LIU Post

ANNUAL SECURITY AND FIRE SAFETY REPORT/2013

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FOREWORD

The 2012 Annual Security and Fire Safety Report, issued in compliance with the Campus Security Act of 1990, is available to every student and employee of Long Island University. It is also available to prospective employees or students upon request by contacting: Admissions Office, LIU Post, 720 Northern Blvd., Brookville, N.Y. 11548, or by accessing the following website: **www.liu.edu/post/publicsafety**.

Additional requests for further information can be directed to the Director of Public Safety at LIU Post.

The 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 5, requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three 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 LIU Post adheres to and complies with these requirements.

CHAPTER ONE
ABOUT THE DEPARTMENT

PUBLIC SAFETY
Emergencies: 516-299-2222
Non-Emergencies: 516-299-2214
Email: post-publicsafety@liu.edu

The Department of Public Safety is committed to providing a safe and secure environment for students, faculty, staff and visitors at LIU Post in Brookville, N.Y. We provide safety and security services by foot, bicycle and vehicle patrol 24 hours a day, 365 days a year.

The Department of Public Safety at LIU Post is located in the Facilities Services building at the northeast corner of the campus. The Department has a full-time staff that consists of a Director, an Associate Director, three Administrative staff, six Field Supervisors and 22 Public Safety Officers. 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.

The Department of Public Safety is concerned with the welfare and safety of all members of the campus community and their guests. The activities of the Department of Public Safety are enhanced by its close relationship with the Nassau County Police Department, the Old Brookville Police Department and the Old Westbury Police Department, all of whom share the responsibility of maintaining law and order on the campus. These agencies often notify the Department of any off-campus arrest involving members of the campus community if there is a perceived threat to the welfare of the other members. The Department does not utilize written memoranda of understanding with these agencies.

Marked patrol units from the Department of Public Safety, as well as those from the aforementioned police departments, patrol the campus regularly. Public Safety Officers do not have law enforcement authority. However, Public Safety Officers will respond to alleged reports of criminal activity and coordinate and report all incidents requiring police assistance to the appropriate law enforcement agency. Public Safety will initiate an investigation and identify and detain suspects where appropriate.

Public Safety Services
The Public Safety Department administers a comprehensive public safety program, including traffic enforcement, crime prevention programs, fire prevention exercises, EMT services, personal safety workshops, escort services, an emergency alert system, and a network of sirens and loudspeakers in the event of outdoor emergencies. The Department of Public Safety works closely with the Old Brookville and Old Westbury Police Departments, and the Nassau County Office of Emergency Management to ensure the safety of the campus community. In addition, the Department models its security procedures by the guidelines of the United States Department of Homeland Security.

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.

The Department of Public Safety can also assist members of the campus community in many non-emergency situations, from battery jump-starts to vehicle lockouts. If a member encounters any of these situations, he/she should contact the Department of Public Safety from any campus phone or use one of the many blue light emergency phones on campus. Provide the location, make, model and color of the vehicle, and a Public Safety Officer will respond.

CHAPTER TWO

REPORTING CRIMES AND EMERGENCIES

How to Report a Crime or Other Emergency

The Department of Public Safety encourages the accurate and prompt reporting of all crimes to campus security and the appropriate law enforcement agencies. **Dial 2222** from any campus phone or simply push the **RED** button on any blue light emergency phone to report a crime in progress and/or other emergency.

To report any crime or any emergency, dial **516-299-2222** from outside lines for immediate attention and response.

Respond directly to the Office of the Department of Public Safety located in the Facilities Services building on the northeast side of campus (in the second parking lot on the left off Gold Coast Road, south of the East Gate).

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

- Details of what happened
- Specific location
- Identity 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.

Public Safety patrol vehicles and foot patrols are radio dispatched to handle emergencies, safety, security, and enforcement duties anywhere on campus. In addition, there are numerous well-marked emergency telephones located throughout the campus to facilitate the reporting of crimes, fires and other emergency situations.

Policies Regarding Reporting a Crime Confidentially

Persons wanting to report a crime or incident can do so confidentially by contacting the Department of Public Safety at **ext. 2214**. The reporting person's name will be kept confidential. 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.

LIU Post's 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 agency(s) is/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. Said information may also be withheld if there was clear and convincing evidence that the release of the information would cause the suspect to flee or result in the destruction of evidence. The Department must disclose any information once the adverse affect described above is no longer likely to occur.

The crime log is accessible to public view 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

LIU Post's 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.

EMERGENCY NOTIFICATION SYSTEM

In the event of an emergency, the LIU Post Emergency Alert System is designed to instantly and simultaneously contact LIU Post students, faculty and staff via notifications to their official Long Island University email account, a text message to their cell phone (if registered) and general announcements on LIU Post's homepage **www.liu.edu/post**, as well as the campus' official Facebook (facebook.com/LIUPost) and Twitter (twitter.com/liupost) accounts.

FOR STUDENTS:

Your official email account address is: **firstname.lastname@my.liu.edu** (register at **http://my.liu.edu**).

Emergency messages also can be sent to your cell phone via text messaging. If you have already activated your My LIU account and need to change your cell phone number you can visit the Center for Student Information.

LIU Post 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 LIU Post home page (upper right corner).

TECHNICAL ASSISTANCE:

If you require assistance with the My LIU student information system, visit the Center for Student Information located across from the Hillwood Commons Information Desk. **The CSI is open Monday through Thursday from 9 a.m. to 6 p.m. and Friday from 9 a.m. to 5 p.m.** For information call **516-299-3967.**

FOR FACULTY AND STAFF:

Your official email account address is: **firstname.lastname@my.liu.edu**
Emergency messages will be sent to your LIU email account.

TECHNICAL ASSISTANCE:

If you require technical assistance, the **IT Help Desk is open Monday through Friday, 9 a.m. to 5 p.m.** and is located in the Library, Room 236A. Or call **516-299-2281**.

Students:

- My LIU is the official method of communication to all LIU Post students.
- My LIU is the only email account recognized for official LIU Post business.
- Check your My LIU email regularly for the latest campus news and information.
- Follow us on Facebook and Twitter for up-to-the-minute campus news, cancellations and emergency information.

FREQUENTLY ASKED QUESTIONS

When Will the LIU Post 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 an email: **LIU Post Information**
- For a phone call: **516-299-2700**

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 LIU Post Emergency Alert System.

Is there a Fee for the Emergency Alert System?

LIU Post 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 email Account?

- Students - For directions on accessing your campus email account go to **https://my.liu.edu**.
- All registered LIU Post students automatically are assigned a LIU email 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 236A 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, faculty and staff of LIU Post.

EMERGENCY SIRENS

LIU Post has an outdoor warning system to alert students, faculty, staff and visitors in the event of an emergency or threat to public safety. The outdoor sirens and loudspeakers are activated during a potentially life-threatening event such as weather-related emergencies or a hazardous materials spill from a traffic accident. Following a series of tones, 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 such as students playing on our athletic fields or walking from one classroom building to another or visitors attending events at the campus.

When Will the Outdoor Sirens/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, followed 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:

- South-east corner of the Men's Soccer Field (near the Equestrian Center)
- Tilles Center roof - south and north sides
- Brookville Hall (covers residence hall area)
- Sculpture Building parking lot (to cover South campus)
- Pell Hall/Life Science Building

The emergency broadcast system reaches a distance of nearly one mile in all directions.

SNOW AND EMERGENCY SCHOOL CLOSINGS

In the event of snow storms, inclement weather, power outages and other emergencies at LIU Post, please call **516-299-2000** or **516-299-EMER (3637)** for information on class and event cancellations.

Information is also available on the Web at:
www.weatherclosings.com and **www.liu.edu/post**.

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 Long Island, 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 LIU Post.

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 LIU Post.

CHAPTER THREE

PHOTO ID INFORMATION

LIU CARD - YOUR KEY TO LIU POST

Every student at LIU Post is issued a Long Island University photo ID card (the LIU Card). The LIU Card serves many functions. It is used for purchasing food in the dining areas. At the Bursar or through machines located in the Winnick Student Center and Hillwood Commons, you can add money to your LIU Card for food purchases. Any food purchased with the LIU card is tax-free for students.

In addition, your LIU Card serves as your library card. To use any of the library facilities, including the bookstacks and computer labs, you will need to present your card; you will also need it to take out books from the library.

If you live on campus, your LIU Card also serves as the key to the main entry of your residence hall. If you are visiting a resident student you will need your card to be granted access from the front desk. Most of all, your LIU Card serves as your official identification as a student of LIU Post. You are required to show it whenever asked by any member of the LIU Post campus community.

LIU Cards are not exchangeable! This means that your friends and relatives cannot use the card to make purchases, take out books, or get into buildings. If someone else uses your card and is caught, the card will be confiscated immediately. Be careful - replacement of a confiscated card costs $10, and after the second confiscation it will not be returned. To obtain your LIU Card, go to Public Safety located in the Facilities Services building at the northeast corner of the campus. If you lose your LIU Card, you must act immediately! **Residents:** Call Residence Life at **ext. 2326** and Public Safety at **ext. 2222**. They will cancel your card, stop the use of it, and reassign the funds left on your meal plan. (If you do not notify Residence Life, your card could be used by someone else to get into your building, buy food, or take books out of the library.) There is a $10 fee for a new card. **Non-residents:** Call Public Safety at **ext. 2222**. Then, go to Public Safety for a replacement. There is a $10 fee for a new card.

