

BROOKLYN CAMPUS



ANNUAL SECURITY AND FIRE SAFETY REPORT/2011



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FOREWORD

The 2011 Annual Security and Fire Safety Report, issued in compliance with the Campus Security Act of 1990, is required by federal law and contains the Long Island University's policy statements concerning safety and security, and the crime and fire statistics for the Brooklyn Campus of Long Island University. The report is available to every student and employee; and to every prospective student and employee of Long Island University upon request by contacting either the Admissions Office, the Registrar's Office or by accessing the following website: www.liu.edu/brooklyn/publicsafety/report.

Additional requests for further information can be directed to the Director of Public Safety at the Brooklyn Campus at: (718) 488-1078; or Email: publicsafety@brooklyn.liu.edu

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, which is further discussed in Chapter 4, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three previous years of campus crime and fire safety statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have "significant responsibility for student and campus activities";
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees";
- Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus;
- Disclose in a public crime log "any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department"; and
- Maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

The Department of Public Safety at the Brooklyn Campus of Long Island University adheres to and complies with these requirements.

PART 1

CHAPTER ONE

The Department of Public Safety: (718) 488-1078

Email: publicsafety@brooklyn.liu.edu

Department Overview

The Department of Public Safety is located in the rear of Metcalfe Building, opposite the Pharmacy Building within the confines of the Brooklyn Campus. The Department has a full-time staff that consists of a Director, an Assistant Fire Safety Director, three Tour Commanders, three Lieutenants, three Desk Sergeants, 49 Public Safety Officers, and an Administrative Assistant. Public Safety Officers are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act of 1992. Public Safety Officers are not peace officers. The Department of Public Safety works closely with the 88th and 84th Precincts of the New York City Police Department. The Department of Public Safety does not utilize written memoranda of understanding with these precincts.

The Department serves the campus 24 hours a day, 7 days a week year-round and may be reached by dialing extension 1078. Dial 55 for emergencies on campus telephones. Add prefix 488 when using outside lines.

Department of Public Safety Services

The Department administers a comprehensive public safety program, including crime prevention programs, fire prevention exercises, personal safety workshops, escort services, an emergency alert system, and a network of sirens and loudspeakers in the event of outdoor emergencies.

The Department maintains and promotes respect for the individual rights and dignity of all persons and continually attempts to instill public confidence by maintaining a high degree of professionalism, dedication and expertise in the delivery of the service it provides.

CHAPTER TWO

REPORTING CRIMES AND EMERGENCIES

The Department of Public Safety encourages the accurate and prompt reporting of all incidents to campus security and to appropriate law enforcement agencies. All members of the campus community are urged to report all incidents of alleged criminal activity, fire, medical emergencies, and complaints immediately.

How to Report a Crime or other Emergency

- **Dial 55** from any campus phone or simply push the **RED** button on any yellow emergency phone to report a crime in progress and/or other emergency; or
- Respond in person to the Office of the Department of Public Safety located in the rear of the Metcalfe Building.

When reporting a crime or incident please provide as much information as possible, including:

- Details of what happened
- Specific Location
- Identify and/or description of person(s) involved
- Date and time of incident
- Be as specific as possible when giving any information to the Department of Public Safety, i.e. description of person(s), vehicle(s), etc.

Confidential Reports

Persons wanting to report a crime or incident can do so confidentially. Statistics for all reportable crimes will be included in the annual crime statistic report without divulging the person's name or any other information that would infringe on his/her confidentiality.

Response to Reported Incidents

Public Safety Officers will complete written reports of any incidents that occur on campus or other mandated areas. Reports are kept on file in the Public Safety Office and copies are distributed to the appropriate Campus departments. Follow-up investigations are conducted, and local law enforcement agencies are notified when appropriate.

Crime Log

The Department of Public Safety maintains a daily campus crime log. The log records incident number, date of crime, time of occurrence, general location, and disposition (if known). The Department must make these entries, except where such disclosures are prohibited by law or would jeopardize the confidentiality of the victim. The crime log is accessible to the public for the most recent 60-day period during normal business hours. The institution will make available any portion of the log older than 60 days within two business days of a request for inspection.

Advisory Committee on Campus Security

The Advisory Committee on Campus Security is composed of students, faculty and staff. The committee reviews current campus security procedures and makes recommendations for their improvement.

Timely Warning

The Public Safety Department, in a timely manner, reports to the campus community incidents that represent clear or a possible threat to the safety of its members. The Department shall inform the community on a case-by-case basis of the following reported crimes as defined in the Uniform Crime Report using the most appropriate means available to reach the affected campus population (i.e. posted crime alerts, voice mail, the campus website):

- Murder
- Sex Offenses:
 - Forcible
 - Non Forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Manslaughter
- Arson

The campus community shall also be informed of any hate associated factors related to the above listed crimes or other crimes of bodily injury.

The Department's response and police investigation is necessary to ensure that racism, prejudice and violence will not be tolerated in our community and that perpetrator or such crimes will be prosecuted.

