ANNUAL CAMPUS SECURITY

&

FIRE SAFETY REPORT

2015

(Including Data for Calendar Years 2012-2014)

Teachers College, Columbia University
525 West 120th Street
New York City, New York
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Office of Public Safety
&
Office of Environmental Health & Safety

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About This Report

The members of the Teachers College Offices of Public Safety and Environmental Health & Safety are pleased to present this Annual Campus Security and Fire Safety Report. This report contains important information for the TC community and is prepared in accordance with the Campus Security Act (Clery Act), as amended by the Violence Against Women Act (VAWA), and New York State Education Law Articles 129A and 129B. The current version may be found at: www.tc.edu/policylibrary/CampusSecurityReport

Paper copies are available from the Office of Public Safety, in Suite 1A, of Whittier Hall, 212-678-8359.

The Campus Security Act (Clery Act)

The Clery Act requires colleges and universities to publish annual security and fire safety reports. These reports must contain certain policies and procedures as well as campus crime and fire statistics. These statistics are also reported to the U.S. Department of Education and are available on the Department website www.ope.ed.gov/security.

These statistics are compiled by the Office of Public Safety (OPS) and the Office of Environmental Health and Safety (EHS). They are based not only on information reported directly to the offices but also on information provided by the New York City Police Department 26th Precinct and by other “Campus Security Authorities” (CSAs). CSAs are individuals or organizations that “have significant responsibility for student and campus activities including student housing, student discipline, and campus judicial proceedings.”

At Teachers College, individuals occupying the following positions are CSAs: Office of Public Safety (all managers and officers), Office of Residential Services (directors, associate directors and community assistants), Office of the Provost (vice provost, associate provost), Office of Student Affairs (directors and associate directors), Office of Access/Disabilities (director and associate directors), and Diversity and Community Affairs (vice president and director). A few faculty and staff responsible for certain off-site programs for which reporting is required are also CSAs.

Note: Campus pastoral and professional counselors are obligated to protect the confidentiality of communications with those they counsel and are not CSAs with regard to those individuals. They are encouraged to provide information about college resources to those they counsel.

The Campus Security Act also requires “timely warnings” or “immediate notifications” of Clery Act crimes and fire logs, and other efforts designed to protect and inform students, faculty and staff. For more information, see page 22.

Campus Crime and Fire Statistics

The Clery Act requires publication of certain crime statistics for the three most recent calendar years. The statistical information on crimes is found in Appendix A and B, and the fire statistics are found in Appendix C; all in the back of this report.

The crimes reported were not necessarily committed against members of the college community. Crimes reported on the campuses of other Morningside Heights Institutions (Columbia University, Barnard College, Union Theological Seminary, Jewish Theological Seminary, and the Manhattan School of Music) are not included in Teachers College statistics, as those institutions compile their own crime statistics.

Columbia University’s current Annual Campus Security Report can be found at: www.columbia.edu/cu/publicsafety. Teachers College wishes to thank James McShane, Columbia University’s Vice President for Public Safety, for generously sharing portions of the Columbia University’s Report with Teachers College.

Reportable Crimes and Offenses

The Clery Act uses the Federal Bureau of Investigation’s Uniform Crime Reporting Handbook (UCR) for most crimes. The Violence Against Women Act (VAWA) sets out additional definitions.

The following definitions are drawn from these sources and from the most recent U.S. Department of Education Handbook for Campus Safety and Security Reporting (2011).

State Law has varying definitions of many sex and gender-related crimes and bias crimes. In accordance with New York State Education Law Article 129A and VAVA, these definitions are
available as “New York Sex Crimes and Bias Crimes” at www.tc.edu/consumerinformation.

New York State Education Law Article 129-B uses a third set of definitions, adopted from an alternate federal source. They are also set out below.

Criminal Homicide

Murder and Non-negligent Manslaughter

- The willful (Non-Negligent) killing of one human being by another.

Manslaughter by Negligence

- The killing of another person through gross negligence.

Sex Offenses

VAWA revised the definitions and categories of sex offenses used under Clery. Teachers College used the new definitions to the extent possible in reporting calendar year 2013 crimes and uses the new definitions to report all calendar year 2014 crimes.

These are the Definitions as of July 1, 2015. They have been applied to calendar 2014 statistics:

Sex Offense: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Under Clery, sexual assault includes all of these offenses.

- **Rape**: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest**: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (In New York, the age of consent is 17.)

Under prior regulations, sex offenses were divided into “forcible” and “non-forcible” sex offenses as follows:

**Forcible Sex Offense**: 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.

**Forcible Rape**: The carnal knowledge of a 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy**: Oral or anal sexual intercourse with 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 temporary or permanent mental or physical incapacity.

**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 or against the person’s will where the victim is incapable of giving consent because of youth or temporary or permanent mental or physical incapacity.

**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 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 incapacity.

**Non Forcible Sex Offense**: Unlawful, non-forcible sexual intercourse: Incest and Statutory Rape (as currently defined).
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 results 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 a theft. For reporting purposes the definition includes: unlawful entry with intent to commit larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of these offenses.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. (Incidents are classified as motor vehicle thefts in all cases where automobiles are taken by persons not having lawful access, even though the vehicles may be later abandoned, including joyriding.)

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.

VAWA Crimes: Dating Violence, Domestic Violence, and Stalking
These crimes were added to those that must be reported under Clery by the 2013 VAWA reauthorization:

Dating Violence- Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

Domestic violence- A felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim,
2. By a person with whom the victim shares a child in common,
3. By a person who is co-habitating with or has co-habitated with the victim as a spouse,
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
5. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

New York treats some dating violence as domestic violence. State’s domestic violence laws (“Family Offenses”) cover persons who are related by blood; persons who are married or formerly married; persons with a child in common; intimate partners who live together (or used to); and those who are or have been in an “intimate relationship” (regardless whether sexual). In determining whether a relationship is an “intimate relationship” New York looks to factors similar to those of Clery’s definition of dating violence. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts constitutes an “intimate relationship.”

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
For the purposes of the definition of “stalking.”

1-Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

2-Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

3-Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment of counseling.

Arrests and Disciplinary Actions

Clery also requires the reporting of alcohol, drug and firearm related arrests and referrals for campus disciplinary action.

Drug-Related Violations

Violations of Federal, 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, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Liquor Law Violations

Violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

For Drug and Alcohol abuse education programs see: www.tc.edu/policylibrary/drugfreecampus.

Weapon Law Violation

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Bias or Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a pre-formed negative opinion or attitude toward a group of persons based on a protected class.

For Clery purposes, hate crimes are those in which the victim is intentionally selected because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability. Reportable hate crimes include bias-motivated homicide, sex-offenses, robbery, aggravated assault, burglary, motor-vehicle theft and arson (as previously defined) and:

1. Larceny-theft (except motor vehicle theft) -The unlawful taking, carrying, leading, or riding away of property from possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
2. Simple Assault-An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
3. Intimidation-To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. Destruction/Damage/Vandalism-to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Please see TC’s policy on Hate or Bias Crime Reporting: www.tc.edu/policylibrary/Hate-or_Bias_Crime_Reporting.

Title IX, VAWA & NYS Education Law Article 129-B.

Teachers College is committed to fostering an environment free from gender-based discrimination and harassment, including sexual assault and other forms of gender-based misconduct. Through the implementation of policies and procedures as well as education and prevention programs, the College seeks to increase awareness of such misconduct, prevent its occurrence, investigate reports of misconduct, support victims, deal fairly with those accused of violating College policy, and sanction those found to have violated College policy.

College policies and procedures reflect the College’s commitment to a safe and non-discriminatory educational environment and comply with Title IX, the federal law prohibiting sex and gender discrimination in higher education, the Violence Against Women Act (which substantially amended the Clery Act), and New York State Education Law, including newly adopted Article 129-B which, like VAWA, focuses on sexual assault, domestic violence, dating violence and stalking.

Prohibitions against gender based misconduct apply to all members of the community, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, genetic characteristics, military status, domestic violence victim/survivor status or criminal conviction. Anyone may be the victim/survivor – or the perpetrator – of gender-based misconduct.

Gender-Based Misconduct

Under Clery and Education Law 129-B, gender-based misconduct includes sexual assault, domestic violence, dating violence and stalking.

- Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature.
- Gender-based misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship.
- Gender-based misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sex or gender.

Teachers College and Columbia policies address a broader range of misconduct, including additional categories and some broader definitions of Clery terms. The additional definitions are here: sexualrespect.columbia.edu/definitions-gender-based-misconduct

While Clery requires that only offenses reported as having occurred within “Clery geography” are to be included in annual statistics, prohibitions on gender-based misconduct also apply to conduct with a reasonable connection to the College, including off-campus interactions between members of the community and during study abroad.