PHOTO ID HOURS*

FALL SEMESTER		WEEKEND SCHEDULE	
Monday	10 a.m.-5 p.m.	Saturday, Sept. 8	10 a.m.-2 p.m.
Tuesday-Thursday	10 a.m.-7 p.m.	Saturday, Oct. 27	10 a.m.-2 p.m.
Friday	10 a.m-3 p.m.	Saturday, Nov. 10	10 a.m.-2 p.m.

*Please note these hours are only valid when classes are in session.

EMERGENCY MEDICAL SERVICES

The LIU Post Emergency Medical Service (EMS) provides outstanding emergency medical services to the residents, students, staff and visitors of the campus. LIU Post EMS provides these services in a professional manner, while maintaining the dignity of those who are served. The EMS staff continuously strives to learn, improve and grow in enhancing the delivery of emergency medical services.

The LIU Post Emergency Medical Technicians are trained New York State EMS providers. When the Fall and Spring semesters are in session the LIU Post EMTs will respond to on-campus medical emergencies.

Upon arrival of the EMTs at the scene, they will assess the medical emergency and begin to aid and stabilize the patient or patients.

OTHER SERVICES

The Department of Public Safety can also assist members of the LIU Post campus community in many non-emergency situations, from battery jump-starts to vehicle lockouts. Please call **516-299-2214** in these situations.

LOST AND FOUND

The Department of Public Safety collects and catalogs items that are found and handed in to the department. If you have lost an item, you can call Public Safety at **516-299-2214** to check if the item has been handed in.

Other campus Lost and Found areas are at the Pratt Recreation Center Information Desk **(516-299-3605)** and the Hillwood Commons Information Desk **(516-299-2611)**.

If a member cannot find his or her car keys, wallet, purse, backpack or other personal property, he/she should contact the Department of Public Safety at **516-299-2214** at any time. If a member finds someone's property he/she can deliver it or have it forwarded to the Department of Public Safety.

The department is located in the Facilities Services building at the northeast side of campus off Gold Coast Road.

BLUE LIGHT EMERGENCY PHONES

Situated throughout the campus are blue light emergency phones. If a member of the campus community encounters a situation where they require immediate emergency assistance, he/she should contact the Department of Public Safety from any campus phone by dialing **ext. 2222** or use one of the blue light emergency phones on campus and a Public Safety officer will assist him or her.

VEHICLE RULES AND REGULATIONS

CAMPUS SPEED LIMIT

The maximum speed permitted on the campus is 25 miles per hour.
PARKING AND USE OF VEHICLES AT LIU POST ARE AT YOUR OWN RISK.

GENERAL

All persons who use the LIU Post parking areas must recognize the problems involved in the control and supervision of these areas. The rules and regulations listed below have been designed to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with these regulations and is reminded that the use of these parking areas is a privilege and not a right. The following regulations are in effect at all times.

SUMMONS OPERATION

The summons operation of the Department of Public Safety is computerized. All summonses issued to vehicles without valid LIU Post parking permits will be checked through the Department of Motor Vehicles. Failure to either pay the fine or make an appointment to discuss your parking fines will result in a “Security” Block on your MYLIU account. Grades will not be entered into official records and future registration, and transcripts and diplomas will be held until the fines are paid in full.

PARKING AREAS

A legal parking space consists of two parallel yellow or white lines.

HANDICAPPED PARKING

Parking spaces clearly marked with the blue lines are restricted to students, faculty, staff and visitors with disabilities, and those with temporary disabilities who are entitled to barrier-free access as specified in Section 504 of the Rehabilitation Act of 1973 and who have a DOT approved permit (i.e., tag, special plates). A person with disabilities may apply for a handicapped parking permit through his/her village or town of residence. This permit will be valid in specially designated handicapped parking areas. All students and staff must also have a LIU Post parking permit as well as verifying your handicapped permit with the Public Safety Department.

Students, faculty and staff who have a **DOT** approved permit are also asked to inform Public Safety about their **DOT** permit while registering their vehicle at LIU Post.

Students with medically verifiable disabilities, the nature of which does not qualify for Handicapped parking privileges, may apply for a Temporary Parking Permit at the Medical Services Office located in Life Science/Pell Hall. This permit is valid in Faculty/Staff parking areas and **NON-HANDICAPPED** spots only.

All vehicles are prohibited from parking in the blue-striped areas adjacent to parking spaces designated for individuals with disabilities.

Not all persons who need disabled parking need van-accessible spaces. Whenever possible, please be mindful and use a standard accessible space. This will allow those who require the use of a designated van-accessible space adequate access to those spaces. Faculty, staff and students with disabilities are encouraged to register their disability permits or plates with the Department of Public Safety.

Misuse of Parking Permits or Plates

It is a serious misuse of license plates and permits for the disabled when someone other than a person with a disability uses the plates and permits to park in a space reserved for people with disabilities. These plates and permits are valid only when the person with a disability who received the plates and permit is driving the vehicle or is a passenger in it.

If you misuse plates or a parking permit, or allow someone else to use them, the Department of Public Safety will immediately notify the Department of Motor Vehicles of misuse of plate. State law requires every city, town and village to appoint an agent (usually the city, town or village clerk) to issue parking permits for people with disabilities. The locality that issues the parking permit will be notified of the abuse of the parking permit. Upon request by that locality, the Department of Public Safety may confiscate parking permit and forward the parking permit to the issuing locality.

Vehicles that are parked in disabled parking spaces and do not have the authorized disability plate or parking permit or are not being used by the authorized person of the disability plate or parking permit, are subject to ticketing and towing.

Please remember that reserved parking is for people with disabilities and is a legal requirement, not just a courtesy. **Do not allow others to misuse your plates or parking permits**.

Towing Information

Any illegally parked car in a disabled parking space will be ticketed and towed at the owner's expense. Cars will be towed by Charles Schmidt & Sons, located at 1061 Northern Blvd., Roslyn, **516-627-7630**. Towing fees are at a minimum of $155.00, but are solely determined by Charles Schmidt & Sons, and subject to change at any time. Violators will also be responsible for ticketing fines issued by the Department of Public Safety and/or local police.

HANDICAPPED PARKING LOCATIONS

Administration/Winnick House

2 spots on the north side • 1 spot on the east side

Brookville Residence Hall

6 spots on the southeast side

Facilities Services

2 spots on the northeast side of parking area (by entrance)

Fine Arts Center

3 spots by the front path (south side of building)

Hillwood Commons

9 spots on the south side

Hoxie Hall

4 spots on the north side

Humanities Hall

12 spots on the south side

Interfaith Center
2 spots on the north side

Kahn Discovery Center
4 spots on the west side

Kings Residence Hall
3 spots on the north side of building (back parking lot)

Library (B. Davis Schwartz Memorial)
2 spots on the north east corner (can also use Theatre/Film spots)

Life Science
5 spots on north side (by the guard booth)

Little Theatre
2 spots in front of box office entrance (south side)

Lodge A Residence Hall
3 spots

Lorber Hall
10 spots outside of the main entrance; you must drive beyond the general parking area

Post Residence Hall
5 spots on the south side

Pratt Recreation Center
8 spots on the northeast side • 2 spots in front of main door • 8 spots on the northwest side

Public Safety
2 spots on the northeast side of parking area (by entrance)

Riggs Residence Hall
5 spots on the southeast side

Roth Hall
2 spots on the north side

South Residence Halls - (Yellow, Blue)
3 spots on the south side

Suffolk Residence Hall
2 spots in the northern parking lot (2 levels lower)

Theatre, Film and Dance Building
8 spots on the north side

Tilles Center
4 spots on the west side • 4 spots on the south side

Winnick Student Center
6 spots on the south side of building entrance

A campus map showing the location of each of these parking areas can be found in the Handbook for Students with Disabilities.

PROHIBITED PARKING

In order to prevent potentially hazardous situations, parking is never permitted on roadways and walkways, in fire lanes, loading zones, bus stops, access roads and lanes within parking lots, etc. (whether or not there are posted signs and/or other designated marking(s).

REGISTRATION OF VEHICLES AND PARKING PERMITS

All motor vehicles and motorcycles that are owned and/or operated by members of the LIU Post community are required to be registered with the Department of Public Safety. There is no charge for this service. All motor vehicles without a properly affixed parking permit will be summonsed.

Parking permits will be affixed to the left (driver's) side of the front and rear bumpers. Vehicle registration makes it possible for Public Safety to contact you in case of an emergency.

VIOLATIONS

Vehicles parked or operating in violation of any of the following regulations will be subject to summonsing and/or towing. Violators are responsible for all associated fees.

- No parking permit/improperly affixed
- Parked in a reserved area or space
- Parked outside of lines
- Disregarding a stop sign
- Disregarding a traffic control device
- Excessive speed
- Obstructing traffic
- Parked in front of a closed gate or barricade
- Driving or parked on grass or dirt areas
- Parked in a tow away area
- Roadways
- Walkways
- Loading zone
- Bus stop
- Blocking other vehicles
- Access roads, driveways and lanes within parking lots
- Parked in fire lane
- Parked within 15 feet of a fire hydrant
- Parked in a handicapped area

PAYMENT OF FINES AND FILING OF APPEALS

Fines can be paid in person at the Bursar's Office, by mail or by phone. An appeal can be filed at the Department of Public Safety within ten (10) days of the date of the summons. The procedure for payment of fines is indicated on the reverse side of the traffic summons.

