

Safety and Security



Policy Number: 04.030	Responsible Office: Residence Life	Governing Body: College Council	Last Review Date: 1/19/2022
Scope: This policy applies to residents of Antioch College			

I. Personal Precautions

Do not take chances and do not take your safety for granted. You can protect yourself against crime by taking simple precautions listed below. If you are a victim of a crime, report the incident to Residence Life staff, Public Safety or Dean of Students immediately.

- A. Keep your door locked at all times.
- B. Always find out who is knocking before opening the door. Look through the peephole or ask who it is before opening the door.
- C. Never leave your room or building door propped open.
- D. Always close the room windows when you leave. Do not leave any valuables within reach of an open window.
- E. Keep your keys safe. Do not lend your key out to anyone and do not leave keys lying around.
- F. If your room key is lost or stolen, report it to Residence Life immediately so the lock can be changed.
- G. Have your keys ready as you are going out to your car or coming back into your residence.
- H. Always report any suspicious activity or persons to the Antioch College Public Safety Officers, Residence Life staff and/or the Dean of Student Affairs.
- I. Public Safety is accessible through the Public Safety telephone number.
937-776-0660
- J. Do not walk alone, especially at night.
- K. Avoid dark paths, shortcuts, and the nature trails after dark. Always use public walkways.
- L. Carry photo identification at all times.
- M. Let your roommate(s) know where you are going and when you will return.

II. Fire Safety

Residents are expected to abide by all expectations set forth in the Code of Conduct as it pertains to Fire Safety. In addition, residents are expected to evacuate the residence halls during any fire alarm.

- A. If a student lives in Birch, they should evacuate to the North Hall kitchen
- B. If a student lives in North, they should evacuate to the Birch Hall kitchen
- C. If a student lives in Case, they should evacuate to the North Hall kitchen
- D. Students may gather at McGregor Hall Room 113 during any situation in which they cannot evacuate to the primary evacuation area or if they have an Emotional Support Animal
- E. Students should not attempt to re enter the building until permission has been given by college staff and by the emergency personnel who are responding.
- F. The following are prohibited inside residence halls to reduce the risk of fire emergencies:
 - 1. Candles/incense: Due to fire hazards, residents are not permitted to burn candles and/or incense in any campus residence hall. Even with the wick removed, candles may not be used as decoration, and are not permitted in any student room.
 - 2. Smoking: Students are not permitted to smoke in any building on campus, including the residence halls. Doing so may trigger a fire alarm or cause a fire that could cause injury or death.
 - 3. Dangerous materials: Possession, storage, and/or use of dangerous articles or substances is not permitted anywhere in the residential area, and may violate state law. Included in this classification are: firearms; weapons (BB guns, knives, bows and arrows, and martial art implements); ammunition; fireworks; and flammable or combustible materials (including lighter fluid, propane, and dangerous chemicals). Violations of this policy may result in immediate removal from the residence without refund

III. Elevators

Tampering with, damaging, misusing or rewiring elevators is prohibited. Jumping, spitting, and/or smoking in the elevator is prohibited. Elevators may not be used during building evacuations. Never enter or exit an elevator that is stuck between floors. An elevator could move at any time causing significant harm to anyone caught in the door.

Utilize the elevator call button or call the Public Safety phone if trapped in an elevator.

IV. Emotional Support Animal Evacuation

In the event of a fire alarm, students with Emotional Support Animals should evacuate to Pennell House. If Pennell House is locked, students may contact the Public Safety at 937-776-0660 to be allowed access to Pennell House or McGregor 113.

Please note that Public Safety's primary response will be to responding to the alarm, so access to Pennell House may be delayed. Students are encouraged to take their Emotional Support Animals with them when they evacuate the building. Emotional Support Animals that are evacuated during an emergency should be in an animal carrier or controlled by a leash or harness.

While all reasonable efforts should be made to keep the owner with the Emotional Support Animal, the emergency responders' first responsibilities will be toward the owner and other students/employees, which could necessitate leaving the animal behind in certain evacuation circumstances. Prior notice to students with Emotional Support Animals will be made notifying them of fire drills in order to allow students to take care of their animal during the drill.

