

# SARAH LAWRENCE COLLEGE



2017

## Annual Campus Security and Fire Safety Report

# SARAH LAWRENCE COLLEGE

## Campus Security & Fire Safety

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# Services & Resources

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## SERVICES

### Important Telephone Numbers

There are emergency phones/towers located throughout the campus. Pushing the button on an emergency phone automatically connects the caller to Westlands Desk. In addition, please make a note of these important phone numbers:

Safety & Security Emergency .....	x2222
Westlands Desk, 24 hours a day .....	x2209
Shuttle/escort service .....	x2209
Emergency repairs (9 a.m. to 5 p.m., Monday through Friday) .....	x2385
Security office .....	x2384
After-hours emergency repairs .....	x2209
Health Services .....	x2350
Student Affairs .....	x2575
Confidential Substance Abuse Counseling .....	x2212
Yonkers Emergency (ambulance, police, fire) .....	911
Lawrence Hospital .....	914.787.1000
Victims Assistance Services of Westchester .....	914.965.0217

### Safety and Security Measures

Sarah Lawrence College campus safety and security measures include the following:

- 24/7 security services
- Public Safety & Security vehicle and foot patrols (uniformed)
- Resident Public Safety Director sprinkler systems
- Fire and burglar alarms
- Emergency phones located throughout the campus
- Shuttle (van) service to local train station
- Campus shuttle service
- Safety workshops
- Self-defense workshops

- Defibrillators on campus
- Campus Alert emergency notification system (e-mail, text, phone) available to all students, faculty, and staff

### **Westlands Desk: Central Dispatch**

Westlands Desk (located on the first floor of Westlands) is covered 24 hours a day and is the central dispatch location for security and the student shuttle. When you pick up any of the emergency phones located around campus or when you dial the emergency number (2222) you will reach Westlands Desk. The map shows the locations of emergency telephones around campus which connect you directly, without dialing. We ask you to not use the 2222 emergency number for any calls other than emergencies in order to keep the line clear for real emergencies. Westlands Desk can be reached by dialing ext. 2209 for non-emergency phone calls.

Westlands Desk also houses the College's Lost and Found. Identification is required when claiming a lost item.

### **Student Shuttles**

Student Shuttle is a student run and staffed auxiliary service. The shuttle runs seven days a week from 7 p.m. to 3 a.m. To contact the shuttle, call Westlands Desk (ext. 2209) with your location and destination and the shuttle will be dispatched by radio. The Student Shuttle may pick up and drop off only on campus. The shuttle also patrols roadways and campus parking lots.

The College also operates a shuttle service that transports students, faculty, and staff to and from the Bronxville Metro-North train station seven days a week from 5:45 p.m. to 2:15 a.m. The shuttle may pick up and drop off only at Westlands Gate and at the Bronxville train station.

### **Medical Transport**

Students, faculty, and staff who are on the College's medical transport list are transported throughout the campus by security personnel during daytime hours before the campus shuttle starts running.

### **Campus Facilities**

The Campus Facilities Department maintains the college facilities and grounds with a concern for safety and security. Reports of safety hazards such as broken windows, locks, or lighting should be reported immediately for prompt repair. Security officers regularly submit lighting and physical security reports to the Campus Facilities Department for appropriate actions.

### **Special Attention List**

Students are free to call Westlands Desk at ext. 2209 to request special patrols of specific areas/buildings of the campus whenever needed.

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## RESOURCES

### **Crime Prevention Tips**

- Try not to walk on Kimball Avenue; use interior pathways instead.
- Always lock your bedroom, apartment, and exterior door.
- Never leave any valuables out in the open and walk away from them, even if only for a few minutes.
- Use the SLC Identiguard program.
- When walking at night, try to walk in groups or use the campus shuttle.
- When walking, plan your route in advance and know where to find emergency phones.
- Immediately report any suspicious persons or activity to security and the police.
- When not in your room, close and lock all windows, especially windows that can be easily reached from ground level.

- If you go inside your room and find evidence of a break-in, don't disturb or touch anything. The police can possibly dust for fingerprints. Call security immediately.
- If you spot a burglar leaving your residence, don't try to stop him. Call security and the police immediately.
- Have all deliveries sent to Westlands Desk and meet the delivery person there.
- If you are ever facing an armed criminal, the risk of injury is minimized by cooperation, avoidance of sudden moves, and giving the criminal what is wanted.
- If it will be dark when you return to your car, park in a place that will be well lit and not deserted.
- Have your keys ready when returning to your car.