Allegations of gender-based misconduct involving students are governed by the Columbia University Gender-Based Misconduct Policy for Students, including its Procedures. This policy, which covers students at Teachers College, Barnard College and Columbia University, may be found at sexualrespect.columbia.edu/gender-based-misconduct-policy-students. Allegations involving other Teachers College community members as well as other forms of discriminatory harassment are the subject of the Teachers College Policy on Protection from Harassment, available at www.tc.edu/titleix. These policies may be referred to together as the “Title IX Policies”.

Victims/Survivors Rights and Resources

Victims/survivors of sexual assault, domestic violence, dating violence or stalking have rights under law and College policy including these rights:

- to make a report to campus security, local law enforcement, and/or state police or choose not to report;
- to report the incident to the College;
- to be protected by the College from retaliation for reporting an incident; and
- to receive assistance and resources from the College.
New York State has established a more detailed bill of rights for student victims and survivors. www.tc.edu/policylibrary/129b-rights.

As described in more detail in the Policies, the College and University have a range of resources and options for victims/survivors of gender-based misconduct. The Gender Based Misconduct Office and the Title IX Coordinator, as well as more confidential resources can provide more details about these resources and options, including:

- Confidential Advocacy, Counseling and Healthcare services

- Assistance with reporting gender-based misconduct to the New York City Police Department, the District Attorney’s Office, or other appropriate law enforcement authorities.

- College and University procedures for reporting, investigating and remedying gender-based misconduct.

- Accommodations and Interim Measures for Students. The Gender Based Misconduct Office and TC Title IX Coordinator will work with students affected by gender-based misconduct to promote their safety and well-being. Students may request accommodations even where an investigation is not undertaken or a party has declined to participate in a disciplinary or criminal process. Such request is evaluated in light of the circumstances and information available at the time. Accommodations may include moving a student’s residence, adjusting a student’s academic or employment schedule, allowing a student to withdraw from or retake a class without penalty and providing academic support. Interim measures, such as “no contact” directives, restrictions on a respondents access to particular locations or activities, and temporary suspensions, may also be taken to ensure the safety of all involved and to protect the integrity of a pending investigation or disciplinary process.

- Accommodations and Interim Measures for Others. Where appropriate, the TC Title IX Coordinator will work with individuals affected by gender-based misconduct to promote their safety and well-being. This assistance may include accommodations to support or protect the employee in the immediate aftermath of an incident and interim measures while an investigation or a disciplinary action is pending. Interim measures may include reassignment, supervision or scheduling changes while an investigation is pending. The Title IX Coordinator will evaluate the need and propriety for accommodations and interim measures in light of the circumstances and information available at the time.

The College provides written notification to victims/survivors about available assistance and how to request accommodations and interim measures. Victims/survivors are also informed about visa and immigration assistance, student financial aid and other relevant services that may be available to them.

The College prohibits retaliation against anyone who exercises their rights under Clery or Article 129-A. No officer, employee or agent of the college may retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual for exercising such rights.
Confidentiality and Privacy

Teachers College and Columbia University value the privacy of students, employees, and other community members. Community members should be able to seek assistance without fear that the information they provide will be shared more broadly. Federal and state laws, however, impose reporting obligations on faculty and staff that, in some circumstances, can require them to share information from a report of gender-based misconduct with others at the College or University or with government authorities. Even when there is a reporting obligation, College and University employees protect and respect privacy to the greatest extent possible and share information only on a need-to-know basis. The information provided to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution.

The College’s publicly available record keeping, including Clery annual reports, crime logs, alerts or warnings, do not include personally identifiable information about victims/survivors or witnesses.

Teachers College and Columbia University provide both confidential resources and private resources for victims/survivors. These resources are listed on page 10. It is important to understand the difference between confidentiality and privacy:

Confidentiality. Some resources can provide confidentiality; they are not required to report incidents to TC or Columbia officials. These resources generally include licensed health care providers (acting in those capacities and not, for example, as professors), rape crisis counselors and clergy. At TC and Columbia, Ombuds officers also do not share personal information with institutional officials.

Privacy. Federal and state laws impose reporting obligations, and most faculty and staff (other than those identified as Confidential) are obligated to notify Title IX coordinators. Even TC and Columbia representatives who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible and share information only on a need-to-know basis. The information you provide to a non-confidential resource will be shared only as needed to investigate and/or seek a resolution.

Requesting confidentiality. A individual who reports gender-based misconduct to a non-confidential official may ask the Title IX Coordinator (or, where applicable, the Gender Based Misconduct Office) that his or her identity not be disclosed to anyone else, including the person who allegedly committed the misconduct. While such a request may limit the ability to investigate and respond to the reported misconduct, authorities will consider the request in light of their commitment to provide a safe and non-discriminatory environment and honor the request when possible.

Whether or not it is possible to keep the individual’s identity confidential, TC and CU authorities will reveal information about investigations and proceedings related to gender-based misconduct only to those who need to know in order to carry out their duties and responsibilities.

All College community members participating in an investigation, proceeding, or hearing that they are expected to maintain the privacy of the process. This does not prohibit either a Complainant or Respondent from obtaining the assistance of family members, counselors, therapists, clergy, doctors, attorneys, or similar resources; nor does it prevent either party from discussing the incident itself.
CAMPUS & COMMUNITY RESOURCES

Confidential resources

Sexual Violence Response and Rape Crisis/Anti-Violence Support Center. (212) 854-HELP (4357)
2920 Broadway, 700 Lerner Hall. Available 24 hours a day/365 days a year to assist students who have experienced sexual assault, dating/domestic violence, stalking, or other sexual violence. SVR provides crisis intervention and options for reporting and medical help. An advocate can accompany students to resources such as emergency rooms.

CU Health Services-Clinician-on-Call. (212) 854-9797
535 West 116th Street, 3rd/4th Floor John Jay Hall, 9 am – 4:30 pm. Available to students who pay the Columbia Health Fee.

CU Counseling & Psychological Services. (212) 854-2878
2920 Broadway, Lerner Hall, 8th Floor. Available to students who pay the Columbia Health Fee.

TC Employee Assistance Plan (EAP). www.eapbda.com (Login: standard6 PW: eap4u6) The EAP does not coordinate with TC or Columbia resources, but assists TC employees and their families with locating external counseling and other resources.

Office of the University Chaplain. (212) 854-1493.
2920 Broadway, 710 Lerner Hall

TC Office of the Ombuds.1 www.tc.edu/ombuds
Riddhi Sandil, Ombuds for Gender Based Misconduct. 325 Horace Mann, 212-678-4016
Erwin Flaxman, College Ombuds. 280 Dodge Hall, 212-678-4169

Off Campus Resources

New York City Police Department (24/7)
- Emergency: 911
- Sex Crimes: 212-267-RAPE (7273)
- Special Victims: 646-610-7272

Manhattan District Attorney’s Sex Crime Hotline
212-335-9373

Safe Horizon’s Rape, Sexual Assault & Incest Hotline 212-227-3000

Mt. Sinai/St. Luke’s Crime Victim’s Treatment Center 212-523-4728 (by appointment only)

DOVE: Domestic & Other Violence Project 212-305-9060

NYC Gay & Lesbian Anti-Violence Project: 212-714-1141

NYC Family Justice Center:

Rape Abuse & Incest National Network 800-656-HOPEohl.rainn.org/online

NYS Office of Victim Services 800-247-8035
ovs.ny.gov/help-crime-victims

Private (Non-Confidential) resources

TC Public Safety 212-678-3333 (ext. 3333)

TC Title IX Coordinator (and VP for Diversity & Comm. Affairs): Janice Robinson 212-678-3391, 128 Zankel, jrobinson@tc.columbia.edu

1 Individuals with concerns about faculty, staff or students in the Department of Clinical and Counseling Psychology should contact Dr. Flaxman rather than Dr. Sandil. For communications outside of her Ombuds role, Dr. Sandil must, like other TC faculty, share the reports she receives with the Title IX Coordinator.

CU Gender Based Misconduct Office: 212-854-1717
612 West 115th Street, 800 Watson Hall
Actions for Survivors of Sexual Assault and other Gender Violence:

The College encourages all individuals affected by gender-based misconduct to seek immediate assistance. Seeking assistance promptly may be important to ensure physical safety or to obtain medical care or emotional or other support; it may also be necessary to preserve evidence, which can assist the College or law enforcement in responding effectively. Assistance is available twenty-four hours a day, seven days a week.

Survivors are urged to consider the following steps:

1. **Get to a Safe Place.** If you are being stalked or threatened, or are concerned about your personal safety, call TC Public Safety, 212–678–3333 (x3333 on-campus) or the NYC Police Department at 911 (off-campus) or go to a police station or hospital.

2. **Call for Assistance.** Call Public Safety or the NYC Police. Or call Sexual Violence Response and Rape Crisis/Anti-Violence Support Center (SVR), 212–854–HELP, for confidential crisis intervention and to discuss options for reporting and medical help. An advocate can accompany students to resources such as emergency rooms. Other resources (see page 10) can also assist.

