- Travel with at least one other person at all times. Find someone in your class who leaves campus at the same time that you do, and arrange to park in the same general area so that you can walk together to the parking lot.
- If you must walk alone after class and no one is around, contact the University Police for a walking escort: **878-6333**. You can also take the escort shuttle van from the driveway in front of Cleveland Hall to most parking lots and buildings.
- Call someone before you leave your building to let them know you are leaving campus and what time you plan to arrive at your destination.

### Faculty safety procedure

If a student reports a safety-related issue to you, which may or may not fall under the direct purview of your class period and activities, you should advise the student to follow the below steps. Safety issues may include sexual harassment, stalking, sexual assault, bullying, hate speech, excessive or inappropriate attention, or other behavior that would make a reasonable person feel anxiety or fear.

- 1) File a written report with University Police. Include all dates of contact and any physical evidence that you have (emails, notes, phone or text messages, etc.). This ensures that a record of the behavior exists. University Police is located in Chase Hall 100. They can be reached at any time at 878-6333.
- 2) File a written report with Student Judicial Affairs. This department is located in the Dean of Students' Office, Campbell Union 306, and is directed by Latonia Gaston-Marsh. Students can also reach her at 878-4618.
- 3) The student may also choose to speak with Charles Kenyon, our Dean of Students. He reviews safety-, behavior-, and discipline-related cases on campus to decide on a course of action. Be sure to document your conversation in writing. He can be contacted at his Campbell Union office or at 878-4618 or kenyoncb@buffalostate.edu.
- 4) Even after the English Department, University Police, and Student Judicial Affairs have resolved the situation, the student may still be feeling some residual anxiety. If the student confides such feelings in you, you should advise him or her to see a counselor at our Counseling Center. The Counseling Center is located on the second floor of Weigel Health Center. The on-call counselor is available at all times at 878-4436.
- 5) Students may also need to seek support from off-campus resources such as the Family Justice Center of Erie County (located at 237 Main Street, 14<sup>th</sup> floor, 716-558-SAFE or safe@fjcsafe.org) or the Buffalo Police Department.
- 6) **Please advise students not to walk alone after class and not to study alone in isolated locations. At the beginning of the semester, pass out copies of the escort van shuttle schedule.**
- 7) Finally, if such an incident or situation is reported to you or you observe one first-hand, you should write a report of any questionable or suspicious interactions, behavior, or submissions for class. Include dates and times and any physical evidence that you have in your possession. There is a locked file in the chair's office containing records of academic misconduct. Place your written report in the file after discussing the situation with the chair and keep a copy for your own records.
- 8) The professor and chair should then submit a written report of the incident(s) to the Dean of Arts and Humanities and to any other relevant offices (such as Equity and Campus Diversity in the case of sexual harassment, the Graduate School, etc.).