FACULTY AND STAFF EMERGENCY AND SAFETY PROCEDURES GUIDE

A link to the Brooklyn Campus Faculty and Staff Emergency and Safety Procedures Guide can be found at: www.liu.edu/Brooklyn/About/Offices/Public-Safety/Emergency

EMERGENCY ALERT SYSTEM

The Brooklyn Campus, Department of Public Safety offers comprehensive services in emergency response and management to ensure the safety of our students, faculty and staff. Through several initiatives, the Campus is prepared for a wide array of emergency situations, ensuring prompt notification and protection of the Campus community whether the event is commonplace or extraordinary. In the event of emergency, the Brooklyn Campus Emergency Alert System is enabled to instantly and simultaneously contact Brooklyn Campus students, faculty and staff via Long Island University e-mail, Web site notifications and text messaging to those who register their cell phones with the University. Emergency Building Managers assist Public Safety in disseminating information in their designated building and have been trained in "Evacuation" and "Shelter-in-Place" procedures. Brooklyn Campus employs the use of an outdoor siren warning system.

The Brooklyn Campus Emergency Alert System can instantly and simultaneously contact Brooklyn Campus students, faculty and staff in the event of an emergency. Should an emergency occur, members of the campus community will receive notifications to their official Long Island University email account.

FOR STUDENTS:

For students, your official email account address is: **FIRSTNAME.LASTNAME@my.liu.edu** (register at <http://my.liu.edu>)

If you prefer to receive emergency messages through your personal email account (i.e. Yahoo, AOL, Hotmail) or PDA (i.e. Blackberry, iPhone, Sidekick) please adjust your settings in your My LIU email account by logging onto my.liu.edu, clicking on My Email in the upper right corner. Go to Filters, then click Forward.

Emergency messages also can be sent to your cell phone for text messaging. If you have already activated your My LIU account and need to change your cell phone number you can visit the Information Technology Department located at the Library Learning Center 2nd floor. **The hours of the Information Technology Department are Monday - Thursday, 9 a.m. to 7 p.m. and Friday 9 a.m. to 5 p.m.**

Brooklyn Campus students should log in regularly to the My LIU web portal as it is the University's primary method for delivering emergency information to students. Access to My LIU is available at <http://my.liu.edu> or on the **Brooklyn Campus home page (upper right corner)**.

TECHNICAL ASSISTANCE:

If you require assistance with the My LIU student information system, visit the Information Technology Department located at the Library Learning Center 2nd floor Information Desk. **The IT Department is open Monday through Thursday from 9 a.m. to 7 p.m. and Friday from 9 a.m. to 5 p.m.** For information call **(718) 488-1082**

FOR FACULTY AND STAFF:

* For faculty and staff, your official email account address is: **FIRSTNAME.LASTNAME@liu.edu**
Emergency messages will be sent to your LIU e-mail account.

TECHNICAL ASSISTANCE:

If you require technical assistance, the **IT Help Desk is open Monday through Friday in the Library, Room 236A. Hours are 9 a.m. to 5 p.m. or call (718) 488-1082**

Students:

- My LIU is the official method of communication to all Brooklyn Campus students.
- My LIU is the only email account recognized for official Brooklyn Campus business.
- Check your My LIU email regularly for the latest campus news and information.

FREQUENTLY ASKED QUESTIONS

When Will the Brooklyn Campus Emergency Alert System Be Used?

The Emergency Alert System will be used when quick action is urgently required by the campus community. Examples include:

- Sheltering from a storm
- A dangerous situation such as a chemical spill, bomb threat or dangerous person

How Will I Know the Emergency Alert Message is Genuine?

The message sender will appear as follows:

- For a text message: **brooklyncampusalert**
- For an e-mail: **Brooklyn Campus Information**
- For a phone call: **(718) 488-1078**

Will My Contact Information be Shared with Anyone?

If you register your cell phone number with the university to receive emergency messages via text or voicemail, it will remain confidential and will not be sold, disclosed or traded to anyone or used for anything other than the Brooklyn Campus Emergency Alert System.

Is there a Fee for the Emergency Alert System?

Brooklyn Campus will not charge a fee for notification sent to your LIU email account. Text messaging and phone charges from your provider may apply.

What if I Don't Know How to Access my LIU e-mail Account?

- Students - For directions on accessing your campus e-mail account go to <https://my.liu.edu>.
- All registered Brooklyn Campus students automatically are assigned a LIU e-mail account in this format - **firstname.lastname@my.liu.edu**
- Faculty and Staff -If you don't already have an email account through Long Island University, stop by Information Technology, Room 206 in the library. Please bring your LIU ID card - available from Public Safety) to obtain an email account.

Can I register my family and friends for this system?

This system is only for currently enrolled students and faculty and staff of the Brooklyn Campus of Long Island University.