3. **Get Medical Attention – and Preserve Evidence**

   It is important that a person who has been recently assaulted receive prompt medical attention. Because physical injury is not always noticeable at first, it is important to get a medical examination and treatment as soon as possible. This may include screening and/or treatment for sexually transmitted infection and emergency contraception, if appropriate.

   A medical examination, particularly a free examination by a Sexual Assault Forensic Examiner (SAFE) can also preserve physical evidence. Survivors are encouraged to have physical evidence collected even if they are unsure about reporting to the police as they may later decide to do so. Survivors can decide whether to file charges later, but can only preserve physical evidence now. Collecting forensic evidence makes it easier to pursue a prosecution. Evidence is best collected as soon as possible and toxicology testing for date rape drugs is most effective within 72 hours of an assault. The evidence collection kit is turned over to the police only if a survivor chooses to report during the period kept by the hospital.

   You can ask for a Sexual Assault Forensic Examiner (SAFE) at any emergency room. Mt. Sinai/St. Luke’s Hospital has a SAFE available 24/7 at 1111 Amsterdam Ave at 113th Street. The medical exam and collection of forensic evidence are done simultaneously.

   If possible, avoid drinking, eating, showering, brushing teeth, combing hair or changing clothes before seeing a SAFE. But if you have done any of these things, evidence can still be collected and it remains important to seek medical attention. Any clothing removed should be placed in a paper bag and brought with you.

   Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence, should be documented including through the preservation of evidence. Evidence of stalking, including communication such as written notes, voice mail, or other electronic communications should be saved and not altered in any way.

4. **Get Support or Counseling Services**

   The safety and well-being of survivors are of paramount importance. The College strongly encourages survivors to contact trained professionals for emotional support, medical services, and advocacy as soon as possible. Campus and off-campus support options, including confidential options, are listed on page 10, above.

5. **File a Report with Local Law Enforcement**

   The College urges survivors to consider reporting sexual assaults and other gender violence to local law enforcement authorities. Sexual Violence Response (SVR), the Gender Based Misconduct Office, TC’s Title IX Coordinator, Public Safety and/or Residential Services personnel can advise the survivor about the the process and accompany the survivor or identify someone else to do so. Although the College strongly encourages pressing criminal
charges, the choice is the survivor’s. See page 21 for reporting resources.

6. Consider Obtaining an Order of Protection

Victims of dating violence, domestic violence, sexual assault, and stalking may seek a Family Court order of protection under New York law. You can file a petition in Family Court for an order of protection if you

- are related to the respondent by blood or marriage;
- are or were legally married to the respondent;
- have a child with the respondent; or
- are or were in an intimate relationship with the respondent.

If you are not eligible for a Family Court order of protection, you may still be eligible for a criminal court order of protection.

The NYC Family Justice Center, with locations throughout the city, can assist with obtaining an order of protection and other services. nyc.gov/html/ocdv/html/help/fjc.shtml

7. Notify the College or University

Procedures for addressing of reports of sexual assault and other gender-based misconduct as well as resources and options are addressed in greater detail in the Title IX Policies discussed on pp 11.

In any institutional disciplinary proceeding arising from an allegation of sexual assault, domestic violence, dating violence or stalking (collectively, VAWA offenses):

- The standard is “preponderance of the evidence”
- Sanctions that may imposed against students found to have violated the Gender Based Misconduct policy include reprimands, warnings, changes to academic schedule, disciplinary probation, revocation of honors or awards, restricted access to facilities or activities, removal from leadership/ supervisory positions within the community, “no contact” orders, relocation of residence, dismissal or restriction from employment, removal from student housing, suspension, expulsion, and revocation of degree.

- Sanctions that may imposed against individuals found to have violated the Policy on Protection from Harassment include reprimands, warnings, changes in job duties, disciplinary probation, revocation of honors and awards, restricted access to facilities or activities, “no contact” order, movement of College-provided residence, movement of workplace, demotion, suspension, and dismissal or restriction from employment. However, the College retains its inherent authority to take such action as it deems appropriate to further the educational mission or to protect the safety and security of the community.

Disciplinary proceedings involving students will

- include a prompt, fair, and impartial process from the initial investigation to the final result;
- be conducted by officials who, at a minimum, receive annual training on the issues related to VAWA offenses and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
- provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to by an advisor of their choice whose role shall comply with the applicable procedures;
- require simultaneous written notification to the accuser and the accused, of the result of any institutional disciplinary proceeding arising from an allegation of VAWA offenses crimes; procedures for appeals, if available; any change to the result; and when such results become final.
Vice President and Title IX Coordinator
Dr. Janice Robinson

Education and Prevention Programs
The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Utilize an ecological approach to prevention, considering environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns for students and employees to:

(a) Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
(b) Define these behaviors using definitions provided by College policy (informed by Department of Education guidance) as well as providing access to state law definitions regarding what behavior constitutes criminal acts of domestic violence, dating violence, sexual assault, and stalking;
(c) Define what behavior and actions constitute consent to sexual activity as defined in College policy as well as the appropriate rape statute in the State of New York;
(d) Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and pro-social options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional and community expectations to identify this behavior as problematic, seeing personal responsibility and overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene – either directly or indirectly;
(e) Provide information on risk reduction. Risk reduction means options designed to decrease perpetration, and bystander inaction, to increase empowerment for complainants in order to promote safety and to help individuals and communities be actively aware of safe conditions.
(f) Provide an overview of rights and responsibilities including available options on and off campus for reporting to campus authorities and/or to law enforcement (as well as the right to decline to report to law enforcement); assistance (such as medical, mental health, and advocacy); and disciplinary procedures and related rights. (This information is also included in this Annual Security Report in compliance with the Clery Act).

The College implements annual educational efforts consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during the New Employee and Faculty Orientations; as well as ongoing prevention and awareness efforts.

The College offers primary prevention and awareness programs for all incoming students in the September and January New Student Orientations. Information is presented during required sessions attended by all incoming students including education about confidential and non-confidential reporting of incidents. All new students are also required to view the on-
The College offers the following **primary prevention and awareness programs required for all new employees**, taught by the Vice President for Diversity and Community Affairs in the fall and spring sessions: **Promoting Mutual Respect and Preventing Workplace Harassment, Cultural and Racial Micro-aggressions, and Federal Privacy Information sessions (FERPA)**. The College offers **ongoing awareness and prevention programs for students**. In August and January, TC Community Assistants (Residential Life student staff) receive training on recognizing gender-based misconduct behaviors including sexual assault, dating/domestic violence, and stalking as well as information about how to refer students to confidential and non-confidential reporting options. Also, they receive training on discrimination and harassment prevention, bystander intervention, and consent. **A Rape Crisis/Anti-Violence Support Center trains Community Assistants about their resources. The Teachers College Senate and student organization leaders host the Title IX Coordinator for Gender-Based Misconduct training.**

Poster campaigns are available on campus throughout the year, particularly during sexual assault awareness month (April). Bystander Intervention, Consent, and Men’s Peer Group Education trainings are provided by the Rape Crisis/Anti-Violence Support Center.

**Facts About Sexual Assault**

- No one is ever responsible for the crime of sexual assault being perpetrated against them.
- Under New York State Education Law, colleges and universities must establish this standard for students: “**Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as [they] create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.”** Further:
  - Sexual activity that is coerced or forced is not consensual.
  - A person cannot give consent if he or she lacks the ability to make or understand the decision because of disability, lack of sleep, consumption of alcohol or drugs, or if he or she is unwillingly restrained.
  - A sleeping or unconscious person cannot give consent.
  - The use of alcohol or drugs does not excuse gender-based misconduct and never makes someone at fault for experiencing gender-based misconduct.
  - Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior, coercion, or from a person who is incapacitated.
  - Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
  - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.
  - Consent may be withdrawn at any time. When consent is withdrawn or can no longer be given,
• Previous relationships or previous consent for sexual activity is not consent to sexual activity on a different occasion.
• The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, gender expression or relationship status.
• A person cannot give consent if he or she lacks the ability to make or understand the decision because of disability, lack of sleep, consumption of alcohol or drugs, or if he or she is unwillingly restrained.
• A sleeping or unconscious person cannot give consent.
• The use of alcohol or drugs does not justify or excuse gender-based misconduct and never makes someone at fault for experiencing gender-based misconduct.
• Respect a person’s expectations and limits. If you do not know what they are, it is your responsibility to ask.

Campus Sex Crimes Prevention Act/Sex Offenders

The Campus Sex Crimes Prevention Act provides for the tracking of convicted, registered sex offenders enrolled as students, or working or volunteering at institutions of higher education. It requires sex offenders who must register under state law to provide notice of enrollment or employment at any college or university in the state, as well as notice of each change of enrollment or employment status. It also requires that state procedures ensure that this information is promptly made available to law enforcement agencies with jurisdiction of the institutions of higher education entered into appropriate state records or data systems.

The New York State Sex Offender Registration Act requires anyone who must register as a sex offender to notify the state of enrollment, attendance, employment or residence at any institution of higher education and any changes to such enrollment, attendance, employment or residence. More information about the Act may be found at www.criminaljustice.ny.gov/nsor, where there is also a database of registered offenders.