V. Appliances

Care should be taken not to overload electrical circuits. Even approved appliances can be dangerous when not used properly. Students should unplug appliances after use and should be especially careful not to leave appliances unattended.

A. Approved Appliances

Antioch College promotes sustainable living. As such, use of refrigerators is strongly discouraged as they increase our energy consumption. However, refrigerators that do not exceed 4.3 cubic feet are allowed. Rooms are permitted a maximum of two refrigerators.

1. Small appliances, such as curling irons, blow dryers, and irons are – with proper usage – permitted in student rooms.
2. Indoor electric grills and other similar items may be utilized in kitchens only as long as grease is disposed of properly (i.e. not down any drain). The use of these items is not permitted in any student room.
3. Charcoal grills are allowed on campus, but while in use, they must be 25 feet from any housing structure. Grilling is not permitted in any of the housing courtyards or on any balconies. Lighter fluid is also strictly prohibited and may

not be stored or used within the residence areas.

4. Residents may use toasters, toaster ovens, and indoor electric grills in kitchens or kitchenettes only.
5. Any appliance with an open heating coil or element (e.g. water boilers, hot plates and coffee coils) is a fire hazard, and as such, is absolutely prohibited in residence hall rooms.
 - a) Hibachis powered by propane
 - b) Hot plates
 - c) Space heaters (except those provided by Residence Life)
 - d) Electric skillets
 - e) Soup warmers
 - f) Electric grills
 - g) Gas grills
 - h) Deep fat fryers
 - i) Smoke machines
 - j) Halogen lamps
6. Rewiring of student rooms by non-College employees is not permitted, nor is the use of extension cords (due to fire hazard). Surge protectors are permitted.
7. Students must closely attend to their food during cooking. Students may not leave any cooking food unattended in rooms, lounges, kitchens and/or grilling areas. Residents are not permitted to fry with oil on the stovetops.

VI. Keys

All residents are required to have a key (and present it upon request from Student Affairs or Public Safety staff). A key is issued to each resident at check-in, after signing the Residence Occupancy Agreement.

- A. Residents are required to lock their doors at all times. College officials reserve the right to lock any doors in the residence areas found unlocked. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents locking/unlocking of doors. Blocking any exit (door or windows) is prohibited and may result in immediate removal from housing. Locks may not be changed or replaced.
- B. Do not loan or give away your room or building key. All room keys are the property of Antioch College and should be returned upon check-out.
- C. In buildings with key card access, locks can be audited at any time to determine

who has accessed or attempted to access a lock. Keys will only be programmed for one term at a time. If the student is not registered by the ADD/DROP date, their key card will be deactivated.

- D. Residents are required to report a lost or stolen key immediately to Residence Life staff so a new key can be issued. Residents will have 3 days to find their key if it is lost before a lock change will be requested. If the key is lost, a fee will be assessed to the student's account in order to pay for the lock change.
- E. Students who lose their key card will be charged a replacement fee. A key card that needs to be replaced due to normal wear and tear can be replaced at no charge.
- F. Room keys must be returned during the room check-out process to avoid fees associated due to lock changes. (See Room Check-Out Procedure.)
- G. Using your key to try to gain access to any lock not assigned to you is prohibited.
- H. It is prohibited for exterior doors in all Residence Hall Buildings to be propped open.

VII. Lockouts

- A. Students should keep their keys with them at all times. However, there may be times when a student is locked out of their room. Upon being locked out of their rooms, students should identify one of the following resources to assist them in being let back into their room:
 - 1. 8 am - 5 pm Contact Administrative Residence Life Staff
 - 2. 8 pm - 8 am (9 pm on Saturday and Sunday) Contact Public Safety
 - 3. 8 am (9 pm on Saturday and Sunday) - 8 pm Contact the RA on DutyContact Public Safety 24/7 if you cannot contact the appropriate person or during college breaks.
- B. Please note that students may be asked to provide ID in order to ensure that they are only being allowed into their room. Depending upon the circumstances, this may be done after they are allowed into space. Under no circumstance will a lockout be done to allow students into another student's room.

