

Clark Tower Resident Assistant Staff

230	Krystal Carr	4-3506
330	Chanel Thompson	4-3519
430	James Maciejewski	4-3532
528	Danielle Williams	4-3544
628	Adrienne Deveira	4-3556
728	Eliana Sarrou	4-3569
828	Chris Lupinetti	4-3570
928	Seye Adekeye	4-3595
1028	Brian Norako	4-3608

Office of Residence Life Staff

Marlene Slade, Office Secretary	4-5106
Sharon Huard, Associate Director of College Housing .	4-5106
Counseling Services	4-3120
Public Safety	4-4000
Residence Life	4-5106
Student Activities	4-5618
Student Services	4-8855

CLARK TOWER STAFF PHONE NUMBERS

THE WEAKEST LINK TO SECURITY IS YOU

- Don't let people into the building unless they're your guest.
- Don't prop doors open.
- Do lock your room door.
- Do confront other students breaking the escort policy.
- Do call Campus Police (4-4000) if you see someone loitering in the building.
- Do remind your friends of the ESCORT POLICY and how to use it.

THE ESCORT POLICY



are RECYCLING

in compliance with the Onondaga County Source Separation Law.

THE FOLLOWING IS RECYCLABLE IN CLARKTOWER:

GLASS

- all clear and colored glass
- remove metal lids

PLASTIC

- cloudy milk, water, and juice bottles
- liquid laundry and dish detergent
- plastic bottles, as marked

METAL

- food cans and lids
- aluminum baking pans
- non-returnable beverage cans

NEWSPAPERS

- must be clean and dry

WHITE OFFICE PAPER

- staples do not have to be removed
- envelopes are acceptable

ALL CONTAINERS MUST BE CLEAN AND DRY

PLEASE DO YOUR SHARE TO MAKE RECYCLING PROGRAM WORK!

RECYCLING

- Keep the door(s) to Clark Tower and windows accessible from the outside locked at all times.
- Report defective locks on windows and doors **IMMEDIATELY**.
- NEVER sleep in an unlocked room or apartment.
- Do not put your name and address on key rings.
- Do not keep your residence and vehicle keys on the same key ring.
- If you lose the keys to your residence, notify the Associate Director of College Housing immediately. There is a charge to have your locks changed.
- Do not study in poorly-lit, secluded areas.
- In the case of high winds, severe thunderstorms, or tornado warnings, DO NOT stand at your window to watch the storm.
- Follow all Fire Safety policies: Do not burn candles or incense in your room.
- If you receive obscene or harassing telephone calls, or several calls with no one on the other end, immediately notify Campus Police (4-4000), Telecommunications (4-5444), and the Office of Residence Life (4-5106).
- If you find that your room has been entered, **DO NOT GO INSIDE**. Call Campus Police and the Office of Residence Life. If you are already inside, **DO NOT TOUCH ANYTHING**. You may disturb evidence that is important to the police investigation.
- If you are awakened by an intruder in your room, do not try to apprehend him/her. He/she may be armed or may easily become armed with something inside of the room. If he/she poses a threat, get out of the room - if he/she does not, common sense may dictate pretending that you are still asleep.
- Your room has a “peep hole” in your door so that you may identify who is calling at your door before opening the door - USE IT!
- Do not prop open any door to Clark Tower - you are not only compromising your security, but also the security of many others.
- Be cautious when using bathroom facilities on the community floors when there is no one else around, particularly at night and during vacations.