OUTDOOR EMERGENCY SYSTEMS

The Brooklyn Campus of Long Island University has an outdoor warning system to alert students, faculty, staff and visitors in the event of an emergency or threat to public safety. An outdoor siren and loudspeakers are activated during a potentially life-threatening event such as weather-related emergencies or a hazardous materials spill from a traffic accident. The system will issue an audio message informing students, faculty, staff and visitors about the situation and the best course of action (i.e. evacuate, seek shelter, close windows and doors).

The system is designed to most effectively communicate with people who are outdoors including students walking from one classroom building to another or visitors attending events at the campus.

When Will the Outdoor Siren/Loudspeakers Sound?

The loudspeakers will only sound during a life-threatening emergency or a test. Scenarios are:

- A major chemical spill or hazard
- Severe weather-related incident (example: A tornado sighting in the area)
- Armed and dangerous person on or near campus
- Evacuations

The loudspeakers will sound a series of tones, following by a brief audio message with instructions.

What To Do

Be prepared to:

- "Shelter in Place" - Seek shelter inside now until further notice
- Close windows and doors
- Evacuate (could include evacuating fields or a building)

All Clear

When authorities determine that the emergency has concluded, an **"all-clear"** message will be issued and you can resume your normal activities. The timing will depend on how fast emergency responders can determine that a threat is over.

Siren Locations

The sirens are located in the following areas of the campus to provide maximum audio coverage:

- At the center of the campus in front of the Library Learning Center Building.

OTHER EMERGENCY COMMUNICATIONS

- In an emergency, the University will also send an e-mail to students' "My LIU" accounts (**firstname.lastname@my.liu.edu**) as well as text and voicemail messages to those who registered their cell phones when they activated their My LIU account.
- If you would like to register or change your cell phone number, please visit the Center for Student Information at the Library Learning Center 3rd floor. The number will be kept private and is only used to send a text or voice message to your cell phone in an emergency or as part of a system test.
- The University also posts emergency messages on its website (**www.liu.edu/brooklyn**); or **weatherclosings.com**.

Evacuation of Individuals with Physical Disabilities

Public Safety Officers will assist individuals with physical disabilities in an evacuation. If you have a disability that could impair your ability to receive any of the above emergency notifications, please contact the Department of Public Safety, the Department of Residence Life and the Disability Support Services Office at the Brooklyn Campus.

Emergency Building Managers (Training)

Administrators and staff members have been trained to serve as Emergency Building Managers (EBM), Evacuation Supervisors and Emergency Floor Wardens and Searchers (EFWS) in each building on campus. In the event of an emergency, the EBM, Evacuation Supervisors and EFWS assist Fire Safety Director from Public Safety in disseminating information in their building. Each EMB, Evacuation Supervisors and EFWS are trained with updated information annually by the Fire Safety Director of the Public Safety Department.

EBMs and EFWSs have been trained in "Evacuation" and "Shelter in Place" procedures. Our Evacuation Supervisors are trained Fire Safety Director with certifications from the Fire Department within the Public Safety Department. They have been issued red and yellow emergency protocol cards and will wear a high visibility orange vest in an emergency in order for first responder to identify them and make contact.

A Fire Safety Director on duty will contact the EMB and EFWS and Evacuation Supervisors provide them with instructions regarding the nature of the emergency and whether the occupants of that building should "Evacuate" or "Shelter in Place."

C-CERT (Campus- Community Emergency Response Team)

The Brooklyn Campus-Community Emergency Response Team (C-CERT) is a community-based program that provides training and education in emergency response. C-CERT's training program was designed by the Federal Emergency Management Agency (FEMA), and is taught by experts from the Kings County Office of Emergency Management. Required participation in training scenarios enhances the team's knowledge and value to the community as we prepare to offer assistance in a time of need.

Brooklyn C-CERT Mission Statement

The Campus- Community Emergency Response Team (C-CERT) at the Brooklyn Campus of Long Island University is dedicated to providing the highest level of emergency and disaster preparedness, leadership, and coordination in a given situation.

- **Background:** The C-CERT program educates people about disaster preparedness for hazards that may impact their school community. The program trains people in basic response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.
- **Purpose:** The C-CERT program provides a structured opportunity for staff, faculty and students to augment the Department of Public Safety and local first responders in time of emergency. Using what they have learned in the classroom, these C-CERT volunteers will be able to not only assist their campus community but also provide assistance to their own local communities.
- **Training:** The training will be conducted by Kings County Office of Emergency Management. All volunteers will be required to complete an eight-week, 28 hour basic training course. C-CERT basic training is eight sessions that includes the following units:
 - a. Emergency Preparedness
 - b. Fire Safety
 - c. Emergency Medical Operations
 - d. Simple Search and Rescue Operations
 - e. CERT Organization
 - f. Disaster Psychology
 - g. Terrorism and CERT

Once people become C-CERT members it is important that they stay active and continue to practice the new skills that they have received. Periodic refresher courses will be offered to maintain the skills that have been taught as well as introduce new information. When Public Safety has Emergency Drills we will call upon our C-CERT members to participate so that they can brush up on the skills that they have obtained.