VIII. Room Inspections

- A. College representatives have the right to inspect student rooms at any time for the proper operations of the hall, for reasons of health and safety, and when necessary in cooperation with local, state, and federal law enforcement officials. Whenever possible or practical, the College will provide 24-hours notice of room inspections.

- B. Health and safety inspections of all rooms will take place at least once per academic term.
- C. Access to rooms is limited to residents, staff performing assigned duties, and approved College officials concerned for the health, safety, and welfare of students.

IX. Bicycles

Bicycles are a great way to get around campus and to explore the local area. Be sure to check out the “Bike Path” an 80-mile trail network that extends from eastern Cincinnati to Buck Creek State Park near Springfield. Community bikes are available for use across campus. For more information, contact the Facilities Manager, or the Office of Student Affairs. We recommend you keep your bike locked up when not in use.

A. Bicycle traffic rules

1. Bicyclists must obey all laws that apply to any vehicle on the streets. Yellow Springs Police have the power to pull you over and issue citations. All bicyclists must obey the following rules:
 - a) Never ride double.
 - b) Never ride through red lights.
 - c) Never ignore STOP signs.
 - d) Never ride out of alleyways and driveways without stopping.
 - e) Never ride attached to the back of a vehicle.
 - f) Never do trick riding in the street.
 - g) Never ride at night without a headlight.
 - h) Your bicycle **MUST** have reflectors at night.
 - i) Never ride on sidewalks.

B. Bicycle storage

Bicycles may not be hung in any way in or around any room (or apartment). Bicycles may not be attached to balconies in any way, and may not be stored or attached to stairways, railings, or walkways. If your bicycle is missing or confiscated, contact Public Safety. Bicycles may be stored in rooms or apartments (though not hung from hooks anchored into a wall) or kept in bicycle racks near the residence halls. Bicycles should only reside in racks at other campus buildings when their owner is near the building in question.

C. Bicycle theft

Bicycles are occasionally stolen from campus. Always lock your bike while on- and off-campus. Always lock your bicycle frame to an immovable object and lock your wheels and frame together. Be certain not to block ramps and/or stairways. We suggest that you invest in a high quality lock (U-bar lock or thick chains work best).

X. Visitors

- A. The resident hosting a visitor is responsible for the actions of their guest(s) in the residence hall. The host will be held accountable for any violations of College/ Residence Life policy including but not limited to theft or injury to person or property resulting from the behavior of their guests.
- B. Matters involving the problematic behavior of a guest may be managed through administrative actions (eg. Classification of guest(s) as Persona Non Grata), through the Community Standards process, or may be referred to local law enforcement when deemed appropriate.
- C. Antioch College reserves the right to report guest(s), who are students at another college or university, to their home institution should they engage in behavior that violates the policy of Antioch College or their home institution.
- D. Guests are not to sleep in common areas or other public spaces.
- E. For more information regarding visitors and guests of the Residence Halls, refer to the Visitation and Guests policy.

XI. Social Gatherings

- A. Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as Student Affairs and the Residence Life Program Policies. The Residence Life staff reserves the right to disperse a gathering in any location at any time within the residential community when residents or guests are in violation of any College or Residence Life or Housing policy. The number of people (including residents) in a given room/apartment is limited as follows:
 - 1. Unit type Maximum occupancy allowed
 - 2. 2 bed units 6 people
 - 3. 1 bed unit 4 people
 - 4. 8 bed unit (Case Commons) 16 people
- B. Approved and advertised Student Affairs events are not subject to the above conditions.

XII. Liability

- A. For the protection of personal belongings, students are encouraged to maintain insurance on the items they bring to campus.
- B. Antioch College and the Office of Student Affairs are not liable for damage to or loss of personal property, or interruptions or failure of utilities and other infrastructure services. The College will not reimburse for losses created by theft, fire, water damage, mold, unforeseen accidents or injuries, or other circumstances that may occur.
- C. Residents are encouraged to secure their own personal property loss insurance. To obtain insurance, take the following steps:
 - 1. If you are a dependent, speak to your parent(s) or guardian(s) about whether personal property loss insurance can be added to existing policies while you are enrolled as a student.
 - 2. Compare insurance companies that provide student personal property insurance plans. Ask if the insurance plan includes replacement cost value or only actual cost value (which accounts for depreciation).