Resources
• New York State Registry: http://www.criminaljustice.state.ny.us/nsor/search_index.htm
• TC Office of Public Safety, Whittier Hall 1A, Emergency: (212) 678-3333 Other: (212) 678-3340

Clery Geography

The College is required to collect statistics on crimes reported to have taken place within “Clery Geography:”

1. Buildings and property that are part of the institution’s campus;
2. The institution’s non-campus buildings and property; and
3. Public property within or immediately adjacent to and accessible from the campus.

Definitions

On-Campus-1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and 2) Any building or property that is within or reasonably contiguous to the area identified in the paragraph 1, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

On-Campus Student Housing

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. On-Campus Student Housing is a subset of On-Campus; crimes reported to have taken place in On-Campus Student Housing are reported in both On-Campus and On-Campus Student Housing statistics.
Non-Campus Building or Property - 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. This includes West 120th Street, West 121st Street, and West 122nd Street, between Amsterdam and Broadway; Broadway between 120th Street and 122nd Street; and Amsterdam Avenue between West 120th Street and West 122nd Street.

All crimes, whether subject to Clery or not, including Domestic violence, Dating Violence, Stalking, Sexual Assault, and Bias or Hate Crimes can be reported to any TC Public Safety Officer and/or the local police department. Gender-based crimes and misconduct can also be reported to those responsible for addressing such matters on campus, see: www.tc.edu/diversity/titleix.

For additional information about reporting crimes please see section on Reporting Criminal Incidents on page 21.

Campus Crime Statistics

Please refer to the table in appendixes (A) on page 34.
For campus maps, see: http://www.tc.columbia.edu/abouttc/campus-and-maps/maps/

The following Geo-Panorama pictures were created by Teachers College Public Safety Officer Julio Mendez (use the mouse to control the pictures):

Geo-Panorama Picture of the Zankel Hall’s first floor.


Regular and Geo-panorama pictures of **New Residence Hall’s** lobby. Public Safety Officer Blackshaw at the New Residence Hall Public Safety Desk.

https://plus.google.com/u/0/105338192489466119701/posts/dGdxo6CaPs7?pid=6162083406491415346&oid=105338192489466119701
Regular and Geo-panorama pictures of Bancroft Residence Hall’s lobby. Public Safety Officer Hensekh at the Bancroft Hall Public Safety Desk.

https://plus.google.com/105338192489466119701/posts/dGdxo6CaP47?pid=6162158995437458514&oid=105338192489466119701

Access to Campus

Academic buildings on the main campus are generally open seven days a week from 7:30 A.M. to 11:00 P.M. On College holidays the academic buildings are open from 9:00 A.M. to 5:00 P.M., and access is limited.

The Gottesman Libraries are open to students, faculty, and staff of Teachers College and affiliated institutions, namely Columbia University, Barnard College, Union Theological and Jewish Theological seminaries. Non-affiliated researchers and scholars may make arrangements for visitor access to the libraries by contacting Libraries Administration at (212) 678-3494. The Gottesman Libraries are open from 8:00 A.M. to 11:00 P.M. Monday through Friday; 8:00 A.M. to 8:00 P.M. on Saturday; and 9:00 A.M. to 10:00 P.M. on Sunday. The Libraries have extended hours during midterm and final exam periods.

Access to academic buildings and the libraries is through the main entrance at the Zankel building at 525 West 120th Street. A valid Teachers College ID card or a valid ID card from the affiliated institutions of Columbia University, Barnard College, Union
Theological or Jewish Theological seminaries must be presented at the Public Safety Desk in the Zankel lobby to gain entry to academic buildings on campus.

Students, faculty or staff from Teachers College or affiliated institutions may also enter the academic campus through the Thorndike Hall driveway entrance on West 120th street by presenting a valid ID card at the Thorndike Hall driveway Public Safety Booth. The Thorndike Hall driveway entrance is open Monday through Thursday from 6:30 A.M. to 9:30 P.M., and on Friday from 6:30 A.M. to 6:00 P.M. The entrance is closed on weekends and holidays.

Teachers College resident students and affiliated institution students residing at Teachers College may also enter the academic campus through the West 121st Street door of Grace Dodge Hall from 6:45 A.M. to 1:00 A.M. A valid ID card is required to access this entrance.

College academic buildings and dining room are generally not open to the public; however, non-affiliated visitors may enter the College for specific events that are open to the public or as a guest of a member of the College community. All non-affiliated visitors to the campus must enter through the main entrance at the Zankel building, present a valid government issued photo identification card and sign in at the Public Safety Desk in the Zankel lobby. A one day visitor pass shall be provided to visitors.

Access to closed College facilities by authorized individuals is permitted only with assistance from the Office of Public Safety. Faculty may access their offices at any time. Residential Halls are closed to the public and may be entered or occupied only by authorized residents, their guests, and College employees.

The Residential Buildings are always locked and require a TC I.D. card for access. All residential buildings are equipped with CCTV and are monitored by the Office of Public Safety. New Residence, Bancroft and Whittier Hall residences are staffed 24 hours a day, seven days a week by a Public Safety Officer assigned to a desk in the lobby. Proper identification will be verified and documented upon entering.

A valid Teachers College ID card is needed for access to campus. A valid Teachers College ID must be presented to a card reader and/or public Safety officer to gain entry. Teachers College community members who do not have their Teachers College ID card upon their person when entering campus must show a valid government issued photo ID (e.g. State Driver’s License), sign in, and receive a visitor’s pass.

All students, faculty, and staff are encouraged to wear their Teachers College or affiliate institution ID card on their outermost garment when on campus. Visitors are required to wear their Public Safety issued Visitors Pass on their outermost garment while in campus buildings and residence halls at all times. New students may receive a Teachers College ID card once they have registered for classes. Students moving into on-campus housing may receive their ID card on the day that they move in.

The Teachers College Office of Public Safety

Teachers College maintains a full service Office of Public Safety charged with providing a safe and secure environment in which College community members can enjoy the Teachers College experience. Public Safety staff members work 24 hours a day- seven days a week, providing security for both the academic and the residential buildings on campus.

The administrative offices for the Office of Public Safety are located in Whittier Hall, Suite 1A. The office is open during normal business hours, Monday through Friday, from 9:30 A.M. to 5 P.M. The phone number for the administrative office is (212) 678-3340.

The Public Safety Central Information Center (CIC) is located in the Whittier Hall lobby and is open 24 hours a day, seven days a week. The phone number for CIC is (212) 678-3220. The emergency extension is 3333 or (212) 678-3333.

Public Safety Officers are assigned to both fixed and mobile posts. Officers are stationed at Public Safety Desks throughout campus. The Public Safety desks at the Zankel building, Whittier Hall, New Residence Hall, and Bancroft Hall are staffed 24 hours a day seven days a week. The Public Safety Booth at the Thorndike Hall driveway is staffed Monday through
Thursday from 6:30 A.M. to 9:30 P.M. and Friday from 6:30 A.M. to 6:00 P.M.

The Office of Public Safety enforces laws, rules, and regulations on campus; controls access to the campus; deters and investigates crime (in cooperation with the New York City Police Department); maintains a Lost and Found; supervises special events; and provides general information for visitors and members of the college community. The Office provides community education in crime prevention, personal safety, and fire safety. The Office manages a technically advanced system of electronic access control, closed circuit television cameras, and emergency alarms. Members of the Office of Public Safety provide medical assistance and emergency response to conditions of fire and smoke.

The Office of Public Safety is staffed by approximately 50 members. It is led by an Assistant Vice President of Public Safety and Environmental Health and Safety/Director, a Senior Associate Director for Administration and Systems, Associate Director for Operations, Associate Director for Emergency Management, and four Assistant Directors. Uniformed Public Safety Officers are licensed by New York State and are certified as New York City Fire Safety Directors. They are also certified in CPR and the operation of Automatic External Defibrillators (AED). Public Safety Officers are not commissioned police officers, do not carry firearms, and do not have police or arrest powers.

**Interagency Cooperation**

The Teachers College Office of Public Safety enjoys an excellent working relationship with the 26th Precinct of the NYPD. The Office has a formal written Memorandum of Understanding (MOU) with the NYPD for investigation of violent felonies and reports of missing students on campus.

Local and City-wide crime and crime prevention information is regularly shared between the Office of Public Safety and the Police Precinct. The Police Department actively supports the TC Office of Public Safety in providing security for special events and high profile visitors. The Police Department provides crime prevention programs for the college community and actively investigates crimes that occur on campus. The Office of Public Safety regularly confers with the Police Department to control and deter criminal activity on or around the college campus. The Office of Public Safety has radio communications capability with both the Columbia University Public Safety Department and the New York City Police Department.