Snow and Emergency School Closings

In the event of snow storms, inclement weather, power outages and other emergencies at the Brooklyn Campus, please call: **(718) 488-1000** or **(718) 488-1078** for information on class and event cancellations.

Information is also available on the web at: www.liu.edu/brooklyn

These radio and TV stations will be notified of class and event cancellations:

FM Stations:

WALK 97.5 FM, WBAB 102.3 FM, WBLI 106.1 FM, WRCN 103.9 FM, WMJC 94.3 FM, WKJY 98.3 FM, WBZO 103.1 FM

AM Stations:

WCBS 880 AM, WINS 1010 AM, WOR 710 AM, WLIE 540 AM, WHLI 1100 AM, WLIM 1580 AM

TV Stations:

News 12 Brooklyn, CBS Channel 2, WNBC Channel 4

NOTE: Since some of these radio and TV stations announce cancellations only once daily, students are urged to call the above phone numbers or visit the web sites listed for official cancellation information. Make-up classes will be at the discretion of the faculty and administration of the Brooklyn Campus.

Bomb Threat Procedures

In the event a bomb threat is received by telephone, the call taker will attempt to ascertain as much information as possible from the caller and contact Public Safety immediately at **extension 1078 or 55**.

If a bomb threat is received by e-mail, the receiver will first print a copy of the e-mail, call Public Safety and then forward the e-mail threat to the Director of Public Safety at PublicSafety@liu.edu. Under no circumstance should the receiver delete the e-mail threat.

Upon receipt of information of a bomb threat to the Brooklyn Campus, the Department of Public Safety will take all action steps as outlined in the Emergency Management Procedure Manual and the Department of Public Safety Standards of Operation Manual to ensure the safety and security of the affected area and campus community.

Local law enforcement authorities will be notified by the Department of Public Safety of all threats against the Campus. The Director of Public Safety or his/her designee will issue an **"ALL-CLEAR"** message after consulting with law enforcement and applicable campus officials, and only when all officials are in agreement that there is not an active threat to the Campus and the area is safe for students, faculty, staff and/or visitors.

Anthrax/Biological Agents

The U.S. Postal Service suggests that individuals should watch for mail/parcels that:

- are unexpected or from someone unfamiliar to you.
- addressed to someone no longer with your organization or are otherwise outdated.
- have no return address or have one that can't be verified as legitimate.
- are of unusual weight, given their size or are lopsided or oddly shaped.
- are marked with restrictive endorsements such as "Personal" or "Confidential"
- have protruding wires, strange odors or stains.
- show a city or state in the postmark that doesn't match the return address.

What should I do if I've received a suspicious parcel in the mail?

- Do not try to open the parcel!
- Isolate the parcel.
- Evacuate the immediate area surrounding the parcel.
- Call Public Safety at ext. 1078 or 55 to report that you've received a parcel in the mail that may contain biological or chemical substances.

Emergency Medical Services

In the event of a medical emergency a Public Safety officer will be dispatched immediately to said location. Upon arrival Officer will assess the situation and determine if there is a need for EMS. If EMS is not needed Officer will escort the victim by wheelchair to the Health Services Department located at 175 Willoughby (across the street from the main campus). In the event that sick/injured person refuses EMS or Health Services, they will be encouraged to seek medical attention as soon as possible.

CHAPTER 3

ACCESS TO CAMPUS BUILDINGS

Academic and administrative buildings on campus are normally locked after business hours unless they are being used for legitimate evening or educational purposes. The Campus computerized intrusion and fire alarms are monitored 24 hours a day by a Public Safety Officer.

Residential Facilities and Policies

The Office of Residence Life & Housing is committed to working with students in order to create an environment that supports and complements the academic mission of the University.

Student residents reside in one of our three residential halls. Each residential hall facility includes a security checkpoint, which is staffed at prescribed hours. All building entries are monitored 24-hours, 7 days a week and residents of the building have access via an entry card system. Guests and visitors are required to register when entering a building. Live-in Residence Hall Directors (RHD's) and Residence Assistants (RA's) staff all residential facilities and at least one of these staff members is on duty at all times. No one is admitted without proper photo I.D. (University I.D. or Driver's License). All guests and persons making deliveries must sign in at the Security desk at the front entrances and must be escorted to the room by the student they are visiting. Visitors are permitted in the residence halls only with proper authorization.

The Department of Public Safety works closely with the Residence Life staff to ensure that safety and welfare policies are being satisfactorily implemented in and about residential halls and that fire regulations are being followed. Hallways and public areas are patrolled with attention focused on potential security issues. Public Safety Officers are available to conduct informational safety presentations upon request.

Violations of housing regulations are noted and reported to the Residence Life staff. The Dean of Institutional Advancement & Student Affairs maintains jurisdiction over all disciplinary cases of students when infractions of rules and regulations take place in or on Brooklyn Campus facilities.