NON-PAYMENT OF FINES

Failure to pay fine(s) will be cause for withholding grades, diploma, transcript, permission to re-register and may be grounds for further administrative action. The procedures for non-LIU Post members are as follows: failure to pay may result in not permitting you and your vehicle on the grounds of LIU Post.

BREAKDOWN PROCEDURE

You must notify the Department of Public Safety if you leave your car in a restricted area. You must also display a note on your windshield explaining your trouble. You may be required to verify that repairs were necessary by submitting a bill, etc. Vehicle regulations apply to motorcycles as well as all other motor vehicles.

VEHICLE ACCESS AND TRAFFIC SAFETY

VEHICLE ACCESS

Vehicular traffic flow onto campus is restricted at 11:30 p.m. every night when the Public Safety Officers close campus gates. After 11:30 p.m. the West Gate booth becomes the only access to the campus. Incoming vehicles must pass through this controlled entrance and student identification or other suitable identification must be shown. Every vehicle is checked to ascertain its purpose and destination and may be denied access if the occupants of the vehicle do not establish a legitimate reason for entering the campus between 11:30 p.m. and 5:30 a.m.

In addition, patrol units, which operate 24 hours a day, are available to apprehend and escort away any intruders entering campus on foot. Trespassers are taken into custody and detained for police action.

TRAFFIC SAFETY

In an effort to provide the highest level of safety and security within the campus community, members' cooperation is needed when parking their vehicles. Park only in those areas authorized. In addition, members vehicles must be parked only in designated parking stalls within their prescribed areas. Failure to do so could hinder access and delay response of emergency vehicles (ambulances, police, fire, etc.) to potentially critical situations. All vehicles parking on campus must be registered with the Department of Public Safety. Campus members' vehicles can be registered at the Department office free of charge at anytime. The department will also provide members with a campus map indicating all parking areas and the location of the blue light emergency phones, as well as a complete copy of our campus vehicle regulations. In addition, while traversing the campus roadways and parking areas, members are urged to exercise due care in the operation of their vehicles, paying particular attention to posted speed limits and other traffic control devices. Voluntary compliance to the above regulations will help to ensure a more orderly and safe environment for the entire campus community.

CHAPTER FOUR

CRIME PREVENTION AND CAMPUS SECURITY PROGRAM

Representatives of the campus join together at freshman and transfer orientation to provide information and advice to newcomers to the campus. Presentations are also conducted for family members, in order to familiarize them with the Department of Public Safety and to address any questions or concerns. Additional information concerning campus programs is distributed to all new students through College 101, which is a 13-week, one-credit course designed for new students.

PERSONAL SAFETY PROGRAM

Interested individuals and groups can arrange for informational safety presentations by a trained crime prevention officer from the Department of Public Safety to address specific concerns.

BROCHURES

Brochures and crime prevention pamphlets are available at the Public Safety Office as well as Student Affairs offices and other locations throughout campus. Subject matter deals with a variety of tips on protecting oneself from becoming a victim of crime.

ESCORT SERVICE

The Department of Public Safety at LIU Post is dedicated to providing a safe and secure campus environment for the students, staff, faculty, and visitors of the community it serves. To meet this goal, the Department of Public Safety provides a **free walking escort service**. The Escort Service is available to all students, staff, faculty and visitors to the campus. The Escort Service is designed to enhance campus members' safety and peace of mind if they must walk after dark. The primary goal of the Escort Service is to enable members to travel from one campus location to another with a greater sense of security. The Department of Public Safety carefully conducts background checks and screens all students selected as escorts. Escorts can be identified by their conspicuously marked jackets. All escorts carry two-way radios for quick dispatch and prompt service. **The Escort Service is operational Monday through Thursday, 6 p.m. to 11 p.m.** with the exception of holidays and intersessions.

To arrange for an escort please dial **516-299-2200** from any phone or use one of the many blue light emergency phones located throughout the campus. When calling to arrange an escort please provide the following information: your name, your exact location and destination.

VALUABLE PROPERTY

During the course of an academic year, the Department of Public Safety at LIU Post recovers many items of personal property. Much of this property cannot be returned, as the rightful owner cannot be identified. The Department of Public Safety recommends that members of the campus community record the serial numbers of all valuable equipment, computers, stereos, televisions, etc. and file them away for safekeeping. Should a member elect to engrave his/her valuables, **DO NOT** use a Social Security number. Instead use information that will have meaning to the member alone, including family birth dates, mother's maiden name, etc. An engraver is available for a member's use through the Department of Public Safety.

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. Alarms are set and interior and exterior building patrols are performed throughout the hours of darkness. The campus computerized intrusion and fire alarms are monitored 24 hours a day by a Public Safety Officer.

RESIDENTIAL FACILITIES AND POLICIES

LIU Post houses approximately 1,900 students in various accommodations. Services and programs intended to enhance the quality of life and to ensure the security and safety of the resident students are major priorities for the Residential Life and Department of Public Safety administrators. Each residence hall facility includes a security checkpoint, which is staffed at prescribed hours. Live-in Residence Hall Directors (RHDs) and Residence Assistants (RAs) staff all residential facilities and at least one of these staff members is on duty at all times.

POLICIES AND PROCEDURES FOR SAFE ACCESS TO RESIDENCE HALLS

Residence hall entrances are locked 24 hours a day. Access is by an individually coded swipe LIU identification card, which is provided to each resident student.

Residence Hall Security Staff will be present during Fall and Spring semesters at prescribed hours to check IDs of all residents and visitors entering the residence halls. No one is admitted without proper photo ID. (University ID 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 and are required to register when entering a building.

The Department of Public Safety works closely with the Residential Life staff to ensure that safety and welfare policies are being satisfactorily implemented in and about residence halls and that fire regulations are being followed. Hallways and public areas are patrolled with attention focused on potential security issues.

Violations of housing regulations are noted and reported to the Residential Life staff for their action. When appropriate, the Office of the Associate Provost for Student Affairs is notified regarding issues affecting residential facilities as well as the campus community in general.

GENERAL SAFETY TIPS

- Be aware of the location of on campus blue light emergency phones.
- Always be alert and aware of your surroundings and project a confident attitude.
- All suspicious activity should be reported to the Department of Public Safety at **ext. 2222**.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/or successfully apprehending and prosecuting criminals.
- Avoid walking alone at night: walk with a group, use the campus shuttle bus, or contact the Escort Service. If you must walk alone, please make sure to use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return times.
- Keep your doors locked (**ROOM AND VEHICLE**), and do not prop residence hall doors open. This is an invitation for trouble.
- Report all maintenance problems (broken doors, window locks, etc.) to Residential Life immediately.
- Identify your valuables - record serial numbers of TVs, computers, etc. or engrave them.
- Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones, etc. unattended even for brief periods of time.
- Use designated crosswalks and pedestrian crossings to safely cross roadways.
- Be aware of campus and local crime trends. You are your best protection - educate yourself.
- Shades and curtains should be drawn to prevent potential criminals from looking into your room.
- Carry only necessary cash and credit cards, and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.
- **TRUST YOUR INSTINCTS** … if someone does not look right to you or makes you feel uneasy, get away fast! Immediately report him/her to the Department of Public Safety.

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.

Only those of legal drinking age (21 years of age or older), may be permitted to possess or drink alcoholic beverages on campus. The University has established other guidelines regarding the consumption of alcohol. For further information, refer to the alcohol policy in the Student Handbook and Residential Life Handbook.

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.

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.

Counseling Center provides assessment, counseling and referral for students with drug and alcohol problems.
For information call 516-299-3468.

AUTO THEFTS

Prevention

- Keep your vehicle locked and your windows rolled up when parked.
- Activate your car alarm, if you have one.
- **DO NOT LEAVE ANY VALUABLES IN PLAIN SIGHT**. This includes handbags, wallets, cell phone, money and books.
- Stay alert, and aware of your surroundings.

Reporting

- Report all criminal and/or suspicious activity to the Department of Public Safety.
- Familiarize yourself with the locations of the “blue-light” emergency telephones.
- The emergency telephone number to **Public Safety is 2222** (add prefix 299 when using outside lines).
- If something seems wrong, it probably is. **REPORT IT!**

FOR NON-EMERGENCY INQUIRIES, PLEASE CONTACT THE DEPARTMENT OF PUBLIC SAFETY EXT. 2214 (ADD PREFIX 299 WHEN USING OUTSIDE LINES).

BURGLARY

To help prevent burglary, 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. 2222**.
- 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 ensure that all valuable items are properly secured and remove non-securable items.

CYBERBULLYING AWARENESS

What Is Cyberbullying?

Cyberbullying is the intentional use of the Internet or other devices, such as cell phones, to send or post messages or images that are meant to hurt or embarrass another person. It can be done through email, instant messaging, text messages, web pages, chat rooms, or even interactive game sites.

Cyberbullying includes:

- Sending intimidating, threatening or harassing messages to another person through texts, email, web pages, or instant messaging.
- Spreading lies and rumors about victims through the internet or text messages.
- Posting pictures without the consent of the individual.
- Tricking someone into revealing their personal information and sending it to others.
- Creating unauthorized websites, polls, or blogs about the individual that are meant to embarrass or hurt the person.
- Recording conversations or videos without the individual's consent and then posting it online.