CLARK TOWER SAFETY

EXTRA THINGS TO KNOW ABOUT LIVING IN CLARK TOWER

- Office hours are from 8:30 a.m. to 5:00 p.m. The Office of Residence Life is staffed with an Office Secretary, Marlene Slade and the Associate Director of College Housing, Sharon Huard.
- The Resident Assistants sit desk between 5:00 p. m. and 10:00 p. m. Sunday through Thursday and between 5:00 p.m. to 12 midnight on weekends. They are also in the office between 10:30 and 12:30 Saturday mornings to sort mail.
- To save yourself grief and possibly a towing charge (without warning), please do not park your car in front of the building for more than 12 minutes. You may obtain a monthly parking permit for the parking garage for approximately \$81.00 a month.
- In order to minimize the number of fire alarms caused by cooking, please remember to do the following: close the kitchen or room door when cooking, especially if a detector is directly outside the door; open windows to allow for proper ventilation. Also, remember that you must exit the building and either relocate across the street or near the CAB. Fire trucks need the fire lane to be clear, and the firefighters need room to operate quickly.
- You should have all your personal property protected against loss, damage, or theft by individual or family insurance coverage. We strongly suggest a purchase of a renters insurance policy. SUNY Upstate Medical University and the Office of Residence Life are not responsible for loss, damage, or theft of any personal items in rooms, apartments, or storage areas.
- An on-campus student phone directory will be compiled. The information for the phone directory was collected from the housing applications forms. If you have decided that you do not want your number listed, please notify the office. Phone lists should be available as soon as everyone is settled in. The directory will be distributed via your mailbox.
- There are laundry machines in the basement of Clark Tower for your convenience. Please be considerate when using these areas.

Be sure to stop by the office if you have any questions or concerns.
The Office of Residence Life will be glad to help you.

EXTRA THINGS TO KNOW

Fire safety is a very important issue at the SUNY Upstate Medical University. Although we have not had a serious fire incident in Clark Tower, with all of the cooking and electrical appliances, the potential does exist. For these reasons, it is imperative that you exercise fire safety precautions:

- Do not tamper with any fire equipment.
- Do not overload your electrical outlets.
- Do not use your oven as a heat source.
- Use cooking appliances only in designated kitchen areas.
- Be sure all of your electrical appliances are turned off before you leave your room.
- Do not leave your room while cooking.
- Smoking, candles, incense burning and any open flames are strictly prohibited in Clark Tower.

If you burn something while cooking and it is not a fire emergency, please close your room door open your window. This will allow smoke to exit your room without activating the building fire alarm system. If there is a fire, please follow the instructions for detection of a fire, immediately. Remove yourself from the area to prevent personal injury.

IF YOU DETECT SMOKE OR FIRE, PLEASE FOLLOW THESE PROCEDURES:

1. Pull the fire alarm box immediately
2. Dial 4-5555 to report the fire:
 - a. Give location
 - b. Remain on the phone for instructions or until the area is too dangerous

WHEN THE BUILDING FIRE ALARM SYSTEM IS ACTIVATED YOU MUST EXIT THE BUILDING

- A. Close and lock the door to your room
- B. Evacuate the building via the end stairwells (the middle stairwell is not a fire exit)
- C. Do not use the elevators
- D. Once you have evacuated, stay far enough away from the building to prevent injury
- E. If you believe you may be responsible for the alarm being activated, please notify a staff member when you are safely out of the building.

REMEMBER:

YOU MUST EVACUATE THE BUILDING EACH TIME THE FIRE ALARM SOUNDS

FIRE SAFETY

- Do use the provided cork strips to hang posters, etc.
- Do read the fire alarm instructions posted on the back of your room door to insure you are prepared in the event of an alarm.
- Do become familiar with the study areas and building services provided in ClarkTower.
- Do become familiar with and follow the policies of the SUNY Upstate Medical University and ClarkTower.
- Do decorate your room to make it a more comfortable place to live but stay within the guidelines of the SUNY Upstate Medical University.
- Do obey the escort policy for ClarkTower.
- Do follow the noise policies of ClarkTower.
- Do be considerate of your neighbors in regards to noise, cleanliness, and privacy.
- Do follow the recycling laws of the county and the policies of the SUNY Upstate Medical University and sort your trash.
- Do ask for help from your Resident Assistants, if needed.
- Do get involved in the programs offered in the ClarkTower and on campus.

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- Do not use nails and tacks to hang posters and pictures.
 - Do not decorate ceilings and walls with adhesive, glow-in-the-dark stars, moons, etc. (They are difficult to remove and leave marks on the walls).
 - Do not bring kegs, beer balls, and multi-quart containers of alcohol into ClarkTower.
 - Do not pull the elevator alarm button unnecessarily.
 - Do not remove window screens from any windows. They are there to keep bugs out and people in.
 - Do not use contact paper on the walls.
 - Do not expect the Resident Assistants or anyone else to let your friends in the building. They must be escorted by you.
 - Do not destroy or vandalize any decorations or information posted by your Resident Assistant.
 - Do not lend your keys to anyone.
 - Do not leave heating elements such as curling irons and irons on in your room.

THE DO'S AND DON'TS