MISSING STUDENT POLICY

1. Confidential Contact

All resident students will be required to complete and file a Missing Student Contact Information Form which provides a contact person who will be notified in the event that the resident student is determined to be missing. This contact will remain confidential, but the record of their information will be maintained by the Office of Student Affairs, the Office of Residence Life, and the Department of Public Safety. Students under the age of 18 are required to list their parent or legal guardian as their emergency contact. Students are responsible for updating this contact information should there be any changes. In the event that a resident student is determined missing, a University administrator can notify the confidential contact not more than 24 hours after the student is determined to be missing. The university will also notify local law enforcement if the student is determined to be missing for 24 hours.

Reports of missing students should be made to representatives of any the following: the Department of Public Safety or the Office of Residence Life, including RAs, Residence Hall Directors, Associate Director or Director of Residence Life. Whenever a resident student is believed missing, the Department of Public Safety and Residence Life will initiate steps to locate him or her or determine why it is believed that the student is missing. If the circumstances indicate that an investigation is warranted, a full investigation will be conducted. The Department of Public Safety will notify local police, who will make a determination that the student should be classified as a missing person; and they will initiate their own investigation. The Department of Public Safety and Residence Life will support the police investigation with whatever technical support that is required.

2. Investigation

Whenever a resident student is believed missing, the Department of Public Safety and Residence Life & Housing staff will initiate steps to locate the student who it is believed missing.

Public Safety will upon receipt of a report of a missing student/person, immediately implement the following procedures:

- Dispatch a supervisor and two (2) officers to the location of the complainant.
- Upon arrival, the supervisor/officers will immediately interview the complainant and conduct an initial investigation to obtain as much information on the missing student/person as possible for a campus-wide broadcast.
- Set up a Command Post as close to the scene as possible.
- The supervisor on scene will be responsible for ensuring all appropriate policies and procedures are implemented, and all appropriate notifications are made regarding a missing student/person in accordance with Campus policy.
- If the initial investigation reveals extenuating circumstances regarding the missing student/person (i.e. mentally or physically impaired or handicapped, severely depressed or suicidal, etc.), the supervisor or officer taking the initial report will notify Public Safety Base of these additional details and request additional assistance to begin a more extensive search.
- In addition, Public Safety Base will broadcast the description and all pertinent details concerning the missing student/person, and immediately notify local Police giving them all required detail of the missing student/person and the known circumstances, and request their immediate response to the location.
- Upon arrival of additional assistance the supervisor will begin to organize a search using all necessary support services, as circumstances require.
- Until the arrival of local Police, the supervisor on scene will assume control of the initial investigation and search for the missing student/person. In any event the on-scene supervisor will be responsible for ensuring that a proper investigation and search is being conducted until the arrival of local Police.
- Upon arrival of Local of local police, all available information regarding the missing student/person will be turned over to Police personnel. At that time the supervisor will relinquish ultimate authority to the police.

The Department of Public Safety and Residence Life will support the police investigation with whatever technical support that is required.

Sexual Assault Policy and Procedures

Sexual Assault is defined as any sexual act directed against another person, forcibly, and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

The Campus recognizes the serious physical and psychological impact of sexual assault. Students can seek emergency medical treatment at the University Health & Medical Services Office and The Brooklyn Hospital Center. LIU's Psychological Services Center is also available to provide confidential personal counseling to students.

If you are a victim of a sexual assault:

1. Report the incident immediately to the police.
2. Seek medical attention.
3. Do not wash, shower, or change clothing before calling or going for help.
4. All efforts should be made to preserve evidence.
5. Go to a safe place. Ask a friend to stay with you.
6. Contact the Department of Public Safety at **X55**. Public Safety personnel will:
 - Assist you in arranging for any hospital treatment or other medical care; and counseling services.
 - Fully investigate your case along with local Law Enforcement. This may lead to the arrest and full prosecution of a suspect. You will be kept up to date on the progress of the investigation and prosecution.
 - Continue to be available to answer your questions and explain systems and legal processes involved.
 - Cooperate with the Residence Life & Housing in changing living arrangements precipitated by the offense if you request such action.

As stated in the Student Freedoms & Responsibilities Act, LIU is required to disclose to the alleged victim of a non-forcible sex offense the final results of any institutional disciplinary proceeding dealing adjudicating that crime of offense.

ALCOHOL AND DRUGS

The Campus recognizes that students are adults and expects them to obey the law and Campus regulations. All students must take personal responsibility for their own actions and behavior.

In compliance with the New York State Penal Law, Section 220, and the Drug Free Schools and Community Act Amendments of 1989, the manufacture, distribution, possession or use of controlled substances is prohibited.

1. Legal Age and Intoxicated Individuals: No person shall sell, deliver, give away, cause, permit, or procure to be sold, delivered, or given away any alcoholic beverages to: (1) any person actually or apparently under the legal age (21); or (2) any intoxicated person or any person under the influence of alcohol.