Tips for Protecting Yourself:

- Be alert to all of the different forms of cyberbullying.
- **DO NOT POST OR SHARE ANY PERSONAL INFORMATION ONLINE ABOUT YOURSELF WHICH INCLUDES YOUR PHONE NUMBER, ADDRESS, SCHOOL, CREDIT CARD INFORMATION, OR YOUR SOCIAL SECURITY NUMBER**.
- Keep all of your usernames and passwords secret.
- Do your best to safely block all communication with the cyber bully.
- Inform Public Safety, Resident Life staff members, family, friends, supervisors, and co-workers about the situation.
- Keep a record of all emails, text messages and instant messages that you have received from the cyber bully.
- Contact your internet service provider or IT services and report what has happened.
- If the messages are threatening you should contact Public Safety or the police.
- **DO NOT REPLY TO THE BULLYING MESSAGES**; often if you do not reply, they will leave you alone.
- Change your username or email address so the cyber bully can no longer contact you.
- Report all incidents of cyberbullying to the Office of Public Safety, and to the Associate Provost for Student Affairs.

Call Public Safety at 516-299-2222 for emergencies or 516-299-2214 for non-emergencies.

TERRORISM PRECAUTIONS

General Safety Recommendations Regarding Suspected Terrorist Activities

Heightened security is not intended to induce fear and panic. People should go about their normal business while paying particular attention to their surroundings.

Suspicious Behavior/Circumstances:

Be aware of the following conditions and report to Public Safety at 516-299-2222. If off-campus notify outside law enforcement at 911:

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings or entrances.
- Unauthorized people in restricted, sensitive or private areas.
- Persons taking photographs of critical facilities.
- Persons asking detailed information about physical security and/or information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions (bulky coat in warm weather etc.).
- Abandoned parcels or other items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above.

Be Alert to:

- Abandoned vehicles
- Vehicles parked near buildings or public and common areas
- Unexpected/unfamiliar delivery trucks
- Unfamiliar vehicles parked for long periods
- Vehicles containing unusual/suspicious parcels or material
- Vehicles arriving and being left behind at odd hours
- Substances leaking or spilling from vehicles

Building/Office Security:

- Don't prop open building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Account for and secure keys. Don't leave them unattended or give to unauthorized persons. Report lost keys to building manager/department head.
- Account for and secure all sensitive material/information when not able to attend to it.
- Account for and secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in, or visitors to, your office/lab etc.
- Protect access codes, combinations and cards. Change security codes regularly. Report compromised codes to the person in charge of area.
- **BE PREPARED:** Take time out to familiarize yourself with building evacuation plans/routes.
- Report suspicious tampering with physical security (doors, locks etc.)
- Talk with co-workers; know what is out-of-place (unclaimed items etc.)

Additional Safety Recommendations:

- Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations.
- Expect delays, searches of purses and bags, and restricted access to public buildings.
- Expect traffic delays and restrictions.
- Take personal security precautions to avoid becoming a victim of crime or terrorist attack.
- Avoid crowded public areas and gatherings.
- **DO NOT TRAVEL INTO AREAS AFFECTED BY AN ATTACK OR THOSE CONSIDERED TERRORIST TARGETS**.
- Keep emergency supplies accessible and automobile fuel tank full.
- Be prepared to evacuate your home or shelter if ordered to do so by local authorities.
- Develop and review family emergency plans.
- Be prepared for disasters and family emergencies.
- Increase family emergency preparedness by purchasing supplies, food, and storing water.
- Assist neighbors who may need help.
- Avoid passing unsubstantiated information and rumors.
- Continue normal activities but be watchful for suspicious activities. Report criminal and suspicious activity to local law enforcement. Continue to enjoy individual freedom. Participate freely in travel, work, and recreational activities.
- Take first aid and CPR classes.
- Become active in Campus Watch and/or your local Neighborhood Crime Watch program.
- Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack.
- Learn what critical facilities are located in your community and report suspicious activities at or near these sites.
- Contact local officials to learn about specific hazards in your community.
- Increase individual or family emergency preparedness through training, maintaining good physical fitness and health.
- Be familiar with local natural and technological (man-made) hazards in your community and what measures you can take to protect your family.
- Keep recommended immunizations up-to-date.
- Know how to turn off your power, gas, and water service to your house.

- Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.
- Support the efforts of your local emergency responders (public safety, fire fighters, law enforcement and emergency medical service).
- Volunteer to assist and support the community emergency response agencies.

For further information visit the Department of Homeland Security's website: http://www.dhs.gov

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at **ext. 2214**. If you have any health-related questions, call the LIU Post Medical Services at **ext. 2345**.

BOMB THREAT PROCEDURES

In response to the most recent bomb threats directed at eight colleges and universities throughout the country, the LIU Post Department of Public Safety is issuing this Crime/Safety Alert and reminding the LIU Post community of the Bomb Threat Procedures in place at our campus.

Information has been provided to the Department of Public Safety that eight (8) universities across the country have received anonymous email bomb threats. Searches at the affected institutions were conducted and no evidence of a bomb was found. Currently, these threats are under investigation by the FBI. It is important to note that to date none of the targeted institutions are located in New York State.

Should a member of the LIU Post community receive an email or telephone threat, it is imperative that he or she follow the procedure below and notify the Department of Public Safety **IMMEDIATELY.**

Bomb Threat Procedure

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 **ext. 2222**.

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

Upon receipt of information of a bomb threat to LIU Post, 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

Recently there has been growing concern over the threat of biological terrorism in the United States. To date, the Nassau County Department of Health has not received any information suggesting a threat to Nassau County, and we at LIU Post have no reason to believe that our campus would be a target. However, the Department of Health and the U.S. Postal Service have issued safety alerts and we feel that it is prudent to share their recommendations with the campus community.

It is important to note that all non-interoffice mail is screened at the Greenvale Post Office before it arrives here on campus. In addition, many reports of suspicious packages and threats of biological terrorism prove to be hoaxes. Regardless of this, all suspicious envelopes, packages, and substances must be treated as though they pose a risk.

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. 2222** to report that you've received a parcel in the mail that may contain biological or chemical substances.

Other Safety Measures:

1. **If you receive an envelope that appears to be empty:**
   - Place the envelope in a plastic bag.
   - **DO NOT PASS THE ENVELOPE TO OTHERS FOR INSPECTION**.
   - Wash your hands with soap and water.
   - Call Public Safety at **ext. 2222** and notify your supervisor.
2. **If you receive an envelope containing powder, and the powder spills out onto surface:**
   - **DO NOT CLEAN UP THE POWDER. KEEP OTHERS AWAY**.
   - Wash your hands with soap and water.
   - **DO NOT TRY TO BRUSH THE POWDER OFF OF YOUR CLOTHES**.
   - Avoid contact with others.
   - Call Public Safety at **ext. 2222** and notify your supervisor.
3. **If possible, shut down any fans or air ventilation systems.**
   - Leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
   - Remove clothing and place in a plastic bag as soon as possible.
   - Shower with soap and water as soon as possible. Do not use bleach or other disinfectants.
   - Put on fresh clothing.
   - Make a list of all people who had contact with the powder and give list to Public Safety.
4. **Package marked with threatening message such as "ANTHRAX":**
   - **DO NOT OPEN IT**.
   - Leave it and evacuate the room.
   - Call Public Safety at **ext. 2222** and notify your supervisor.
   - **DO NOT ALLOW OTHERS INTO THE AREA**.
5. **Aerosolization, small explosion, or letter stating "Anthrax in Heating System":**
   - Leave the room immediately.
   - Secure the entry way.
   - Call Public Safety at **ext. 2222** and notify your supervisor.
   - **DO NOT ALLOW OTHERS INTO THE AREA**.
   - If possible, shut down any fans or air ventilation systems.
   - Remain on the premises until Public Safety arrives.
   - Make a list of all people who were in the area at the time and give it to Public Safety.
6. **A threat by telephone:**
   - **DO NOT ARGUE WITH OR ANTAGONIZE THE CALLER**.
   - Listen carefully so that you can recall the details later. Listen for background noises.
   - Call Public Safety at **ext. 2222** and notify your supervisor.

Facts about Anthrax:

- Anthrax organisms can cause skin infection, gastrointestinal infection, or pulmonary (lung) infection.
- To cause an infection, it must be rubbed into abraded skin, swallowed, or inhaled.
- Disease can be prevented after exposure to Anthrax spores by early treatment with the appropriate antibiotics.
- Anthrax is not spread from one person to another.

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at **ext. 2214**. If you have any health-related questions, call LIU Post Medical Services at **ext. 2345**.

HOLIDAY SAFETY TIPS

As the Holiday Season approaches, the Department of Public Safety would like to share some holiday crime prevention tips with you.

- Be sure to lock your doors and windows when leaving your room, apartment or home even for brief periods.
- Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones etc. unattended even for brief periods of time.
- **DO NOT DISPLAY HOLIDAY GIFTS WHERE THEY CAN BE SEEN FROM WINDOWS, DOORWAYS OR OPENLY VIEWABLE AREAS**.
- Be cautious of strangers soliciting for charitable donations. Ask for identification, how the donated funds will be used, etc.
- When you go out for the evening be sure to turn on the lights and a radio or television so your residence appears to be occupied.
- Don't leave boxes from TVs, VCRs, computers, etc. out at the curb for trash pick up. Break them down.
- Record all serial numbers or mark valuables with an identification number.
- Carry your purse under your arm with the flap turned into your body.
- Park in well lit areas. Be aware of your surroundings.