**Federal Law Enforcement**

The Office of Public Safety works closely with a variety of Federal Law Enforcement agencies including the U.S. Secret Service, State Department, and Federal Bureau of Investigations to provide security for dignitaries who visit campus.
**Reporting Criminal Incidents**

In case of an emergency, dial extension 3333 from any campus phone, (212) 678-3333 from any phone, and/or 911 from any phone.

Teachers College and the Office of Public Safety encourage the accurate and prompt reporting of crimes to the Office of Public Safety (212-678-3220) and to local law enforcement. This can be done either by calling 911 or going to the 26th Precinct in person. The 26th Precinct, 520 West 126th Street (West of Amsterdam Avenue), is within walking distance of the campus.

In an emergency, the Office of Public Safety can be reached by immediately dialing 3333 from any on-campus phone or by calling (212) 678-3333 from any phone. Police-NYPD, Fire-FDNY, and FDNY Emergency Medical Services can be reached by dialing 911 from any phone.

The Office of Public Safety recommends that college community members dial 3333 in any emergency so that the Office of Public Safety can facilitate a direct response by both on-campus and off-campus emergency services. On-campus emergency phones are strategically located in residence halls laundry rooms, outside of residence halls, and in key locations in the academic areas.

**Confidential or Anonymous Reporting of Crimes**

Teachers College encourages all victims of crimes to alert the Office of Public Safety and the New York City Police Department. If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still make a confidential or anonymous report. If you become aware of a crime through observation or information you may report that crime without identifying your sources or yourself. Call Crime-Stoppers at 1-800-577-TIPS or report at a056-crimestoppers.nyc.gov/crimestoppers/public/index.html

Confidential and/or anonymous reports of crimes can be included in the college’s annual crime statistics. You may leave an anonymous voicemail to the Office of Public Safety at 212.678.3340 during non-business hours, or you may send an anonymous email to officeofpublicsafety@tc.columbia.edu or complete the Confidential/Anonymous Report form found in the “Forms” channel of the Office of Public Safety website at [www.tc.columbia.edu/security](http://www.tc.columbia.edu/security). Anonymous reports may also be filed through EthicsPoint, 888-329-6420 or [secure.ethicspoint.com/domain/media/en/gui/22716/index.html](http://secure.ethicspoint.com/domain/media/en/gui/22716/index.html).

With such information, the College can keep a more accurate record of the number of incidents involving students, employees and visitors; identify any pattern of crimes with regard to a particular location, method or assailant; and alert the campus community to potential danger.

**Investigations of Criminal Incidents**

The Office of Public Safety reviews all reports of crime on campus. Crimes are reported to the New York City Police Department (unless doing so would be inconsistent with the Violence Against Women Act) and typically investigated by the Police Department and/or the Office of Public Safety.

**Important Phone Numbers**

- Whittier Hall Public Safety Desk (CIC) 3220
- New Residence Hall Public Safety Desk 6100
- Bancroft Hall Public Safety Desk 5327
- Campus Public Safety- Emergency 3333
- Police, Medical, and Fire-Emergency 3333 or 911
- NYPD 26th Precinct (212) 678-1311
- Columbia Escort Service (212) 854-5555
- Counseling and Psychological Serv. (212) 854-9797
- Rape Crisis/Anti-Violence Support Center (212) 854-HELP (4357)
**Daily Crime Logs**

The Office of Public Safety compiles and reviews campus crime statistics and reports those crime statistics to the United States Department of Education. The Office of Public Safety also maintains a daily crime log which contains criminal acts reported to the Office within two business days of the report unless confidentiality of the victim is jeopardized or the disclosure of such would be prohibited by law. The information in the logs typically includes the type of crime, date, time, and location of occurrence. The log is available for review during normal business hours.

The Office of Public Safety is located in Suite 1A, Whittier Hall, 1230 Amsterdam Avenue, New York City, NY 10027-6696. Business hours are Monday through Friday, 9:30 A.M. to 5:00 P.M.

**Timely Warnings**

The Assistant Vice President/Director of Public Safety or designee reviews all crime and incident reports to determine if there is an on-going threat to the community and if distribution of a Timely Warning is warranted. Timely Warning Notices may be disseminated for any crime classifications as deemed necessary.

Time Warning Notices are generally written by the Director of Public Safety or a designee and distributed to the community as a “Personal Safety Alert” via email and/or text message by the Office of Public Safety. Notices and updates may also be disseminated to the Teachers College community through other forms of communications such as campus information monitors (e-boards), voice mails, or web sites.

There are two classifications of Timely Warnings—Non-Emergency and Emergency.

**Non-Emergency warnings**

The Office of Public Safety provides Timely Warnings of crimes and other incidents that may pose a threat to members of the TC Community. Non-emergency notices are generally provided via College-wide broadcast emails.

**Emergency warnings**

The Office of Public Safety immediately notifies the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of community members. In coordination with federal, state, and local law enforcement and public safety authorities, warnings may be delayed if they would compromise efforts to contain the emergency

**Note:** Timely Warnings and Emergency notifications do not identify crime victims.

**Emergency Text Messaging - TC Alert**

Emergency warnings may be made to the community via TCAAlert, an emergency notification system that enables fast and efficient dissemination of critical information to members of the College community. TCAAlert allows the college to send simultaneous emergency text and voice message alerts. TC Alert may not be used for general announcements. Emergency text messaging (TC Alert) may be used in conjunction with other communication methods, such as College-wide broadcast emails, on-line updates via the Teachers College homepage, coordinated use of public media outlets, and public address systems within most college buildings. The TC Alert system is tested twice each year.

All members of the community are strongly encouraged to partner with the College by registering their cell phone number with TCAAlert. Individuals who cannot receive text messages may receive these notifications via voice messages. There is no charge for the TCAAlert service from Teachers College. Some wireless phone carriers may charge a fee for receiving SMS text messages; please check with your carrier.

To sign up for TCAAlert please follow the steps below:

1. Click on the link to go to the Teachers College MyTC Portal.
2. Log into the system using your UNI ID and password
3. Select “TC Services” from the menu at the top of the page
4. Then select “TC Alert” in the “transactions” channel
5. You may enter a phone number to receive TEXT messages OR a phone number to receive a VOICE message.

6. Press SUBMIT

Within 48 hours of signing up for the system you will receive a TEST message confirming that you have registered to receive messages. If you do not receive confirmation within 48 hours please contact the Office of Telecommunications at (212) 678-3456.

**Maintenance and Security of Campus Facilities**

The Office of Public Safety and the Office of Environmental Health and Safety are responsible for the evaluation, planning, development, coordination and execution of health and safety programs in compliance with federal and state statutes and regulations. The Facilities Department is responsible for removing recognizable hazards through routine housekeeping and maintenance, or contracting with the appropriate experts.

Heads of Departments and Supervisors are responsible for providing safe working conditions and implementing health and safety programs as they relate to operations. Employees are responsible for complying with health and safety guidelines, attending required fire safety training, properly using provided safety equipment and promptly reporting incidents and hazards.

Teachers College is mindful of the security needs in the daily operation of campus facilities; particularly as they relate to residential areas. Keys are signed in and out, as needed, by authorized maintenance staff members who are also required to display a photo identification badge. Whenever possible, prior arrangements are made with resident students requesting facilities services for their residence room so that the students may be present when repairs are made.

The campus maintains a strong commitment to campus safety and security. Adequate exterior lighting is an important part of this commitment. Public Safety Officers are required to report hazardous conditions during the course of their routine patrols. All inoperative lights, malfunctioning emergency phones, and other hazardous conditions are reported immediately and are given the highest priority when repairs are needed.

**Crime Prevention Education and Awareness**

The safety and security of our Teachers College students, faculty, and staff is one of the College’s highest priorities. While a full-time staff of licensed and certified proprietary public safety personnel employed by the College to keep the campus safe and secure; a truly safe campus can only be achieved through the cooperation and awareness of all students, faculty, and staff. You can help maintain your own safety by complying with established College security policies and by following common sense personal safety practices as follows:

**Take responsibility for your own safety**

1. Be aware of your surroundings and what is going on around you. Keep your head up and your eyes moving. Walk purposefully with a steady pace and self-assured stride. Confidence deters attackers.

2. When walking at night, walk in well-lighted and well trafficked areas. Avoid walking through parks, parking lots, and isolated or deserted areas.

3. Use the *buddy system*. When traveling at night arrange with friends to walk or ride together.

4. Walk in the center of sidewalks away from doors and bushes.

5. If you suspect that you are being followed, indicate your suspicions by looking behind you. If you are on foot, cross the street, change direction, or vary your speed. Walk to a location where there are other people, to the nearest “open store”, or to a Columbia University “SAFE HAVEN” location (Red Lion Decal on Window).