2. Dram Shop Liability: Any person who shall be injured in person, property, means of support, or otherwise by an intoxicated person or by reason of the intoxication of any person, whether resulting in death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for the intoxicated person, have caused or contributed to the intoxication. In any such action the injured person will have a right to recover actual and exemplary damages.

3. Social Host Liability: If intoxication results in injury or damages to a third party, anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase, can be held subject to civil liability.

Only those of legal drinking age (21 years of age or older), may be permitted to possess or drink alcoholic beverages in designated areas on campus which are described in the Student Freedoms and Responsibilities Act. The Campus supports federal, state and local laws regarding illegal drugs, narcotics and other controlled substances. Possession or sale of such drugs is a violation of applicable laws and Campus policy. Any person found responsible for illegal possession, distribution, or sale of any controlled substance is subject to disciplinary action by the University and will be referred to the appropriate external authorities. Under federal and New York State laws, these violations may result in an arrest, conviction, fines, and/or imprisonment.

Students of legal drinking age will be disciplined if their use of alcohol becomes a danger to themselves or others or if problems such as disorder, public disturbances or property damage arise. Violation of the Campus alcohol and drug policy may result in disciplinary action, up to and including expulsion and/or criminal charges.

Education and intervention programs are addressed in the Student Freedoms & Responsibility Act. A referral to alcohol education program, or to an Alcohol Assistance Program is available for students with drug and alcohol dependencies.

In compliance with the Family Educational Rights and Privacy Act, the University may notify parents or guardians of any violations of the University's alcohol and drug policy. The University reserves the right to notify parents or guardians when a student is found in violation of the alcohol and illegal drug policy, including hospital transport for alcohol or illegal drug-related overdose.

General Safety Tips

To help prevent such occurrences please adhere to the following tips:

- Lock your door-even when going out for a short period.
- Always secure and/or conceal valuable items when leaving your room.
- Never give out your room access code number.
- Always lock your windows when leaving your room.
- Do not prop open doors.
- Be aware of happenings and persons in your building.
- Report any suspicious persons and/or activity to Public Safety IMMEDIATELY at ext. 1078 or 55.
- Escort your guest(s) to and from the main entrance of the residence halls.
- Record serial number of any valuable items when available.
- For items without serial numbers, take a photo and record a written description.
- During prolonged breaks such as winter and spring recesses assure that all valuable items are properly secured and remove non-securable items.

CHAPTER FOUR

JEANNE CLERY ACT

CRIME AWARENESS & CAMPUS SECURITY ACT OF 1990

In accordance with the provisions of the Jeanne Clery Act, the Brooklyn Campus' Annual Security Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the Brooklyn Campus; and on public property within, or immediately adjacent to and accessible from, the Campus. The report also includes institutional policies concerning campus security issues, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other relevant matters.

The following crime categories must be reported:

- Murder
- Sex Offenses: Forcible; Nonforcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Manslaughter
- Arson
- Hate Crimes (larceny/theft; simple assault; intimidation; destruction/damage/vandalism of property (except arson))

FBI UNIFORM CRIME REPORTING DEFINITIONS

Excerpted from the Implementing Regulations of the "Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No.82) and November 1, 1999 (Vol. 64, No.210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joyriding).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

SEX OFFENSES DEFINITIONS FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM EDITION OF THE UNIFORM CRIME REPORTING PROGRAM

Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- 1. Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- 2. Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- 3. Sexual Assault With An Object** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- 4. Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.

Sex Offenses - Nonforcible Unlawful, nonforcible sexual intercourse.

- 1. Incest** - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 2. Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Definition of a Hate Crime

Any criminal act or attempted criminal act intended to cause injury, emotional suffering, or property damage which is or appears to be motivated, all or in part, by race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation.

In 2008, the Clery Act was amended to include the following additional hate crimes: (a) larceny theft, (b) simple assault; (c) intimidation; and (d) destruction/damage/vandalism of property (except arson).

Reporting Hate Motivated Crimes and Incidents

The Department of Public Safety is responsible for collecting and reporting hate motivated crime statistics. Hate Motivated crimes should be reported as indicated in the section, "How to Report a Crime or Other Emergency".

Sex Offender Registry and Access to Related Information

On September 30, 2003, the Campus Sex Crimes Prevention Act of 2000 (CSCPA), enacted on October 28, 2000, will be in effect. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State Law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer services or is a student.