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at **ext. 2214**. If you have any health-related questions, call the LIU Post Medical Services at **ext. 2345**.

AIRPORT SECURITY & PREPARATION TIPS

Prepare for Takeoff is more than a slogan; it is a call for action. Everyone needs to play an active role in contributing to air travel security. Together, airlines, airports, travel agents, government officials, and you, the passenger, can contribute to making air travel safe, secure, and efficient.

How can I contribute?

Become a Smart Traveler. There are preparations you can make before you arrive at the airport to help you move more quickly and efficiently through the new security processes. Here you will find suggestions on what to wear to the airport and how to pack for your trip. We've also included a pre-flight checklist to help you Prepare for Takeoff.

- Dress the Part
- Pack Smart
- Final Checklist

Dress the Part

Be aware that any metal detected at the checkpoint must be identified. If you set off the alarm, you will be required to undergo a secondary screening, including a hand-wanding and a pat-down inspection.

You can remove metal items at the security checkpoint and place them in the bins provided. The bins will be sent through the X-ray machine. You can save time, however, by not wearing metal items or by placing such items in your carry-on baggage before you get in line.

TIP: Avoid wearing clothing, jewelry, or other accessories that contain metal when traveling.

- Jewelry (pins, necklaces, bracelets, rings, watches, earrings, body piercings, cuff links, lanyard or bolo tie)
- Shoes with steel tips, heels, shanks, buckles or nails
- Clothing with metal buttons, snaps or studs
- Metal hair barrettes or other hair decoration
- Belt buckles
- Under-wire brassieres

Hidden items such as body piercings may result in a pat-down inspection. You may ask to remove your body piercing in private as an alternative to the pat-down search.

TIP: Avoid placing metal items in your pockets.

- Keys, loose change, lighters
- Mobile phones, pagers, and personal data assistants (PDAs)

TIP: Instead, place jewelry and other metal items in your carry-on baggage until you clear security.

TIP: Pack your outer coat or jacket in your baggage when possible.

Outer coats including trench coats, ski jackets, leather jackets, overcoats and parkas must go through the X-ray machine for inspection. If you choose to wear an outer coat to the checkpoint, you will need to either place it in your carry-on or put it in the bin that is provided for you. You will not need to remove suit jackets or blazers unless requested by the screener.

Plan Ahead - Pack Smart

Carry-on Baggage is a small piece of luggage you take onboard the airplane with you. You are allowed one carry-on in addition to one personal item such as a laptop computer, purse, small backpack, briefcase, or camera case.

Checked Baggage is luggage you check in at the ticket counter or at curbside. It will not be accessible during your flight.

Below are a number of tips for packing your checked baggage that will help to speed your trip and ensure that your checked bag makes the flight with you.

- Don’t put film in your checked baggage, as the screening equipment will damage it.
- Consider putting personal belongings in clear plastic bags to reduce the chance that a TSA screener will have to handle them.
- Pack shoes, boots, sneakers, and other footwear on top of other contents in your luggage.
- Avoid over-packing your bag so that the screener will be able to easily reseal your bag if it is opened for inspection.
- If possible, spread your contents over several bags. Check with your airline or travel agent for maximum weight limitations.
- Avoid packing food and drink items in checked baggage.
- Don’t stack piles of books or documents on top of each other; spread them out within your baggage.

You can move through the screening process more quickly by following these packing tips:

- Do **NOT** pack or bring prohibited items to the airport.
- Put all undeveloped film and cameras with film in your carry-on baggage. Checked baggage screening equipment will damage undeveloped film.
- Check ahead of time with your airline or travel agent to determine the airline's baggage policy, including number of pieces you can bring and size and weight limitations.
- Carry-on baggage is limited to one carry-on bag plus one personal item. Personal items include laptops, purses, small backpacks, briefcases, or camera cases. Remember, 1+1.
- Don’t forget to place identification tags with your name, address and phone number on all of your baggage, including your laptop computer. It is a good idea to place an identification tag inside your baggage as well.
- Avoid overpacking so that your articles don't spill out if your bag is opened for inspection.
- Think carefully about the personal items you place in your carry-on baggage. The screeners may have to open your bag and examine its contents.
- Wait to wrap your gifts. Be aware that wrapped gifts may need to be opened for inspection. This applies to both carry-on and checked baggage.

Before You Arrive: Final Checklist

Check with your airline or travel agent

- To determine how early to arrive at the airport. Recommended check-in times differ by airline and airport.
- To determine whether you should go to the ticket counter or checked-baggage screening area first. Not all airports are the same since the addition of checked-baggage screening. Curbside check-in may also be available.
- If you do not have checked baggage and you already have a boarding pass, ticket or ticket confirmation, you can proceed directly to your gate through the security checkpoint. Please note that certain airlines do not offer gate check-in.

Check with your airport

- To confirm which parking lots are open if you will be parking at the airport. Some lots may be closed for security reasons. Be sure to allow extra time for parking and shuttle transportation.

Check to make sure you

- Bring a boarding pass, ticket, or ticket confirmation, such as a printed itinerary and a government-issued photo ID. Children under the age of 18 do not require an ID.
- Bring evidence verifying you have a medical implant or other device if it is likely to set off the alarm on the metal detector; bring evidence verifying this condition. Although this is not a requirement, it may help to expedite the screening process.
- Have removed prohibited items such as pocketknives, scissors, and tools from your carry-on baggage.

Have a safe trip and enjoy your flight!

For further details and information please access the Transportation Security Administration's website at **www.tsa.gov/public**

COMPUTER THEFTS

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

PREVENTION

- 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.
- 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 ensure that all valuable items are properly secured and remove non-securable items.

FOR NON-EMERGENCY INQUIRIES, PLEASE CONTACT THE DEPARTMENTS OF PUBLIC SAFETY EXT. 2214 (ADD PREFIX 299 WHEN USING OUTSIDE LINES).

C-CERT (CAMPUS-COMMUNITY EMERGENCY RESPONSE TEAM)

The Campus-Community Emergency Response Team (C-CERT) at LIU Post 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 Nassau 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.

LIU POST C-CERT MISSION STATEMENT

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

C-CERT has excelled due to the dedication, experience and thorough training of its volunteers. C-CERT's training was designed by the Federal Emergency Management Agency (FEMA), and taught by experts from Nassau County's Office of Emergency Management (OEM). Required participation in training scenarios goes towards enhancing the team's knowledge and value to the community and to the agencies we support.

When activated, we will be prepared and work together as an emergency response team assisting our campus community and the community in general.

- **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 Nassau County Office of Emergency Management. All volunteers will be required to complete a six-week, 15-hour basic training course. C-CERT basic training is comprised of six sessions and includes the following units:
- Emergency Preparedness
- Fire Safety
- Emergency Medical Operations
- Simple Search and Rescue Operations
- CERT Organization
- Disaster Psychology
- 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.

CHAPTER FIVE

JEANNE CLERY ACT

CRIME AWARENESS & CAMPUS SECURITY ACT OF 1990

In accordance with the provisions of the Jeanne Clery Act, LIU Post's 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 LIU Post; 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

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.

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, campus radio/TV etc.)

- Murder
- Sex Offenses: Forcible; Nonforcible
- 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.

MISSING STUDENT POLICY

All resident students will be required to provide and file a Missing Student Contact Information Form which provides a contact person who will be notified in the event that the resident 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 (or parent/legal guardian if under the age of 18) no 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.

The term “missing student” would be defined for any LIU Post student residing in an on-campus residence hall. 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 LIU Post 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.

HATE CRIMES

Investigation of hate-motivated crimes and incidents is a priority at LIU Post.

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

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 August, 2008, the Clery Act was amended to include the following crimes under the hate crime category: (a) larceny/theft, (b) simple assault, (c) intimidation and (d) destruction/damage/vandalism.

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.”

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. It is one of the most frequently committed violent crimes in the United States and most unreported.

If attacked or confronted by an assailant, try to attract attention. Assess the situation: options are to fight, run, or reason with the assailant. Personal safety awareness programs and self-defense courses can help educate one as to how to respond appropriately in a sexual assault situation.

Acquaintance rape, sexual assault that occurs between people who know each other, is far more common on college campuses than stranger rape. Acquaintance rape is as serious as any other form of rape.

If you are assaulted:

1. Report the incident immediately.
2. **DO NOT WASH, SHOWER, CHANGE CLOTHES, OR DOUCHE BEFORE CALLING OR GOING FOR HELP**.
3. All efforts should be made to preserve evidence. **DO NOT TOUCH ANY EVIDENCE OF AN ATTACK OR STRUGGLE** even if the assault took place in your room or home.
4. Go to a safe place. Ask a friend to stay with you. Call Public Safety at **ext. 2222**.

If you feel you are the victim of a sexual assault on campus, report the incident so that trained campus staff members can provide prompt and supportive assistance. Public Safety personnel will keep all calls confidential and will:

- Meet with you privately at a place of your choice to take a complaint report.
- Refuse to release your name to the public and the press.
- Treat you and your particular case with courtesy, sensitivity, dignity, understanding, and professionalism.
- Try to accommodate your wish to speak to either a male or female officer.
- Assist you in arranging for any hospital treatment or other medical care.
- 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.
- Consider your case seriously regardless of your gender.
- Cooperate with the Office of Residence Life in changing academic and living arrangements precipitated by the offense if you request such action.