## How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found at <https://www.notalone.gov/assets/bystander-summary.pdf>. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive toward another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like he/she could be in trouble or need help, ask if he/she is ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, for counseling, or with legal assistance.

## Security Awareness Program

During orientation at the start of each academic year, the AVP of Public Safety leads a mandatory security presentation to all new students. During this program, the director discusses crimes that have occurred at the campus in the past and ways to prevent being a victim of crime through various safety tips. An overview of the College's security program is also given. All incoming students receive a security informational pamphlet during orientation. This pamphlet outlines campus security procedures and practices and also encourages the campus community to look out for themselves and for one another. Each year, during Club Day on Westlands South Lawn, security gives out this security informational pamphlet to all people who visit the security table. The security informational booklet is also given to all new employees of the College. In addition, each year the Public Safety & Security Department and the Physical Education Department sponsor a crime prevention/self-defense seminar for anyone who wishes to attend. This self-defense seminar teaches people simple maneuvers to fend off an attacker and escape.

Security has also designed a number of programs and workshops to inform and educate students about campus safety and security issues and procedures. Security offers these workshops each semester on topics including personal safety awareness, safety tips, fire safety, and self-defense. At the beginning of the academic year, resident assistants have meetings with their new advisees in which they speak about security issues. Information is also provided to students and employees regularly (weekly student-life meetings) through meetings, brochures, and the student newspaper. When time is of the essence, information is released to the College community via emailed security alerts and advisories.

## Personal Safety & Security

The cooperation and involvement of all members of the community in the College's safety program is absolutely necessary for the program to succeed. Students must assume responsibility for their own personal safety and for the security of their belongings by

taking simple, common-sense precautions. For example, although the campus is well lit, any student—male or female—should use the campus escort shuttle or travel in pairs on college pathways when returning to residence halls late at night. Room doors and windows should always be locked when they are unoccupied. Valuable items should be engraved and cataloged by the Security Department. Students should always report any suspicious-looking individuals to security.

## **Access to Residence Halls**

The College has both single-sex and coed residence halls. Some of the residence halls are multiuse buildings with classrooms and/or offices. Residence halls are kept locked 24 hours a day. Multiuse residence halls without swipe-card access are opened and closed by security personnel on a specific schedule. Students are issued keys or cards to the outside doors of the residences and are required to keep the doors locked at all times. Propping doors open is strictly prohibited.

The College has a resident Student Affairs staff, including administration, graduate assistants, and student resident advisors. Administrators from Student Affairs and Campus Facilities are on-call 24 hours a day. The College also expects students to be responsible for a number of measures to ensure that they and their possessions are protected as much as possible.

All deliveries coming onto campus—such as flowers, FedEx, and food, must be made to Westlands desk. Students should not give out individual dormitory addresses to vendors nor should students prop doors open for them. Delivery persons are strangers and should not have privileged access to the dorms. The proper procedure for deliveries is to have them delivered to Westlands desk. Westlands desk calls students when they have a delivery waiting. Security enforces this rule by escorting all deliveries seen on campus to Westlands. Vendors who persist in making direct deliveries will be banned.

All residence halls are patrolled by security officers. Students, faculty, and staff are required to carry proper college ID cards and must show them upon request to any security officer.

## **Safety and Security Team**

The Public Safety & Security Department consists of an AVP, an Assistant Director, a Fire Safety Director, four sergeants, one corporal, 23 full-time officers and 12 part-time officers, three Westlands desk staffers, two Westlands gate monitors, three Heimbold Visual Arts Center monitors, and seven Bronxville train station shuttle drivers. The department also oversees a student component that staffs the student shuttle and Westlands gate watch.

## **Director of Public Safety and Security**

Larry Hoffman, the AVP of Public Safety & Security, has the primary responsibility for College safety and security. He works closely with all members of the College community and representatives of the local police and fire departments. He lives on campus and is on-call 24 hours a day for safety and security emergencies. He welcomes questions, suggestions, and ideas relating to safety and security and can be reached at [lhoffman@sarahlawrence.edu](mailto:lhoffman@sarahlawrence.edu) or 914.395.2384.