**Safe Havens**

Local businesses register with the CU Department of Public Safety and pledge to assist Columbia University affiliates in distress by contacting Public Safety or the NYPD. These businesses display a distinctive red lion logo on their storefronts.
6. Avail yourself to the free Columbia University shuttles and/or free Columbia University Escort Program (212-854-SAFE or 212-854-5555)
7. Stay away from isolated ATM locations. Plan ahead to avoid using ATM machines during off-hours.
8. Do not feel bullied by people who look you in the eyes; look them in the eyes. Eye contact makes everyone uneasy so use that to your advantage.
9. Be wary of strangers at night. It is better to be rude, ignore, and walk away than to have someone take advantage of your kindness.
10. Trust your instincts. Don’t allow rationality to over-ride your “sixth sense”—it could protect you from danger.
11. Do not resist armed robbers. Property can be replaced; your life cannot.
12. Do not openly display maps on a public street because it indicates that you are a stranger to the community, unfamiliar with your surroundings, and a potential victim.
13. Do not unnecessarily display your tablets, smart phones, or laptops in public.

Taking public transportation

1. Know your timetables to avoid long waits—especially if you are alone.
2. Avoid empty subway cars and ride at the conductor (middle) or motor-person’s position (first car).

3. Buses tend to be safer at night than subways. Sit close to the bus operator’s position when possible.

4. Always plan your route in advance. Avoid getting off a bus or subway in unfamiliar neighborhoods especially during night time.
5. Avoid isolated bus and subway stops.
6. While riding public transportation, keep your handbag, knapsacks, bookbags and personal property in front of you and close to your body.
7. Don’t open your purse or wallet when boarding a bus or waiting to buy a metro card in a subway station. Always have your fare ready and avoid exposing your wallet or purse unnecessarily.
8. Always be aware of the people around you!
9. You can receive text message alerts and Emails from the MTA: https://www.mymtaalerts.com/LoginC.aspx?ReturnUrl=%2f

Columbia University shuttle buses

Teachers College students, faculty, and staff have free access to Columbia University’s shuttle buses. The service is free of charge to members of the Teachers College community with a valid TC ID card.

To obtain shuttle service, please phone CU Public Safety at (212) 854-SAFE (212- 854-7233) CU provides a variety of shuttle bus services. Information about all of the CU shuttle bus routes can be found at: www.columbia.edu/cu/transportation/docs/shuttles/morningside-evening.html

1. You can also download the transportation app: http://columbia.transloc.com/info/mobileapp
   or
2. Download the iPhone and Android App with this QR code

Columbia University Escort Service

Teachers College students, faculty, and staff have free access to Columbia University’s Escort Service. This service is free of charge to members of the Teachers College community with a valid TC ID card. The Escort Service is a footed patrol or a Public Safety/Security vehicle service that is available from 8:00 P.M. to 3:00 A.M., seven nights a week. Escorts carry two-way radios provided by Columbia University Public Safety. The service is available from West 108th street to West 110th street between Amsterdam Avenue and Riverside Drive and from West 111th street to West 122nd street between Morningside Drive and Riverside Drive. For more information about this service you may visit the Columbia University Department of Public Safety web site at: http://www.columbia.edu/cu/publicsafety/index.html

Avoid theft of personal property

Theft is the unlawful taking of personal property and is the single most common crime on most college campuses. What can you do to deter theft? Remove the opportunity by following the suggestions below:

Student Residence

1. Lock your doors/windows whenever you leave your room or apartment.
2. Do not allow unescorted strangers inside your room/apartment.
3. Be suspicious of unknown persons loitering in your area.
5. Keep a record of your valuables.
6. Do not hold doors open for strangers while entering or exiting the residence halls.
7. If you see something, say something!

Offices and classrooms

1. Avoid keeping your handbags under your desk or classroom work table.
2. Lock your office door, even if the office is left unattended for a short amount of time.
3. Do not bring large sums of cash to work or school.
4. Carry only the necessary credit cards and identifications.
5. If you must leave your purse or wallet at your work station, lock it in a locker or desk. In a classroom, keep it in front of you where you can see it at all times.

Library

1. Do not leave personal property unattended even for a minute.
2. Report any suspicious person/activities to library personnel or to the Office of Public Safety.
3. Keep personal property in sight at all times.
4. Try not to bring valuables into the library.

Athletics Facilities at the Morningside Campus of Columbia University

1. Secure all personal property in a locker.
2. Avoid carrying large sums of money or other valuables with you to the athletic facility.
3. Report any suspicious persons to the athletic staff, to the Columbia University Department of Public Safety, or to the TC Office of Public Safety. Keep your locker locked whenever unattended.

If you have a car

1. Park in a well-lit area, close all windows, and lock all doors.
2. Place all packages or valuables out of sight: CD players, cell phones, radar detectors, and other items of value. Expensive items placed in the open invite theft.
3. If you park in a commercial lot or garage, leave only the ignition key with the attendant.
4. Do not keep your license, registration, or title inside of your car. Thieves can use these documents to sell your car, if stolen, and to impersonate you if questioned by the police.

Please report any suspicious persons or activities to the Office of Public Safety and/or the New York City Police Department.

Be Aware and Be Safe

If you are a victim:

1. Report the crime to the Police by calling 911.
2. Report the crime to the Office of Public Safety at (212) 678-3333.
3. Attempt to remain calm while waiting for the police to respond.
4. If you are injured, request medical attention.
5. Obtain hospital report numbers from the hospital and complaint numbers from the police.
6. If you sustained injuries and/or suffered financial loss, you may be eligible for Crime Victim’s Compensation. Write or call: Crime Victims Compensation Board (718)923-4325
7. To replace important ID cards:
   a. TC ID-(212) 678-3098
   b. Social Security/Medicare card (800)772-1213
   c. MTA Reduced fare & disabled card (718) 330 1234

For major credit cards, immediately contact the individual store or credit card companies.

The Teachers College Office of Public Safety and Columbia University Department of Public Safety provide information on crime prevention and educational seminars to members of the Teachers College community.

During orientation week, crime prevention presentations and related information is made available to incoming students. Crime prevention lectures on the safeguarding of personal property, and personal and transportation safety, are presented to various organizations and student groups throughout the year.

Crime Prevention Seminars

These interactive presentations are given during student and employee orientations and are also available to any group upon request. These presentations provide vital information on how to reduce the likelihood of being a crime victim.

Self-Defense Seminars

Several times a year, self-defense instructors provide hands-on self-defense training at the CU campus. These events are extremely popular and require advanced reservation.

Property identification programs to safeguard property
The following are programs provided by the Columbia University Department of Public Safety and are made available to members of the TC community:

1. **Operation ID**

Columbia participates in “Operation ID” which is a nationwide program aimed at deterring theft by permanently marking and identifying valuables. The Department will mark valuable property with a specially assigned number that is indelible and inconspicuous. It is recommended that you retain a photograph of anything that cannot be engraved and to keep an up-to-date inventory of your property with their respective model and serial numbers.

2. **Operation Blue Light**

This program allows Public Safety personnel to mark property with an invisible ink discernable under a special light.

3. **PC Phone-Home**

This innovative program is available to all members of the Columbia University community. It allows authorities to locate a lost or stolen computer by identifying its location when the computer is connected to the internet. This program is effective in any location, worldwide.

4. **Stop Theft Tags**

These tags possess a unique ID number that is entered into the STOPTHEFT database. This allows lost or stolen property to be reunited with its owner.

5. **Bicycle Registration**

The Department of Public Safety provides free registration for all bicycles. A unique ID number is applied to the bicycle and registered with the NYPD. A permanent decal is affixed to the bicycle.

6. **Auto VIN Etching**

Unique vehicle identification numbers (VIN) are etched into a car’s windows. This program reduces the risk of the vehicle being stolen by making the glass traceable. It also aids police in recovering stolen vehicles by making them identifiable and can result in reduced insurance premiums.

7. **Antitheft Locking Devices**

Columbia University Department of Public Safety sells the following locking devices at cost: 1) *Kryptonite* bike locks, 2) Desktop computer locks, 3) Laptop computer locks, 4) The *Club*-Anti-theft device for automobiles, and 5) The *Shield*-Anti theft car device that works with the *Club*.

Emergency Evacuation Procedures and Policies

The Office of Public Safety leads College planning efforts and response to natural and/or man-made disasters and other campus-wide emergencies. Response protocols are illustrated in the TC Emergency Management Plan (EMP).

Emergency Management Plan (EMP)

**Overview**

The Teachers Emergency Management Plan (EMP) was jointly developed by and through cooperation of multiple College offices and disciplines. The multi-disciplinary approach to the development of this plan brings together a wide range of expertise and experience in the varied campus functions and responsibilities necessary to successfully respond to campus-wide emergencies. The EMP will continually be reviewed, practiced, and updated to meet newly identified threats to our campus environment and to incorporate additional resources as they may become available. The Office of Public Safety is responsible for reviewing the Plan annually, prior to
the beginning of each fall semester, and to update the Plan and Plan training as required.

The Teachers College Public Safety staff is dedicated to providing a safe and secure environment in which students, faculty, and staff can enjoy the Teachers College experience. We encourage all members of the College community to become familiar with the EMP and to partner with us in ensuring the safety and security of our community.