Information concerning registered sex offenders who may be attending or employed by the Long Island University, Brooklyn Campus may be obtained through the local law enforcement agency with jurisdiction:

88th Precinct, 298 Classon Avenue, Brooklyn, New York 11205, (718) 636-6511

84th Precinct, 301 Gold Street, Brooklyn, New York 11201, (718) 875-6811

Transit District 30, 333 Schermerhorn Street, Brooklyn, New York 11201, (718) 797-1720

**LONG ISLAND UNIVERSITY, BROOKLYN
DEPARTMENT OF PUBLIC SAFETY
STATISTICS FOR 3 YEAR PERIOD**

CRIME CATEGORIES	HATE CRIMES			ON CAMPUS			NON-CAMPUS BUILDING			PUBLIC PROPERTY			DORM / RESIDENTIAL			TOTAL		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
MURDER																0	0	0
FORCIBLE SEX OFFENSIVES																0	0	0
NON-FORCIBLE SEX OFFENSIVES																0	0	0
ROBBERY																0	0	0
AGGRAVATED ASSAULT						1										0	0	1
BURGLARY				0	3											0	3	0
MOTOR VEHICLE THEFT				0	0											0		
MANSLAUGHTER*																0	0	0
ARSON*																0	0	0
TOTAL																0	3	1

Categories of Prejudice: A = Race B = Gender C = Religion D = Sexual Orientation E = Ethnicity F = Disability

*NON-MANDATED CRIME CATEGORIES / STATISTICS

Number of Arrests or Persons Referred for Campus Disciplinary Action(s):

VIOLATION CATEGORIES	ON CAMPUS			NON-CAMPUS BUILDING			PUBLIC PROPERTY			DORM / RESIDENTIAL			TOTAL		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
LIQUOR LAW													0	0	0
DRUG REALATED													0	0	0
WEAPONS POSESSION													0	0	0
TOTAL													0	0	0

**STATISTICAL DATA DOES NOT REFLECT INCIDENTS HANDLED THROUGH THE CAMPUS JUDICIAL PROCESS

PART 2

Fire Safety Report

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, Long Island University is required to publish and distribute an Annual Fire Safety Report; and is required to maintain a Fire Log.

Information contained in this annual report includes: Fire safety practices and standards, fire statistics, a description of each on-campus student housing facility fire safety system, the number of regular mandated supervised fire drills, policies and rules on portable electrical appliances, smoking and open flame, procedures for evacuation, policies regarding fire safety education and training programs for students, faculty and staff, and plans for future improvements in fire safety.

Fire Safety Statistics

The following statistics are collected and reported by the Department of Public Safety:

- The number of fires and the cause of each fire
- The number of deaths related to the fire
- The number of injuries related to the fire that resulted in treatment at a medical facility
- The value of property damage related to the fire

LOCATION	FIRE		CAUSE		INJURIES RELATED TO FIRE THAT RESULTED IN TREATMENT AT A MEDICAL FACILITY		DEATH RELATED TO FIRE		VALUE OF PROPERTY DAMAGE	
	2009	2010	2009	2010	2009	2010	2009	2010	2009	2010
CONOLLY HALL	0	0	0	0	0	0	0	0	0	0
HOYT STREET HALL	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0

The following is published in the Annual Security Report on the Public Safety Web site:

Description of the fire safety system for all residence housing on campus

- Full sprinkler system with stand pipe system;
- ABC and H2O extinguishers throughout building;
- Addressable fire alarm systems with smoke and heat detectors and pull stations throughout building;
- Self-closing and magnetic door releases throughout building;
- Generator backup system in each residence hall building for emergency lighting and alarm systems in case of power failure;
- Fire alarm systems are monitored 24 hours per day, 365 days a year by the Department of Public Safety. In the event of an activation of fire alarm systems, the Department of Public Safety dispatcher will immediately notify the local fire department and police.

Number of fire drills held in residence halls: Three drills are conducted (one for each shift) every three months (a total of 12 annually) by Fire Safety Officers in conjunction with and under the supervision of Public Safety Officers and Residence Life staff members.

Rules and policies concerning portable electrical appliances, smoking, and open flames in resident housing are published in the Student Handbook under "Campus Fire Safety Procedures" and are found in the housing contract which is executed by each student.

Procedures for evacuations, fire safety education and training:

Fire safety procedures can be found under “Campus Fire Safety Procedures” in the Student Handbook, as well as the Emergency and Safety Procedures Guide, which outlines evacuations, fire/explosion and gas leaks producers

- Fire safety training is conducted annually by a Campus fire safety officer with all housing staff and RA's.
- During fire drills, a Campus fire safety officer issues fire safety tips to students.
- Public Safety supervisors address safety issues and fire safety tips during floor meetings in Campus residence halls in conjunction with RA's (Resident Assistants).

Fire Log

The Brooklyn Fire Log is maintained at the Department of Public Safety and is available for inspections at the **Office of Public Safety, Monday – Friday, 9 a.m. to 5 p.m.**

The log contains information concerning the nature, date, time and general location of each fire occurring in on-campus student housing facilities.

Questions concerning these policies can be directed to: Stilson Spring, our Fire Safety Officer at **(718) 488-1525** and/or contact the Department of Public Safety at **(718) 488-1078 (emergencies)** or **(718) 488-1078 (general inquiries)**. If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at **ext. 1078**.

Campus Fire Emergencies

If a fire occurs in a campus building, everyone should quickly exit the building, using available stairways and fire escapes. The emergency signal for a fire is a continuous sounding alarm. After reaching safety, call the Department of Public Safety at **(718) 488-1078** or dial **911** for assistance.