## **Security Officers**

Security officers are trained, certified, and registered in compliance with the New York State Security Act of 1992. The officers receive additional training by the College in various areas, including the use of AEDs, sexual crimes training, fire safety, and CPR/first aid. Officers must obey and enforce the laws and regulations of the federal government, New York State, the City of Yonkers, and Sarah Lawrence College. Security officers do not have arrest powers above that of a private citizen. They do have the authority to ask persons on campus property for identification and to determine whether individuals have lawful business at Sarah Lawrence College. Security officers have the authority to issue parking tickets on campus. Parking tickets issued to students are billed to their college financial accounts. The College works closely with state and local police agencies/authorities, where appropriate.

Security officers patrol the campus on foot and in vehicles throughout the day and night. In addition to their regular patrols, officers respond immediately to emergencies, escort students when the Student Shuttle is not running, open and close various facilities, patrol parking areas, issue parking tickets, control and respond to all burglar and fire alarms, and respond when students, faculty, or staff are locked out of dorms or offices.

# Crime Statistics

## Policies for Preparing the Annual Disclosure of Crime Statistics

As required by federal law, Sarah Lawrence College's yearly crime statistics for this report are compiled by the Sarah Lawrence College Department of Public Safety & Security on a calendar-year basis and in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. These statistics include the previous three years concerning reported crimes that occurred on campus, in the college's non-campus buildings, and on public property within, or immediately adjacent to and accessible from, the campus. In addition, statistics are gathered from crimes reported to the security officers, crimes reported to other campus officials with significant responsibility for student and campus activities (i.e., Student Affairs, Housing, Judicial Affairs, Career Counseling, College Events, Community Partnerships, athletic coaches, deans, Human Resources, Health Services, and advisors to students/student organizations), as well as those crimes reported to the local police precincts (Yonkers Police Department). These statistics also include persons referred for campus disciplinary action for categories required under the Clery Act, including liquor law violations, drug law violations, and illegal weapons possession. Lastly, crime statistics are received yearly from the College's Health Services Department. The statistics consist only of the number of crimes committed and do not include any further information. In completing all publicly available record keeping for the purposes of the Clery Act reporting, the College will not include any identifying information about victims of crimes. It will also maintain the confidentiality of any accommodations or protective measures given to the victim to the extent that such exclusions would not impair the ability of the institution to provide such accommodations or protective measures.

## Definition of Clery Act Geography

- **On-Campus**—Defined as: (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 paragraph (1) of this definition, 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 other retail vendor).
- **Non-Campus Building or Property**: Defined as: (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**: Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
- **Non-campus Violations**: Students, faculty, and staff are encouraged to report to public safety and the police all criminal activity that occurs in all Sarah Lawrence College non-campus locations.

## 2014–2016 Statistics

The Jeanne Clery Act requires colleges to publish yearly security reports that include campus crime statistics for the past three years and specific campus security policy disclosures. Each year, an email notification is made to all enrolled students, current faculty, and staff that provides a link to the college web site in order to access this report. The Advisory Committee on Campus Safety will provide, upon request, a hard copy of all campus crime statistics as reported to the United States Department of Education. If an individual requires such a copy, he/she should call the Office of the College's Director of Public Safety & Security at 914.395.2384. The copy will be sent free of charge within ten days of the request. Sarah Lawrence College's crime statistics and those of other US colleges can also be found at the United States Department of Education's website address <http://ope.ed.gov/security>.



## Definitions of Crimes

**Murder and Non-Negligent Manslaughter.** Defined as the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter.** Defined as the killing of another person through gross negligence.

**Sex Offenses.** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape (except Statutory Rape).** 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." This offense includes the rape of both males and females.
- **Sodomy.** Oral or anal sexual intercourse with another person 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 or physical incapacity.
- **Sexual Assault.** An offense that meets the definition of rape, sodomy, sexual assault with an object, fondling, incest, or statutory rape as used in the FBI's UCR program.
- **Sexual Assault With an Object.** Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person 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 or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia, (e.g., a finger, bottle, handgun, stick).
- **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 or physical incapacity.