**Purpose of the Plan**
The EMP is designed to provide general guidelines and protocols deemed necessary to successfully respond to a variety of potential campus emergencies. While the specific circumstances of any emergency and the detailed actions required for its mitigation cannot be predicted in advance, we can plan and prepare for a successful and comprehensive management of emergencies.

The EMP assigns roles and responsibilities to departments and individuals that are directly responsible for emergency response efforts and critical support services, and provides a management structure for coordinating and deploying essential resources. While the Plan provides specific protocols for responders, it also provides flexibility for the use of common sense and sound judgment by the leaders of our emergency response.

**Scope of the Plan**
A variety of natural or man-made hazards or disasters can affect the Teachers College campus and pose an actual or potential threat to our community’s health and safety. A comprehensive emergency plan is required to insure the protection of students, faculty, staff, and visitors from the potential effects of such hazards.

This plan may be activated in response to a local, regional, or national emergency that affects the greater Columbia University family of campuses. Any emergency that affects our students, faculty, and/or staff may be considered a Teachers College emergency.

The plan, while primarily local in scope, is intended to be able to support a city-wide, state-wide, and/or national incident management plan. The Plan and the training associated with the Plan shall conform to protocols of the National Incident Management System (NIMS) and the Incident Command System (ICS), and conform to New York City and New York State Emergency Operations Plans.

**Evacuation Procedures**
The College maintains an Emergency Evacuation Plan (EEP) to provide training to community members on the proper evacuation protocols for fire or other emergencies requiring the evacuation of one or more buildings on campus. Each new employee receives a copy of the EEP, from the Human Resources Office, upon hire. Each new resident student receives a copy of the EEP at the new resident student orientation.

The Community may be notified of a need for partial or full evacuation by a number of communications options, including community-wide email, community-wide voice mail, public announcement broadcasts, e-boards, Facebook, Twitter, or electronic notification system (by text or voice mail). The primary communication methods for evacuation are the electronic notification system, TCAlert, and public announcements via speaker throughout campus. The other methods are supplemental.

The Office of Public Safety maintains ongoing communication protocols with various New York City agencies involved in emergency notification and response including the Police Department, the Fire Department, and the Office of Emergency Management (OEM). The College participates in a private college consortium that works closely with OEM and maintains a seat at OEM during City-wide crisis. The OEM seat serves as a direct communication link to the College’s own emergency command center which is staffed during City-wide or College emergencies.

**Shelter-in-Place Procedures – What does it mean to “Shelter-in-Place”?**
If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Therefore, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made
even safer and more comfortable until it is safe to go outside.

**Basic “Shelter-in-Place” Guidance**
If an incident occurs and the building you are in is not damaged, stay inside the building in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, TCID, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If College Public Safety, police or fire department personnel are on the scene, follow their directions.

- Close all doors
- If in the course of exiting the building you are blocked by fire, go to the safest fire-free area, or stairwell. If a phone is available call Public Safety, or find a window and signal that you are still in the building.

**How to “Shelter-in-Place”**
No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows.

If there is a large group of people inside a particular building, several rooms maybe necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.

4. Turn off air conditioners, heaters, and fans.

5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)

6. Make a list of the people with you and ask someone to phone the information to the NYPD and/or Teachers College Office of Public Safety so they know where you are sheltering.

7. Turn on a radio or TV and listen for further instructions.

8. Make yourself comfortable.

**Emergency Response and Evacuation Testing Procedures**

**Emergency Text Messaging:**

In the event of an emergency involving an imminent threat on campus, the Office of Public Safety shall confirm that there is a significant emergency or dangerous situation, and then in conjunction with the Office of the Vice President for Finance and Administration, determine the appropriate segment or segments of the campus community to receive a notification; determine the contents of the notification; and utilize the College’s emergency notification system (TC Alert text and voice messaging) to notify the campus community. The TC Alert emergency notification system is tested two times each year.

The Office of Public Safety immediately notifies the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of community members.
Missing Student

If a member of the community has reason to believe that a student who resides in on-campus housing has been missing, he or she should immediately notify Teachers College Office of Public Safety (OPS) at (212) 678-3333. OPS will generate a report and will attempt to locate the student or determine why the student is presumed missing. This investigation is accomplished through the use of both on-campus and off-campus resources. The Office of Public Safety will coordinate with the Office of Residential Services, the Office of the Provost, and any other appropriate offices.

If the resident student cannot be located within 24 hours, or if the circumstances warrant earlier intervention and investigation by law enforcement, the Office of Public Safety will contact the local NYPD precinct and will assist them as requested. OPS will contact the student’s designated emergency contact as soon as practicable and no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and unemancipated, TC will also notify the student’s parent or legal guardian as soon as practicable but no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify an individual to be contacted by OPS in the event the student is determined to be missing more than 24 hours. If a student has designated such an individual, TC will contact that person as soon as practicable but no later than 24 hours after the student is determined to be missing. The student’s confidential contact information will only be accessible by authorized campus officials. This information may only be disclosed to the New York City Police Department, or other bona fide law enforcement agency, and only in the furtherance of a missing person investigation.

Important Policies relating to Safety and Security

<table>
<thead>
<tr>
<th>Policy</th>
<th>Where to find it</th>
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<tr>
<td>Abuse and Harassment of Minors and Adults</td>
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</tr>
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<td>Campus Sex Crimes Prevention</td>
<td><a href="#">www.tc.edu/policylibrary/campus sex crimes prevention</a></td>
</tr>
<tr>
<td>Drug Free Campus Policy</td>
<td><a href="#">www.tc.edu/policylibrary/drug free campus</a></td>
</tr>
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<td>Alcoholic Beverages Policy</td>
<td><a href="#">www.tc.edu/policylibrary/alcoholic beverages</a></td>
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<td>Gender Based Misconduct Policy for Students</td>
<td><a href="#">http://sexualrespect.columbia.edu/gender-based-misconduct-policy-students</a></td>
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<tr>
<td>Hate or Bias Crime Reporting</td>
<td><a href="#">www.tc.edu/policylibrary/hate or bias crime reporting</a></td>
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<tr>
<td>Missing Students</td>
<td><a href="#">www.tc.edu/policylibrary/missing students</a></td>
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<td>Protection from Harassment</td>
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<td>Smoke Free Campus</td>
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</tr>
<tr>
<td>Violence Free Workplace</td>
<td><a href="#">www.tc.edu/policylibrary/violence free workplace</a></td>
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</tbody>
</table>
Fire Safety and Prevention

The Office of Environmental Health & Safety (EH&S) and the Officer of Public Safety, work in concert to protect the College from fire. The Office of Environmental Health & Safety (EH&S) takes the lead in educating the College community about fire safety. It also manages the advanced fire detection and suppression systems located throughout the campus. The Environmental Health & Safety Fire and Life Safety Coordinator, Stephen Doyle, is located in Zankel building room ZB31 and can be reached by phone at (212) 678-8164.

Description of Student Housing Fire Systems

Every Teachers College residence has:

1. An interior fire alarm system.
2. Monthly inspection of fire suppression equipment.
3. Semi-annual testing of all fire detection and notification equipment.
4. An interior fire alarm panel that triggers a full first alarm response (three engine companies, two ladder companies, and a Battalion Chief) to the building upon activation.
5. Automatic wet sprinklers in all laundry rooms.

Public Safety Officers are trained and certified by the City of New York as Fire Safety Directors, and as such, maintain the knowledge and skills necessary to successfully respond to fire emergencies on campus. The College maintains a working relationship with the New York City Fire Department and the New York City Department of Buildings to ensure that the College buildings fire systems meet or exceed applicable fire and building codes and best practices in fire safety are applied throughout the campus.

Teachers College is a Smoke-Free Campus. Smoking is prohibited in all buildings, residential and academic. Smoking is prohibited outside within 50 feet of any College building entrance/exit, driveway, or open window.

Continuous Evaluation and Enhancement of Campus Fire Safety

Teachers College is committed to continual assessment and enhancement of fire safety equipment and procedures to ensure continued compliance with New York City, State, and National Fire Safety Standards.

Daily Fire Logs

The Office of Environmental Health & Safety (EH&S) compiles campus fire statistics and reports them to the U.S. Department of Education. The Office also maintains a daily fire log. The information in the logs typically includes the type of fire, date, time, and general location. The log is available for review during normal business hours.

The Office of Environmental Health & Safety (EH&S) is located in the Zankel Building, ZB 31, 525 West 120th street, New York City, N.Y. 10027-6696. Business hours are Monday through Friday 9:30 A.M. to 5:00 P.M.

Fire Statistics

For 2012, 2013, and 2014 Fire Statistics, see Appendix C on page 38.

Fire Safety Education and Training

1. Fire Evacuation (FET) Training- The College maintains a Fire Evacuation Team (FET) charged with the responsibility to assist the Office of Public Safety with emergency and fire evacuation of buildings on campus. The FET receives fire response and evacuation training annually at the beginning of each “fall” semester.