Procedures are in place for on-campus disciplinary action in cases of alleged sexual assault. In such disciplinary actions the accuser and the accused (1) are entitled to the same opportunities to have others present during the proceedings and (2) shall be informed of the outcome of the proceedings. Any individual found guilty of rape, acquaintance rape, or other sex offenses (forcible or nonforcible) following an on-campus disciplinary procedure is subject to sanctions up to and including expulsion from the campus.

N.Y.S. LAWS & PENALTIES REGARDING SEX OFFENSES

N.Y.S. PENAL LAW

DEFINITIONS INVOLVING LACK OF CONSENT:

A. **Mentally Defective:** a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his/her conduct.
B. **Mentally Incapacitated:** a person is rendered temporarily incapable of appraising or controlling his/her conduct owing to the influence of a narcotic or intoxicating substance administered to him/her without his consent, or to any other act committed upon him/her without his consent.
C. **Physically Helpless:** a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
D. **Forcible Compulsion:** to compel by either (a) use of physical force; or (b) a threat, express or implied, which placed a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
E. **Age:** male/female less than 17 years of age is incapable of consenting to any act as per NYS Penal Law Article 130 (Sex Offenses). One must be at least 17 years of age to legally engage in any sexual activity. If age is the only factor, it is known as a "statutory" offense.

Note: It is not a defense that the defendant did not know the age of the victim. A basic element of all sex offenses is the lack of consent. Without lack of consent there would be no sex offense.

RAPE

Rape is always a felony. A person is guilty of rape when a person engages in sexual intercourse with another person without that person's consent. Rape may be committed in seven (7) ways:

1. Forcible compulsion
2. Mentally Defective
3. Mentally Incapacitated
4. Person 21 years of age or older, engages in sexual intercourse with another person who is less than seventeen (17) years of age (16, 15, or 14).
5. Person, age 18 years of age or older, engages in sexual intercourse with another person who is less than 14 years old (13, 12, or 11).
6. The victim is physically helpless.
7. A male engages in intercourse with a female who is less than 11 years old (10 or less.)

SODOMY

Sodomy is always a felony. A person is guilty of sodomy when that person engages in deviant sexual intercourse with another person, without that person's consent. Sodomy may be committed in seven (7) ways as described above, under rape.

SEXUAL MISCONDUCT

Sexual misconduct is always a misdemeanor. A person is guilty of sexual misconduct when:

- he or she engages in sexual intercourse with another person without such person's consent; or
- he or she engages in deviant sexual intercourse with another person without such person's consent; or
- he or she engages in sexual conduct with an animal or a dead human body.

SEXUAL ABUSE

Sexual abuse is either a felony or a misdemeanor. A person is guilty of sexual abuse when he or she subjects another person to sexual contact without the latter's consent. In addition to forcible compulsion or incapacity to consent a person can be charged with sexual abuse in any case in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

"Misdemeanor" means an offense, other than a "traffic infraction," for which a sentence to a term of imprisonment in excess of fifteen days may be imposed, but for which a sentence to a term of imprisonment in excess of one year may not be imposed.
"Felony" means an offense for which a sentence to a term of imprisonment in excess of one year may be imposed.
"Crime" means a misdemeanor or a felony.

SEXUAL ASSAULT PREVENTION

- Avoid working, studying, or being alone in buildings, resident halls, or isolated areas of the campus.
- **DO NOT SHOWER IN A DESERTED GYM OR RESIDENCE HALL SHOWER**.
- Be cautious about dating someone you do not know well. Obtain information from a mutual acquaintance or try to arrange a double date or group activity.
- Avoid excessive use of alcohol, and do not use illicit drugs; they interfere with clear thinking and effective communication.
- Never leave beverages unattended or out of sight.
- Know your sexual desires and limits. Communicate them clearly.

If you find yourself in an unwanted sexual situation, be assertive. **JUST SAY NO**. If you are told no when you make sexual advances, accept it. **NO MEANS NO!**

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, took 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, volunteers services or is a student.

Information concerning registered sex offenders who may be attending or employed by LIU Post may be obtained through the local law enforcement agency with jurisdiction:

- Old Brookville Police Department, 5701 Northern Boulevard, Old Brookville, New York 11545; **516-626-1300**
- Old Westbury Police Department, 1 Storehill Road, Old Westbury, New York 11568; **516-626-0200**
- Nassau County Police Department Second Precinct, 77-100 Jericho Turnpike, Woodbury, New York 11797; **516-573-6200**
- Nassau County Police Department, Third Precinct, 214 Hillside Avenue, Williston Park, New York 11596; **516-573-6300**

Or by accessing the New York State Division of Criminal Justice Services website at **http://criminaljustice.state.ny.us/nsor/**.

CRIMINAL OFFENSES

Criminal Offenses - On-campus	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	2	0
Nonforcible sex offenses	5	0	0
Robbery	0	0	0
Aggravated assault	3	1	1
Burglary	7	4	5
Motor vehicle theft	0	0	1
Arson	2	0	0
Negligent manslaughter	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)	0	0	0

Criminal Offenses - On-campus Residence Halls	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	5	2	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	3	0	1
Burglary	6	2	5
Motor vehicle theft	0	0	0
Arson	2	0	0
Negligent manslaughter	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)	0	0	0

Criminal Offenses - Non-campus	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)	0	0	0

Criminal Offenses - Public Property	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)	0	0	0

HATE OFFENSES

Hate Offenses - On-campus	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Nonforcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)	0	0	0

Hate Offenses - On-campus Residence Halls	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Nonforcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)	0	0	0

Hate Offenses - Non-campus	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Nonforcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)			0

Hate Offenses - Public Property	2010	2011	2012
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Nonforcible (Include only incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving bodily injury	0	0	0
Larceny- Theft (Hate Crime)	0	0	0
Simple Assault (Hate Crime)	0	0	0
Intimidation (Hate Crime)	0	0	0
Destruction, Damage, Vandalism of property (Hate Crime)	0	0	0

ARRESTS

Arrests - On-campus	2010	2011	2012
Liquor law violations	0	0	0
Drug law violations	1	1	1
Illegal weapons possessions	0	0	0
Fire Statistics	–	–	0

Arrests - On-campus Residence Halls	2010	2011	2012
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
Fire Statistics	–	–	0

Disciplinary Actions/Judicial Referrals - On-campus	2010	2011	2012
Liquor law violations	200	246	234
Drug law violations	83	46	100
Illegal weapons possessions	0	0	0
Fire Statistics	–	–	0

Arrests - Non-campus	2010	2011	2012
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
Fire Statistics	–	–	0

Disciplinary Actions/Judicial Referrals - Non-campus	2010	2011	2012
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Arrests - Public Property	2010	2011	2012
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

Disciplinary Actions/Judicial Referrals - Public Property	2010	2011	2012
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

FIRE SAFETY POLICY

On this page, you will find the statistics, policies, and practices regarding fire safety maintained by the Department of Public Safety at LIU Post. Included below you will also find 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.

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 **516-299-2222 or dial 911** for assistance.

EMERGENCY TELEPHONE AND CAMPUS NUMBERS

516-299-2222, 516-299-2214, or 911

HOW TO REPORT A FIRE

If a burning odor or smoke is present, call the Department of Public Safety at **516-299-2222 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 systems is considered irresponsible behavior and endangers the lives of others and can result in immediate judicial or criminal action. LIU Post 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 extinguisher 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 or 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 **ext. 2222**.
- 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 it 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 **ext. 2222**, 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 STATISTICS FOR THE 2012 ACADEMIC YEAR

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

Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Riggs Hall	1	1	Burnt paper	0	0	$ 0
Brookville Hall	1	0	0	0	0	$ 0
Queens Hall	0	0	0	0	0	$ 0
Suffolk Hall	0	0	0	0	0	$ 0
Kings Hall	0	0	0	0	0	$ 0
Nassau Hall	0	0	0	0	0	$ 0
Post Hall	0	0	0	0	0	$ 0
The Suites	1	1	Brunt Popcorn	0	0	$ 0
Total	**3**	**2**	**2**	**0**	**0**	**$ 0**

The following is published in the Annual Security Report on the Public Safety website:
Description of the fire safety system for all residence housing on campus:

- Full sprinkler system with stand pipe system
- ABC and H20 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: Two drills are held per semester (a total of 4 annually) by Fire Safety Officer in conjunction with 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.

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 RAs.
- 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 RAs (Resident Assistants).
- Every September, the Department of Public Safety conducts a live burn of a mock dorm room on the Great Lawn to promote fire safety awareness and prevention.

FIRE LOG

The LIU Post 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.**

If you have any questions, please call Michael Conklin, our Fire Safety Officer at **516-299-4033** and/or contact the Department of Public Safety at **516-299-2222** (emergencies) or **516-299-2214** (general inquiries).

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at **ext. 2214**. If you have any health-related questions, call the LIU Post Medical Services at **ext. 2345**.