**Sex Offenses, Nonforcible.** Unlawful, nonforcible sexual intercourse.

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

**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.

A. 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.

B. For the purposes of this definition:

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

C. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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 cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
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 of violence occurred; or
5. By any other person against an adult or youth victim who is protected.

**Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or

2. Suffer substantial emotional distress.

3. For the purposes of this definition, 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.

**Robbery.** Robbery is 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.** Aggravated assault is 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.

**Burglary.** Burglary is the unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

**Motor Vehicle Theft.** Motor vehicle theft is the theft or attempted theft of a motor vehicle.

**Arson.** Arson is 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.

## Hate Crimes in the Following Categories

**Larceny/Theft (except motor vehicle theft).** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article which is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**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.

**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.

**Destruction/Damage/Vandalism of Property.** 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.

## Hate Crimes Categories

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term not found in the FBI's Hate Crime Data Collection Guidelines.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

Classifying a crime as a Hate Crime is sometimes difficult.

### Criminal Offenses—On-Campus

Numbers indicate total occurrences on campus per year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	3 (rape) 2 (fondling)	2 (rape) 3 (fondling)	7 (rape) 2 (fondling)
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	1
f. Aggravated assault	0	0	0
g. Burglary	12	5	12
h. Motor vehicle theft	0	0	0
i. Arson	0	2	0
j. Domestic violence	0	0	0
k. Stalking	3	6	6
l. Dating violence	0	1	2

### Criminal Offenses—On-Campus: Student Housing Facilities

Numbers indicate total occurrences in residence halls per year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	3 (rape) 1 (fondling)	2 (rape) 2 (fondling)	7 (rape) 2 (fondling)
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	10	3	3
h. Motor vehicle theft	0	0	0
i. Arson	0	1	0
j. Domestic violence	0	0	0
k. Stalking	3	3	3
l. Dating violence	0	1	2

## Criminal Offenses—Non-Campus

Numbers indicate total occurrences in or on non-campus buildings or properties per year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	1	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Domestic violence	0	0	0
k. Stalking	1	0	0
l. Dating violence	0	0	0

## Criminal Offenses—Public Property

Numbers indicate total occurrences on public property per year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)	0 (rape) 0 (fondling)
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Domestic violence	0	0	0
k. Stalking	0	0	0
l. Dating violence	1	0	0

## Hate Crimes—On-Campus

Numbers indicate occurrences of hate crimes per year; categories of bias are for crimes reported in that year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	0	0	0
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	0	0	0
l. Intimidation	1 (sexual orientation)	0	0
m. Destruction/damage/vandalism of property	1 (race)	1 (race) 1 (religion)	2 (race)

## Hate Crimes—On-Campus: Student Housing Facilities

Numbers indicate occurrences of hate crimes per year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	0	0	0
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	1 (race)	1 (religion)	2 (race)

## Hate Crimes—Public Property

Numbers indicate occurrences of hate crimes per year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	0	0	0
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	0	0	0
l. Intimidation	1 (sexual orientation)	2 (sexual orientation)	2 (race) 1 (sexual orientation)
m. Destruction/damage/vandalism of property	0	0	0

## Hate Crimes—Non-Campus

Numbers indicate occurrences of hate crimes per year.

CRIMINAL OFFENSE	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses—Forcible	0	0	0
d. Sex offenses—Non-forcible (includes only incest and statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)	0 (incest) 0 (statutory rape)
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Larceny/theft	0	0	0
l. Intimidation	0	0	0
m. Destruction/damage/vandalism of property	0	0	0

## Arrests—On-Campus

Numbers indicate arrests per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	0	0
b. Drug law violations	1	0	0
c. Liquor law violations	0	0	0

## Arrests—On-Campus: Student Housing Facilities

Numbers indicate arrests per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	0	0
b. Drug law violations	1	0	0
c. Liquor law violations	0	0	0

## Arrests—Non-Campus

Numbers indicate arrests per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

## Arrests—Public Property

Numbers indicate arrests per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	1
c. Liquor law violations	0	0	0

## Disciplinary Actions—On-Campus

Numbers indicate persons referred for disciplinary action per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	1	0
b. Drug law violations	31	27	41
c. Liquor law violations	55	32	36

## Disciplinary Actions—On-Campus: Student Housing Facilities

Numbers indicate persons referred for disciplinary action per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	1	0
b. Drug law violations	23	25	30
c. Liquor law violations	31	23	22

## Disciplinary Actions—Non-Campus

Numbers indicate persons referred for disciplinary action per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

## Disciplinary Actions—Public Property

Numbers indicate persons referred for disciplinary action per year.