2. Public Safety Staff Training- The College maintains a proprietary Public Safety Office with Public Safety staff on-hand around the clock. The Public Safety staff provides the primary response to fire, medical, and criminal incidences on campus. Public Safety staff members receive training and certification as Fire Safety Directors. In addition, they receive semi-annual refresher training in fire safety, fire alarm response and emergency evacuations.

3. Community Assistant (CA) Training Community Assistants employed by the Office of Residential Services are tasked with the on-site management of campus residential facilities. Members of the CA staff receive entry level training in fire safety, fire alarm response, and emergency evacuation as part of their orientation training. This training is provided by
the Office of Public Safety, and the Office of Environmental Health and Safety.

4. **New Resident Student Fire Safety Orientation Training** - Resident students receive information about fire safety, fire alarm response, and emergency evacuation as part of the New Resident Student Orientation provided at the beginning of each semester by the Offices of Public Safety, and Environmental Health and Safety.

5. **Faculty and General Staff Training** - Fire Safety, fire alarm response, and emergency evacuation training is provided on request by the Office of Public Safety to both academic and non-academic offices and departments. Presentations are provided throughout the academic calendar year.

    Reporting a Fire
    I. Campus Public Safety-Emergency 3333
    II. Police, Medical, Fire-Emergency 911 / 3333
    III. **All fires are to be reported to the Office of Public Safety, no matter how minor.**

**Fire Safety Precautions**

1. Keep doorways, corridors, and stairwells clear and unobstructed. Keep fire doors closed.
2. Make sure that all electrical appliances and cords are in good condition and UL approved.
3. Do not overload electrical outlets. Use fuse protected multi-outlet power strips and extension cords when possible.
4. Never store flammable substances or combustible items (oily rags, paint, etc.) in your office or apartment.
5. The use of candles, incense, and other open flames is strictly prohibited in all college academic buildings and residential halls.
6. Never leave food cooking or running electrical appliances unattended, no matter the amount of time.
7. Be familiar with the locations of firefighting equipment that is closest to your office or apartment.
8. Be familiar with fire evacuation routes from your office or apartment.
9. When leaving for extended periods of time, i.e. vacations or leave of absence, unplug electrical appliances and shut off gas stoves. (Note: Consult the Office of Residential Services and Facilities with regards to turning off the gas stoves and/or the unplugging of electrical appliances).
10. Ensure that the smoke detectors are working properly by looking for the green light. Residential building occupants should test their smoke detectors regularly. The Office of Environmental Health and Safety regularly tests the smoke detectors in the academic buildings.

**Procedures for Students and Employees in the Event of a Fire**

1. If you discover a fire, immediately shout a warning to other occupants and PULL the nearest fire alarm as you exit the building.
2. Remain calm.
3. When evacuating the building, remember to feel doors before opening them to ensure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, head as close to the ground/floor as possible, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit.
4. Provide assistance to persons with disabilities. Notify the TC Office of Public Safety if persons with disabilities are in the area and may need to be relocated.
5. Provide assistance to other individuals in your immediate area. Attempt rescue efforts only if there is no immediate danger to self.
6. If the fire is small and if you have had training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started and the Office of Public Safety has been notified (by activating the fire alarm or by calling extension 3333).
7. Close all doors and windows in the vicinity of a fire.
8. Once you are safely away from danger, call the emergency number for the Office of Public Safety, extension 3333 to report the fire.
9. Once **outside the building and away from the danger** and when possible, direct emergency teams to the location of the fire and then proceed to your department’s designated gathering point (at least 500 feet away from the affected building) and stay there.
10. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and workers.
11. If requested, assist TC Office of Public Safety staff as necessary.
12. Do not return to an evacuated building until given the “All Clear” sign by the TC Public Safety staff.

For persons with disabilities

It is suggested that individuals who use wheelchairs or who have mobility impairment prepare for an emergency ahead of time by asking co-workers or fellow students to plan on providing assistance in an emergency. It is also suggested that individuals contact the Director of the Office of Public Safety and/or the Director of the Office of Access & Services for individuals with Disabilities for assistance in planning for emergencies.

1. During an emergency evacuation due to fire the building elevators should not to be used.
2. Evacuation may not always be necessary or advisable. If persons with disabilities cannot be transported from the building without using an elevator, assist persons with disabilities to the nearest fire stairway landing on each floor of the building. Immediately notify TC Public Safety staff, first responders, or other rescue workers on scene of the arrival of persons with disabilities to the rescue area.
3. Do remain in your room if you cannot get out of the building because of heat or smoke. – Call Public Safety immediately. Keep the door closed and wait for assistance from the Fire Department. If smoke is entering the room through the cracks of the door, stuff the crack under the door with towels, sheets, or blankets. If possible, open the window and signal to the Fire Department with a bright colored garment from that window; the Fire Department will be looking for this type of signaling or sign.
4. Do close the door behind you if and when it is safe to leave your room.
5. Don’t waste time collecting personal valuables. Take your keys with you so that you can re-enter your room if exiting the building is not possible.

Fire Response Dos and Don’ts

1. Do treat every alarm as an emergency. If an alarms sounds, exit the building immediately.
2. Don’t assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law but these tests are announced in advance. The College does not schedule unannounced fire drills.
3. Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other life safety devices or to block or obstruct paths of egress.

Campus Safety Advisory Committee

The primary mission of the Committee, as set by New York State Education Law Article 129 A, is to review campus security policies and procedures and make recommendations for their improvement. The committee is particularly concerned with ensuring that procedures and programs are in place to educate the community about sexual assault, domestic violence, dating violence, stalking, and to educate the community about personal safety and crime prevention. The Chair of the Committee is the Assistant Vice President/Director of Public Safety.
Appendix A

Campus Crime Statistics

This table includes all reports of Clery crimes made to Public Safety, other TC CSAs, or local Police Authorities. A report is counted during the year made (rather than when the incident took place) and regardless of the outcome of any investigation or prosecution. VAWA added crimes to Clery effective for 2014 statistics. Relevant 2013 reports are included to the extent that they were received, but 2013 data for VAWA crimes may be incomplete. No Hate Crimes were reported during the three year period of 2012, 2013, and 2014.

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<th>On Campus</th>
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</tbody>
</table>

3 The 2014 statistics include the report of a sexual assault that occurred in 2009, but was first reported to the College in 2014.
4 One2013 case was reported to the Office of Public Safety. The second reflects an NYPD report of a "Domestic Incident Report" (DIR) in a residence hall. The NYPD prepares a DIR whenever investigating a domestic incident, even if it involves a non-criminal verbal dispute. The College does not know whether the DIR represented either domestic or dating violence (under VAWA), but included it.
5 Under Clery regulations, cyber-stalking is reported if the electronic communications were sent from or received on campus, regardless of whether there is a campus nexus. Three of the stalking cases reported for 2014 involved cyber-stalking.
Appendix B
Fire Statistics
Calendar Year 2014

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Value of Property Damaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residence (517 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Bancroft (509 W121)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sarasota (512 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Grant (514 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Whittier (1230 Amsterdam Ave)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Calendar Year 2013

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Value of Property Damaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residence (517 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Bancroft (509 W121)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sarasota (512 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Grant (514 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Whittier (1230 Amsterdam Ave)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Calendar Year 2012

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Value of Property Damaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residence (517 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Bancroft (509 W121)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sarasota (512 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Grant (514 W122)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Whittier (1230 Amsterdam Ave)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Data for all Calendar Years 2012-2014

| Location | Medical Facility Fire related Property Damage Malicious False Alarms Incident # |
|----------|-----------------------------------------------|---------------------------------|----------------|------------------|
| New Residence | 0                                      | 0                                   | 0                             | 0                         | N/A    |
| Bancroft  | 0                                      | 0                                   | 0                             | 0                         | N/A    |
| Sarasota  | 0                                      | 0                                   | 0                             | 0                         | N/A    |
| Grant     | 0                                      | 0                                   | 0                             | 0                         | N/A    |
| Whittier  | 0                                      | 0                                   | 0                             | 0                         | N/A    |

| Location | Fire Alarms Monitored Sprinkler System Fire Alarm System & Smoke Evacuation Plans Posted & Fire Safety Evacuation Drills Each Academic Year |
|----------|---------------------------------------------------------------|-------------------------------------------------|--------------------------|-----------------------------|---------------------------------|
| New Residence | Yes                                      | Yes                                        | Yes                      | Yes                         | Yes                          | 12                               |
| Bancroft  | Yes                                      | Yes                                        | Yes                      | Yes                         | Yes                          | 4                                |
| Sarasota  | Yes                                      | Partial                                   | Yes                      | Yes                         | Yes                          | 4                                |
| Grant     | Yes                                      | Partial                                   | Yes                      | Yes                         | Yes                          | 4                                |
| Whittier  | Yes                                      | Partial                                   | Yes                      | Yes                         | Yes                          | 4                                |

TC Annual Campus Security and Fire Safety Report, October 1, 2015, including statistics for 2012-2014

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