Emergency Telephone and Campus Numbers (718) 488-1078 or 911

How to Report a Fire

If a burning odor or smoke is present, call the Department of Public Safety at **(718) 488-1078** or dial **911**. Report the exact location of the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling a nearby fire alarm.

Fire Safety Procedures

The act of discharging a fire extinguisher, lighting a fire, and misuse or tampering with the alarm or sprinkler system is considered irresponsible behavior and endangers the lives of others and can result in immediate judicial or criminal action. The Brooklyn Campus of Long Island University reserves the right to pursue criminal charges through the appropriate authorities.

Actions to Take

- Remain calm.
- Pull the nearest fire alarm, if not already activated.
- Only attempt to use a fire extinguish if you have been formally trained.
- Remove anyone from immediate danger.
- Notify Public Safety from a safe location.
- Close all doors to confine smoke and fire.
- Unless otherwise directed, follow your Building Evacuation Plan and proceed to the designated evacuation rally point outside the building.
- Do not delay evacuation for the purpose of retrieving personal belongings.
- Walk without delay, but do not run. Do not use elevators.
- Feel exit doors for heat, stay low and close to walls while evacuating.
- If smoke is present, stay low. The best quality of air is near the floor.
- Consider persons with disabilities who may need assistance evacuating.
- Never allow the fire to come between you and an exit.
- Try to account for everyone when you reach the evacuation rally point.

- Notify Public Safety if anyone is missing or injured.
- Everyone should remain at the evacuation rally point until directed otherwise by Public Safety of the Fire Department.

Response to Audible Fire Alarms

- If the audible alarm sounds for more than 30 seconds or starts to sound for a second time, evacuate the building immediately.
- Do not use the elevators.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Leave all parcels and personal property inside.
- Remain approximately 100 feet from the exits to help facilitate clear access to the building for the fire department.
- Return to the building only when instructed to do so by Campus Public Safety officers, police, or fire department officials.

Never Use an Elevator

- If smoke is present in a stairwell, avoid it. Choose another route.
- If your clothes catch fire. . . stop, drop, and roll to extinguish the flames.
- If you are in the room where the fire starts, leave quickly. Close the door and call Public Safety at **(718) 488-1078**
- Upon exiting, move at least 70 yards from the building. Make yourself or a group designee available to the Public Safety Officers or Firefighters in order to give as much information about the fire situation as possible. Be factual and be calm.

If You are Trapped in a Room

- Seal door/window cracks and ventilation grills with tape (preferably duct tape) or towels and clothing (preferably wet) to keep the smoke out. If there is smoke in the room, open the window to let it out. Hang an article of clothing, large enough for rescuers to see, out of a corner of the window. Then close the window and keep closed to prevent outside smoke from entering.
- Do not break the window unless the room has been heavily invaded by smoke and you must get air to survive. Remember, stay close to the floor for air. Call Public Safety at (718) 488-1078, report the fire location and your situation. Tie a towel or clothing (preferably wet) around your nose and mouth if necessary to filter smoke. Do not jump.

Always Remember

You must believe that every fire alarm is real. Failure to exit the building when an alarm sounds may put you and others in danger.

Fire Safety Tips

All members of the Campus Community should be guided by the following:

In your Building/Classroom

- Note the location of fire alarms, extinguishers and other emergency equipment.
- Note the location of landmarks which may aid your exit when visibility is reduced by smoke.
- Locate at least two emergency exits from your floor and make sure they are free from obstruction.
- Re-familiarize yourself with standard fire drill procedures.

In the Event of a Fire

- Remain calm. Act quickly, not rashly. Your object is to survive. If you can exit safely, do so.
- If not, you must work quickly to defend yourself against smoke and flame.
- Never open a door without first checking for heat or smoke. Close doors behind you.
- Do not allow doors to lock behind you. You may be forced to return.

If smoke is encountered during your exit, do not walk upright . . . crawl. The air is cooler and less toxic near the floor.

Always Remember

You must believe that every fire alarm is real. Failure to exit the building when an alarm sounds may put you and others in danger.

Resident Students may Not:

- Intentionally cause smoke or a fire; including burning candles or incense.
- Obstruct (penny shut, glue, or jam) a door so as to prohibit entrance and/or exit from a room.
- Affix tapestries and other room decorations to the ceiling, light fixtures, or in doorways.
- Accidentally or intentionally misuse fire safety equipment, including but not limited to fire hoses, fire extinguishers, sprinklers, pull-stations, fire alarms bells and smoke detectors.
- Use extension cords or multi-receptacle outlets with the exception of UL listed power strips with surge protectors.
- Have live pine present in room.
- Use or possess open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas.
- Cook or use any cooking utensils.
- Install personal air conditioning units or portable electric or fuel powered heaters without approval from Student Health.

If you have any questions, please call **(718) 488-1078** and ask for the Fire Safety Director. If you have any health-related questions, call Brooklyn Campus Student Health Services at **ext. 6450**.