CRIME	2014	2015	2016
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

## Unfounded Crimes

CRIME	2015	2016
On-Campus	0	0
Student Housing Facilities	0	0
Non-Campus	0	0
Public Property	0	0

## REPORTING POLICY

All crime victims and witnesses are strongly encouraged to immediately report any crimes to the college's Public Safety & Security Office [914.395.2209 non-emergency, 914.395.2222 emergency] and the appropriate police agency (911). Prompt reporting will assure timely warning notices on campus and will increase the chances of perpetrators being caught. Dispatchers are available 24 hours a day, 7 days a week, to receive calls to the Campus Public Safety & Security Department.

Employees and students may also report past criminal offenses to a college official who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. This includes the Dean of Studies & Student Life ext. 2252, Dean of Student Affairs ext. 2575, Assistant Dean for Residential Life ext. 2576, and Director of Human Resources ext. 2315. Upon receiving a report of criminal activity, these people must forward it to the Department



of Public Safety & Security or local police authorities. Other than Health Services personnel, the College is required to report all violent felonies and missing students to the local police, even if the victim(s)/witnesses refuse to make a police report.

Upon receipt of a report, college security officers are dispatched immediately to the site of the complaint. Any incident to which an officer responds is reported and filed. Officers prepare and submit incident reports, which are investigated and, where applicable, filed with the local police authorities. This includes but is not limited to assault, rape, theft of car, thefts from rooms, robberies, vandalism to college property, external disturbances, internal disturbances, harassment by outsiders, harassment by members of the College community, injuries occurring on campus, trips to Lawrence Hospital, and trespassing.

If an officer is called to an incident, it is his/her responsibility to file a report. If an incident occurs and an officer is not called, then the complainant should file a report at the security office. This is important. A report must be filed; otherwise the incident "did not happen" or is "unknown." Without a report, it is very difficult for college officials to take appropriate action and alert the campus community. An example of this would be verbal harassment on Kimball Avenue. If the complainant (the student) does not make a report, then the College cannot prove that there is a problem on Kimball Avenue. Therefore, it is difficult to ask the local police for additional street patrols in our area of Yonkers and makes our community vulnerable to repeated incidents.

Policies regarding procedures for reporting and addressing crime and emergencies are reviewed by the Student Life Committee.

### **Voluntary Confidential Reporting**

The College has a policy in which professional counselors and medical personnel from Health Services report the number and types of crimes (statistics only) on an annual basis to be included in the Clery Report each year.

Other than through Health Services, the College does not have any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report.

Health Services counselors encourage victims of crimes to report criminal activity to campus public safety. These reports would not be anonymous.

### **Emergency Notification**

Sarah Lawrence College will immediately notify the campus community upon confirmation of an emergency or dangerous situation that constitutes an ongoing or continuing threat to the College community. In such a situation, the AVP of Public Safety will send out a campus alert via text and email. If time permits, the AVP of Public Safety will confer with the Vice President of Finance and Operations prior to sending the message. If warranted, Public Safety officers will also use their vehicle speaker systems to notify the community. Please see Sarah Lawrence College's Emergency Response Plan for specific information on how the College will handle emergencies.

### **Timely Warning**

In an effort to provide timely notice to the SLC community and, in the event of a crime within the SLC Clery Geography that may pose a serious or ongoing threat to members of the SLC community, a "Timely Warning" will be sent to all students and employees via the SLC community email list. These alerts will be prepared and distributed by the AVP of Public Safety or the College's Title IX Coordinator. Timely warning notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of the victims as confidential, and with the goal of aiding in the prevention of similar occurrences. As per Clery Regulation, the decision to issue a timely warning is decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the following:

- The nature of the crime
- The continuing danger to the college community
- The possible risk of compromising law enforcement efforts

# HOW TO FILE A REPORT

To file a report of an incident, call ext. 2384 Monday through Friday, 8 a.m. – 4 p.m., go to the Security office located in Andrews House. An officer will be called to take your report.

After 4 p.m. and on weekends, call Westlands desk, ext. 2222 for emergencies, ext. 2209 for non-emergencies.