FIRE SAFETY ALERT

Recently this campus was inspected by representatives of the Office of Fire Prevention and Control, a branch of the Department of State for the State of New York. This annual inspection (and subsequent re-inspection) is mandated by law to ensure safety from fires on all college campuses. The main cause of violations for our campus was the blocking open or obstruction of fire doors and smoke doors. The NY State Fire Code states: "Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable. Fire door assemblies shall not be modified." Fire doors are to remain closed at all times unless held open by 'approved hold-open devices' connected to the fire alarm system. In consideration of these regulations, the following tips are submitted:

1. Fire doors are separating doors from hallway to hallway, opening protective doors to all stairways, protective doors to mechanical rooms and heating rooms, and doors protecting residential areas. **They are to remain closed at all times.**
2. Remove all material used to block open fire and smoke barrier doors. This may take some diligence as door chocks keep returning.
3. Remove all mechanical devices (door stops) installed on the door to keep it open. This may involve reporting the door to facilities to have the door stops removed.
4. Remind all personnel that fire doors are to **remain closed at all times** and blocking them open is a violation of the fire codes.

Another major violation witnessed is the use of extension cords in lieu of permanent wiring. The NY State fire code states: "Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subjected to environmental damage or physical impact." If your area or office is using extension cords, please:

1. Remove all extension cords from the area.
2. Contact facilities and report the use of extension cords for future planning of electrical wiring.
3. Never use extension cords with multi-plug adapters.
4. Remember, extension cords are for 'daily' use of electrical appliances such as audio/visual devices, projectors and similar devices. **They are not to be used in place of permanent wiring.**

We all have to help to reduce and remove fire code violations. Your help is greatly appreciated.

CHAPTER SIX

Gas Leak Suspected

Natural gas leaks may occur and may bring danger of an explosion. Gas leaks are identified by an odor similar to rotten eggs. **If a gas leak is suspected, do the following:**

- Notify Public Safety. They will provide any direction you need. If you feel the need to evacuate immediately, do so.
- Notify others who may be affected.
- **DO NOT TURN ON OR OFF ANY ELECTRICAL DEVICE INCLUDING LIGHT SWITCHES** (spark prevention).
- If gas leak is inside building, ventilate by opening windows.
- If gas leak is outside the building, close windows and ventilation air intakes.
- Turn off all ignition sources.
- Public Safety will assess and determine if there is a need to evacuate.

If you are asked to evacuate:

- Leave lights on.
- **DO NOT LOCK DOORS.**
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Everyone should evacuate upwind of gas odor to a safe distance outside of building (preferably to a distance of 300 feet or greater).
- Try to determine if anyone is missing after you have evacuated and report those missing to Public Safety.
- No one may re-enter the building until the Fire Department or Public Safety declares entire building to be safe.
- Notify students and staff of termination of emergency.
- Resume normal operations.

Evacuation Procedures

Evacuation routes and evacuation rally points may change depending on the nature and location of the emergency. Follow instructions of your Emergency Building Manager (EBM) and Emergency Floor Supervisors (EFS). The EBM and EFS are responsible for conducting/facilitating evacuation procedures for their assigned building and assisting Public Safety.

If the fire alarm sounds or you are instructed to evacuate:

- Evacuate your area.
- Leave all personal belongings behind, unless instructed otherwise.
- Walk without delay, but do not run.
- **DO NOT USE ELEVATORS.** They will not operate if the fire alarm system is activated.
- Assist those with temporary or permanent disabilities needing special assistance evacuating.
- Evacuate using the primary evacuation path to your designated outside evacuation rally point.
- Avoid any dangerous areas.
- Try to account for all students when you reach the designated evacuation rally point.
- Notify Public Safety if anyone is missing or injured.
- Supervise all students; prevent them from leaving the evacuation rally point area.
- Remain at the evacuation rally point area; **DO NOT REENTER THE BUILDING** until told to do so by Public Safety or the Fire Department.

SHELTER-IN-PLACE PROCEDURES

Shelter-in-Place: It is a temporary strategy designed to be used when it is safer to remain inside rather than evacuate to the outside.

If Instructed to Shelter-In-Place:

- Follow instructions of your Emergency Building Manager (EBM) and Emergency Floor Supervisors (EFS).
- The EBM and EFS are responsible for conducting/facilitating shelter-in-place procedures for their assigned building and assisting Public Safety.
- Close all doors and windows to seal off the building from the exterior.
- If there is an outside hazardous material or terrorism threat, shut down ventilation systems.
- Leave all personal belongings behind, unless instructed otherwise.
- Relocate everyone to pre-determined shelter areas (inside room or hallway). Stay away from windows.
- Supervise everyone in shelter; prevent them from leaving the shelter.
- Notify Public Safety if there are any injuries.
- Remain in the shelter until advised by EBM or Public Safety.

TERRORISM

Types of Terrorism

Chemical: Involves use of chemical agents to deliberately harm or incapacitate people. Agents are poisonous gasses, liquids, or solids that have a toxic effect. They are introduced through inhalation or absorption through the skin or mucous membranes from food, water, or the air. Effects from an acute chemical event will be immediate and obvious.

Biological: Involves the intentional use of biological agents, or germs, to cause illness. Biological agents are viruses, bacteria, fungi, and toxin from living organisms that have illness-producing effects. Effects may not be known immediately because of the delay between exposure and onset of illness. Agents of greatest concern are: anthrax, smallpox, plague, and botulism.

Radioactive/Nuclear: There are two primary scenarios for a nuclear or radiological attack. One is the detonation of a nuclear bomb. The second scenario is the detonation of a conventional explosive device incorporating nuclear materials (a so-called “dirty bomb” or radiological dispersal device).

Explosive: Conventional terrorism most often takes the form of bombs and other explosive devices in order to inflict traumatic injury. The danger to people comes from the effects of the blast. To date, this has been the most common type of terrorist attack.

Inside Attack:

- Notify Public Safety immediately of suspected chemical attack, injuries and/or physical symptoms detected.
- Open doors and windows to bring in fresh air.
- If possible, turn on exhaust ventilation equipment.
- If attack affects your area, evacuate everyone to outside.

Outside Attack:

- Notify Public Safety immediately of suspected chemical attack, injuries and/or physical symptoms detected.
- Close doors and windows.
- Turn off ventilation systems.
- Shelter-in-place.
- Listen for official instructions and follow directions.

MEDICAL EMERGENCY PROCEDURES

Notify Public Safety to report the medical emergency. Provide the following information:

- Nature of the incident
- Location and number of victim(s)
- Nature of illness or injury
- Hazards in the area (e.g., electrical shock, hazardous vapor, etc.)
- Ambulance needed
- If the illness or injury appears life threatening, you should **call 911** directly and then notify Public Safety.
- Keep all non-essential personnel away from the scene.
- **DO NOT ATTEMPT TO MOVE THE VICTIM(S)** unless they are in immediate danger.
- **DO NOT ATTEMPT TO TREAT THE VICTIM(S)** if you are not formally trained and/or certified (i.e. first aid, CPR, AED).
- Keep the victim(s) calm and reassure that help is on the way.
- Take "universal precautions" to prevent contact with bodily fluids.

Universal Precautions: Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth-to-mouth resuscitation).
- Preserve the scene of the medical emergency in the event the incident will require an investigation by EH&S or Police.
- **DO NOT CLEAN UP ANY BODILY FLUIDS**, unless trained and properly equipped.
- Keep all patient information confidential.

CRIMINAL BEHAVIOR

- Be alert to what's going on around you.
- **DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED**.

Notify Public Safety immediately if you witness a crime in progress or observe a suspicious person or activity, and be prepared to provide the following:

- Your name
- What is happening
- Where it is happening
- How many people are involved/ Anyone injured
- Description of the assailant – clothing, physical characteristics, etc.
- Any weapons
- Location of the assailant or direction of their escape
- Public Safety Officers will be dispatched to assess the situation.
- Stay on the phone with Public Safety until a Public Safety Officer arrives and provide additional information, as it becomes available or the situation changes.
- If possible, remain out of sight. Be concerned with your personal safety and act cautiously.
- If the offender has weapons or is suspected of having weapons, take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from any armed offender.
- In the event of violent, hostile, or criminal behavior, leave the immediate area if possible, and direct others to do so.
- Always err on the side of caution and contact Public Safety.
- Follow **SHELTER-IN-PLACE** procedures when instructed to do so.

CIVIL UNREST

Notify Public Safety and provide the following:

- Your name
- What is happening
- Where is it happening
- How many people are involved
- Any injuries, violence, property damage, etc.
- Public Safety Officers will be dispatched to assess the situation.
- Follow instructions of Public Safety to ensure the safety of everyone.

RESCUE

- **DO NOT ATTEMPT RESCUE OF ANYONE** overcome by chemical vapors or gases in an enclosed room or area – only trained rescuers should enter the area protected with self-contained breathing apparatus.
- Notify Public Safety immediately.
- If exposed to a hazardous material, on clothing, skin or by inhalation, remove the clothing, and seek medical treatment immediately.

HAZARDOUS MATERIALS

SPILL PROCEDURES

Inside Spills:

Call Public Safety to report the emergency. Provide the following information:

- Location of the spill
- Type of chemical spilled
- Known hazards of the spilled chemical
- Quantity spilled
- Number and extent of injuries/illnesses
- Has spill or vapors from the spill spread into the drain or ventilation system?
- Attempt to provide ventilation to the affected area by opening the windows
- Turn on local or building exhaust ventilation if available and safe to do so
- If possible, control access to the affected area by closing doors
- Obtain Material Safety Data Sheet (MSDS) on Hazardous Material involved (MSDSs are maintained in each department)
- If hazardous materials come into contact with your skin, immediately flush the affected area with clear water for at least 15 minutes.
- Use chemical showers if available.
- If the threat warrants, implement evacuation procedures to ensure that no one is exposed to danger.
- Direct everyone to evacuate immediately, in a calm and orderly manner, to the designated evacuation rally point for the building. **DO NOT USE ELEVATORS**.
- Try to account for all personnel. Report any missing personnel to Public Safety.
- Check people involved for adverse medical symptoms (shortness of breath, fainting, etc.) and request immediate medical attention, if necessary.
- Remain in the designated area until directed by Public Safety or the Fire Dept.
- **DO NOT TRY TO CLEAN UP THE SPILL** unless you are familiar with the hazardous material and are trained and have the proper equipment to perform the clean up.

