



# International House

## International House Department of Public Safety

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## Welcome to International House

Each member of the International House Department of Public Safety (IHDPS) would like to extend a warm welcome to all new members of the I. House community. We also welcome back returning resident members and staff.

It is our philosophy that leadership involves learning from yesterday's mistakes, analyzing today's achievements and preparing for tomorrow's challenges. We strongly believe that every aspect of an

organization's performance reflects its leaders' thinking, behavior, and ability to communicate and execute the vision.

We look forward to working with you to provide an atmosphere that will encourage learning and community cooperation. Please feel free to contact us with any questions, concerns or suggestions that will enable us to better serve your safety and security needs.

Respectfully,

**International House Department of Public Safety**



## Our Mission:

The International House Department of Public Safety exists to support the goals of the International House - Promoting our core values, Respect, Empathy and Moral Courage, while fostering a safe and secure environment in which members of the I. House community can learn, work and live.

While Public Safety is responsible for your safety and security, we can't do it alone. Safety at International House is a partnership between our devoted team of House Managers and our community. International House continues to be extremely proud of its safety record.

Nevertheless, safety depends, to a large extent, on the cooperation and involvement of our community. Each of us must assume a personal responsibility by taking precautions to prevent becoming a victim. Below are some general safety precautions to keep in mind which you can use to prevent potential threats.

## Personal Safety & Responsibility:

- Walk in well-lit areas and avoid using darker, quieter alleys or low-occupancy / vacant passages, especially at night. Stay aware of your surrounding and avoid distractions from smart phones, headsets and other mobile devices, particularly when crossing the street and late at night.
- Keep your belongings close to your body. If your wallet, phone, backpack or purse is taken, don't fight; give it up immediately and then call 911.
- Do not flash smart phones, money or credit cards around in public. Have your key out and ready when walking to your car, if you have one.
- Avoid talking to strangers or responding to panhandlers. Never hitchhike or accept a ride from an unknown person.
- Practice the buddy system whenever possible, particularly when going out to a party, bar, club or taking public transit at night. Always identify a designated driver or have a ride home arranged if you will be drinking.
- Keep your room door locked at all times, especially when you are leaving the room.
- **NEVER** leave your property unattended

## Fire Prevention at International House:

The best way to avoid a fire emergency is to take preventative steps. The IHDPS recommends that you become actively aware of your surroundings and take charge of your safety. It is important to become familiar with the following fire safety tips before you need them. Remember, safety starts with prevention.

- 1) Please do not, under any circumstances, have open flames (candles, burners) in your room. Open flames are prohibited in the House.
- 2) Use of electrical “octopuses” to obtain more outlets can result in overloaded circuits and fire. Please do not use more than 2 extension cords in a single multiple plug adapter. Extension cords are for temporary use only. Use only one cord of the same or larger diameter of the cord built into an appliance. Please do not run electrical under rugs or through doors.
- 3) Cooking appliances are only permitted in I. House North apartments with kitchens. Cooking appliances, **including microwaves, hot plates, hot pots, toaster ovens, popcorn poppers, rice cookers, woks, coffee makers, skillet, and any other cooking appliances are not permitted in rooms without kitchens as such use could result in fire.**

## Always Remember:

- Stairwell doors must be kept closed at all times as they serve to block fire from spreading from one floor to another.
- Stairwells and residential hallways must be kept clean and completely clear of footwear, bicycles, boxes, and any other personal property so as not to impede egress in the event of a fire.
- Please do not place anything over lighting fixtures, fire or smoke detectors, or on sprinklers or sprinkler piping.
- Flammable and combustible liquids are not permitted in housing areas. This includes art supplies such as thinners, etc.
- Incense, candles, oil lamps, space heaters, neon signs, and torches floor lamps are not permitted in housing areas.
- Plan your fire escape route from your room. Know where your nearest fire exits are.
- **LOCATE THE FIRE STAIRS** on your floor, and know where they lead to.

## If A Fire Should Occur:

- **In your room-** Get out and close the door behind you. If you are the last to leave the room simply closing the door behind you can assist in containing the fire and smoke to the area. It will also allow others to exit safely.
- Pull the closest fire alarm on your way out. It will alert everyone inside- To get out!
- **Never** use the elevator during a fire alarm. Remember to **always** use the stairs.
- Call **911** from a safe place. Remember to stand at a safe distance away from the building. This supports the Fire Department to have safe and quick access to the building, as well as, allows others to exit the building.
- **Never** re-enter a building for any reason. Find the assembly area (**Sakura Park**) & wait until you get the all clear from the House Manager or Fire Department to go back inside.

## Contacting Us:

Each residential floor is equipped with an internal building phone that can be used to contact any I. House office and our emergency response line. Below, please see our emergency response contact info and save our contact info to your cell phone for easy referencing.

### Office of Public Safety

- South Building, A-Level

### Phone communication

- From **(Internal)** Floor Phone – Dial extension 8487
- From Your Cell Phone – Dial (212) 316-8487

### Emergency Response line:

- From **(Internal)** Floor Phone – Dial (5555)

### The Claremont Desk:

- From **(Internal)** Floor Phone – Dial ext: (8448)
- From Your Cell Phone – Dial (212)316-8448

## Public Safety Department Policies Plans & Procedures

The Department of Public Safety responds to all safety calls and incidents of crime on I-House property, and enforces laws and standards using directives, policies, and procedures that are fair, just, and responsive to the community. Public Safety investigates reported incidents and crimes, working collaboratively with all I-House departments, law enforcement and neighboring institutions to keep our community safe.

Below, are important Public Safety related policies, plans and procedures:

- [Code of Conduct](#)
- [Overnight Guest Policy](#)
- [No Smoking Policy](#)
- [Alcohol and Illegal Drug Policy](#)
- [Fire Evacuation Plan](#)
- [Emergency Notification System](#)
- [Active Shooter Plan](#)
- [Lost and Found Policy](#)
- [Bicycle Storage Policy](#)
- [Resident Storage Policy](#)