Please be prepared to answer the following questions:

## Who? What? Where? When? Why? How?

When you call to file a report, identifying yourself allows the Public Safety & Security Department to conduct a proper follow up. However, individuals can call anonymously to leave tips that may assist the department in preventing or solving crimes. Security will respond to all reports of suspicious activity—whether you choose to identify yourself or remain anonymous. Failing to make a report places the entire community at risk.

Anonymous reports will be included as a statistic in the annual campus report unless it is unfounded. Unfounding occurs when an investigation fails to substantiate a good-faith belief that a crime occurred.

## How to Describe a Vehicle

Make a note of the following

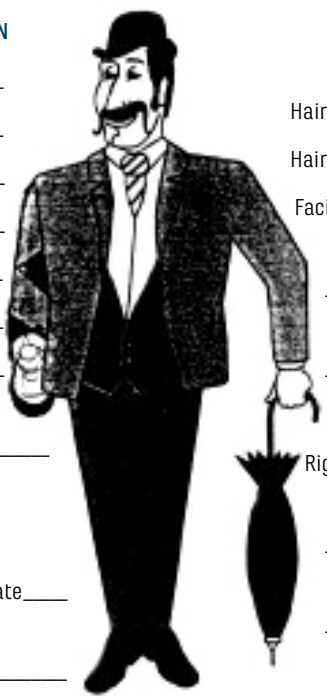
- Color
- License Plate Number (Marker) & State
- Make & Year
- Body Type (sedan; two-door convertible; station wagon)
- Exterior Attachments or Damage

**Example:** Gray, late model Ford, four-door sedan, New York license number XRZ 616 with a roof rack and dent on the passenger side.

## How to Describe a Person

This chart shows the characteristics to keep in mind when describing a person:

<b>PHYSICAL DESCRIPTION</b>	
Height _____ to _____	Hat _____
Age _____ to _____	Hair Color _____
Weight _____ to _____	Hair Length _____
Race _____	Facial Hair _____
Complexion _____	Shirt Color _____
Eye Color _____	Jacket Color _____
Glasses _____	Weapon _____
Scars/Tattoos _____	Righthand/Lefthand _____
<b>METHOD OF ESCAPE</b>	Pants/Color _____
Foot? Auto?	Shoes/Color _____
License _____ State _____	
Vehicle Description _____	



## Indications a Crime Might Be in Progress

- A scream for help
- A strange car repeatedly driving by
- A broken window
- Seeing someone you don't know or recognize:
- Entering your neighbor's room or home
- Entering an office or lab with no apparent business to transact
- Loitering in a parking area, your home, dormitory or work area
- Trying to jimmy a car window

## If a crime has occurred, call security and report all details of the incident:

There are outdoor emergency telephones marked by a blue light strategically located throughout the campus along college paths and in college parking lots. The map shows their locations. The telephones are connected directly (without dialing) to college security. Or you can call ext. 2222. In an emergency, give:

1. Your location
2. The nature of the emergency
3. Your name

Security will respond immediately. Remember details so you can tell the investigators:

1. Where the incident took place
2. Describe the suspect(s)
3. A description of any vehicle and the direction of escape

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## SEXUAL OFFENDER REGISTRATION

As per the Campus Sex Crimes Prevention Act, all institutions of higher learning must advise the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. This information may be obtained by going to [criminaljustice.state.ny.us/nsor/](http://criminaljustice.state.ny.us/nsor/). A search can be done by zip code, county or name.

# Fire Safety

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## POLICIES AND SANCTIONS

### Possession of Prohibited Items

The following items are considered fire hazards and are prohibited in student rooms:

- Mobiles
- String lights
- Paper lanterns and/or paper lampshades
- Extension cords
- Open flames of any kind
- Hot plates
- Electric teapots
- Coffeemakers
- Window air conditioners
- Toasters
- Toaster ovens
- Electric heaters
- Halogen lamps
- Heavy-duty appliances (except for cube-size refrigerators and small microwaves)
- Appliances with a heating unit (except UL-listed hair dryers and irons)
- Tapestries, posters, and papers are permitted in student residence halls as long as they are hung to the wall and secured on all sides. Nothing may be hung from the ceiling.