Outside Spills:

- Close all exterior windows and doors.
- Shut down room ventilation systems if possible.
- Shelter-In-Place inside the building and remain there until directed by Public Safety or the Fire Department.

SUSPICIOUS PACKAGE INDICATION

- Powder in or on the envelope
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”.
- Shows a city or state in the postmark that does not match the return address.

SUSPICIOUS PACKAGE PROCEDURE

- Isolate the suspicious item. **DO NOT TOUCH OR HANDLE ANY SUSPICIOUS ITEMS FOUND**.
- Notify Public Safety that a suspicious package has been detected.
- Alert everyone in adjacent areas that a suspicious letter or package has been found and advise them to clear the area.
- Close the door, prevent others from entering.
- If the suspicious item is believed to be a bomb, evacuate the building and follow procedures for Bomb Threats.
- Write down any reasons for identifying the package as suspicious (e.g., excessive postage; no return address; rigid envelope; feel, etc.).
- Contact the addressee to determine if package was expected.
- Any person who had direct contact with the package should wash their exposed skin with soap and water and seek medical surveillance.

THREATENING TELEPHONE CALLS

- Remain calm.
- **DO NOT HANG UP**, keep the caller on the line as long as possible, and listen carefully.
- Signal someone to call Public Safety.
- Note the time of the call.
- Try to get caller’s number if you have caller ID.

Ask the caller the following questions:

- Where is the bomb?
- When will it explode?
- What does the bomb look like?
- What kind of bomb is it?
- What is the caller’s name and motive for placing the bomb?
- Are you an employee?
- Are you a student?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Make sure Public Safety has been notified.

ELECTRONIC MAIL THREATS

- Remain calm.
- Leave the email message open on the computer, **DO NOT ERASE IT**.
- Notify Public Safety immediately.
- Print the message. Include the properties of the message.
- Save the email.

WRITTEN THREATS

- Remain calm.
- **DO NOT HANDLE WRITTEN THREAT**. Keep everyone from handling it or going near it.
- Save all packing materials.
- Write down everything you remember about the written threat.
- Notify Public Safety immediately.

VERBAL THREATS

- Note the description of the person who made the threat (e.g., name, race, sex, type and color of clothing, body size, hair color, and any distinguishing features).
- Write down the threat exactly as it was communicated to you.
- For rumors, write down known information.
- Notify Public Safety immediately.

BOMB THREAT EVACUATION

- Direct everyone to gather personal belongings.
- Direct everyone not to use cellular phones and pagers.
- Visually sweep room for suspicious items.
- Leave doors and windows open.
- Do not touch the light switch.
- Proceed to the designated Evacuation Rally Point and follow further instructions from Public Safety.

SUICIDE THREAT

- Consider any students, faculty or staff reference to suicide as serious.
- Protect yourself, do not put yourself in harm's way.
- **DO NOT LEAVE THE INDIVIDUAL ALONE**.
- Do not allow the individual to leave until help arrives, if possible.
- Notify Public Safety immediately if you become aware of a suicide threat.
- Talk calmly to the person until appropriate personnel arrive at the scene.

Remember:

- Be positive
- Engage the person in conversation
- Do not become confrontational
- Do not make fast movements toward the individual
- When trained personnel arrive, defer to their judgement on the course of action to be taken.

SUICIDE ATTEMPT

- Notify Public Safety immediately of any suicide attempt. Provide person's name if known.
- Protect yourself, do not put yourself in harm's way.
- **DO NOT LEAVE THE INDIVIDUAL ALONE**.
- Try to calm the suicidal person.
- Try to remove the individual from any immediate means of hurting himself/herself.
- Take "universal precautions" to prevent contact with bodily fluids.

Universal Precautions: Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Exposure occurs through contact with mucous membranes (e.g., eyes, nose, and mouth) or broken (cut or abraded) skin with contaminated blood.

- If you are providing medical treatment, use proper personal protective equipment (i.e. non-latex gloves, face shield barriers, and barriers for mouth to mouth resuscitation).
- Stay with the suicidal person until Public Safety or other help arrives.
- Clear the area to allow emergency personnel to work and provide privacy for the victim.
- Keep everyone away from the scene.
- Remain with the situation as directed by Public Safety, working to defuse the crisis by remaining calm.
- Reassure everyone involved that everything possible is being done to return the situation to normal.
- Do not release any information beyond Public Safety or suicide intervention personnel.

POWER OUTAGE OR UTILITY FAILURE PROCEDURES

If the power goes out or even partial outage:

- Remain calm.
- Notify Public Safety.
- Public Safety will notify Facilities Services and assess the scope and expected duration of the outage.
- Public Safety will provide response directions to you once they complete their assessment.
- Remain in your area/room and do not move around the building unnecessarily.
- Do not attempt to use elevators.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- Emergency lighting should come on automatically. If emergency lights do not come on in your area, notify Public Safety.
- Provide assistance to others in your immediate area who may be unfamiliar with the building.
- If instructed to evacuate, proceed cautiously to your designated evacuation rally point.

If there is loss of another utility:

- Notify Public Safety.
- Public Safety will notify Facilities Services and assess the scope and expected duration of the outage.
- If there is an immediate problem or special needs, notify Public Safety.

INTRUDER/SHOOTER

- If you become aware of an intruder/shooter, notify Public Safety and **911** immediately.
- Always assume an intruder is armed and dangerous.
- If the location of the perpetrator(s) is unknown or on the move, prepare to **SHELTER-IN-PLACE** in your area.
- Remain in place until Public Safety or Police provide you with further instructions.
- If a hostage incident develops, identify room location, number of persons held, and information about the hostage taker. Relay information to Public Safety or Police.
- If you come across an unattended weapon, do not touch it; isolate and secure the area so no one takes the weapon, and notify Public Safety immediately.

If you come face to face with perpetrator(s):

- Do as they demand; never argue.
- Avoid sudden moves which could startle the intruder.
- Take your time.
- Avoid using force unless someone's life is in imminent danger.

SHELTER-IN-PLACE: is a protective action employed to safeguard students and staff when there is an armed perpetrator approaching the campus, on campus, or in a campus building. **SHELTER-IN-PLACE** is employed to keep people away from a violent perpetrator while Public Safety and Police engage the suspect.

Familiarize yourself with the system that will be used to warn you to **SHELTER-IN-PLACE**. This may be the Emergency Alert System, public address system, if available, or telephone.

If instructed to SHELTER-IN-PLACE:

- Follow instructions of your Emergency Building Manager (EBM) and Emergency Floor Supervisors (EFS).
- The EBM and EFS are responsible for conducting/facilitating **SHELTER-IN-PLACE** procedures for their assigned building and assisting Public Safety.
- Lock all exterior doors.
- Take refuge in the nearest classroom, office, or other room.
- Direct anyone immediately outside your area into the nearest room.
- Close and lock or secure doors as much as possible.
- Close and lock windows.
- Close blinds or shades to prevent anyone from seeing inside the room.
- Turn off lights.
- Direct everyone away from windows and doors.
- Prevent anyone from leaving the room.
- If a gunshot or an explosion is heard, get everyone on the floor.
- If the fire alarm sounds, evacuate if there are visible signs of fire. Await instructions if no signs of fire (intruder may pull alarm to get to you).
- Remain in secured area until notified by Public Safety or Police.
- Preserve the crime scene and avoid touching, moving or disturbing evidence.

FIRE PROCEDURES

- 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 or the Fire Department.

IF YOU ARE TRAPPED IN A ROOM/AREA

- Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- Close as many doors as possible between you and the fire.
- Use the telephone to notify Public Safety of your problem and location.
- If you are trapped in an area and need fresh air, only break the window as a last resort, and use caution when breaking the window.

EXPLOSION PROCEDURES

Report any of the following to Public Safety:

- Is there structural damage or collapse?
- Any injuries?
- Is natural gas or any hazardous material leaking?
- Did the explosion disperse any liquids, mists, vapors or gas?
- Did the explosion only destroy a package or the bomb device?
- Are there unexplained odors?

If the explosion is inside:

- Evacuate along established routes to your designated evacuation rally point.
- Redirect to exits away from site of the explosion.
- Do not use elevators.
- Discontinue use of all radios, cell phones (any communication transmitting device).
- Try to account for everyone when you reach the evacuation rally point.
- Notify Public Safety or Incident Commander if anyone is missing or injured.
- Everyone should remain at the evacuation rally point until directed otherwise by Public Safety or the Fire Department.

If the Explosion is Outside:

- If you are in danger due to fire, smoke, danger of collapse, broken glass, or other hazards, evacuate away from the scene of the explosion; follow evacuation procedures.
- Keep **AWAY FROM WINDOWS**.
- If your room is safe, await instructions from Public Safety.
- Prepare to "**SHELTER-IN-PLACE.**"