### Sanctions

- First offense: \$25 fine
- Second offense: \$50 fine
- Third offense: \$100 fine and housing probation
- Fourth offense: \$200 fine and loss of housing

## **Possession and/or Use of Candles and/or Incense**

The majority of residence hall fires are caused by candles and incense in student rooms. Therefore, candles and incense (whether lit or unlit) are prohibited in student rooms, and the sanctions for possession of these items are significantly higher. Candles and incense discovered in student rooms will be confiscated and destroyed.

Candles needed for religious purposes must be registered with the Office of Student Affairs at the beginning of the year. These candles may not be lit in student rooms or common areas. Groups must seek approval from the Office of Student Affairs, and no more than six candles can be used at one time (except for Chanukah). Candles must be placed in the center of a nonflammable plate/vessel that has a circumference twice the length of the candle and is filled with sand.

### **Sanctions**

- First offense: \$100 fine and housing probation
- Second offense: loss of campus housing

## **Possession and/or Use of Grills**

There are four community barbecue grills on campus. Three small ones are located in residence hall areas (Hill House, Old Dorms, and Slonim Woods), and a large one is located on Westlands North Lawn. The use of any other barbecue grills on campus, aside from these four community grills, is prohibited. Meant to enhance and encourage positive community building on campus, the three small grills cannot be reserved, and use of these grills is on a first-come, first-served basis.

To ensure that one group's community building does not interfere with other community members' sleep, study, work, etc., the following guidelines have been adopted regarding use of the community grills:

1. Individuals or groups wishing to use the large North Lawn grill must request permission from the Committee on Student Life in order to do so. This includes meeting with the College's fire safety director to review safe practices.
2. Use of the three small grills located in residential areas is permitted without prior authorization Sunday through Thursday, 9 a.m. to 9 p.m., and on Friday and Saturday, 9 a.m. to 10 p.m. All cooking must be completed and the coals disposed of in the provided bin by the closing times noted. Students who would like to use the grill outside the timeframes listed above must request permission from the Committee on Student Life.
3. Individuals or groups who use any of the grills are responsible for cleaning up after the event, which includes proper disposal of coals and trash removal.

To request permission to use the large North Lawn grill, or to request use of the smaller grills beyond the times listed above, students should contact the Office of Student Affairs to get on the agenda for a Committee on Student Life meeting. Please note that permission is not guaranteed; the committee will consider the possible impact on other members of the community in making its decision.

## **Unauthorized Burning of Any Item on Campus**

State and local laws prevent the burning of paper, wood, leaves, rubber, plastic, or any toxic material on campus.

### **Sanctions**

Each offense: \$250 fine

## **Tampering With Fire Safety Equipment**

All fire safety equipment on campus is vital in the case of an emergency, and therefore tampering with fire safety equipment in any way is strictly prohibited. Tampering with fire safety equipment includes, but is not limited to: moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads.

### **Sanctions**

Each offense: \$250 fine plus cost of repair, replacement, or cleaning

## **Tampering with Smoke Detectors/Carbon Monoxide Detectors**

Covering, removing, and/or damaging the heads of smoke detectors is extremely dangerous. In the event of a fire in a residence hall room, the smoke detector engages the sprinklers in order to contain the fire within that room. If a fire were to break out in a room with a covered or damaged smoke detector, the fire would likely grow to an unmanageable size before it was detected.

If a smoke detector in a common area or shared room is disabled, all occupants will be assessed the sanctions regardless of who tampered with the smoke detector. In this case, not removing the cover or reporting that the smoke detector is disabled is as dangerous as covering the detector.

Covering, removing, disabling, or damaging carbon monoxide detectors is strictly prohibited. If a carbon monoxide detector in a common area or shared room is disabled, all occupants will be assessed the sanctions.

#### **Sanctions**

- First offense: \$500 fine plus cost of repair or replacement and housing probation
- Second offense: \$1,000 fine plus cost of repair or replacement and loss of campus housing

### **Blocking of Fire Exit and Propping Fire Doors**

In the case of a fire in a campus building, timely evacuation of the building is imperative. Therefore, all members of the community must take care not to block the fire exits that make evacuation possible (i.e. hallways, entrances, and any area that leads to an outside door) or prop open the fire doors that help contain a fire.

#### **Sanctions**

- First offense: \$50 fine
- Second offense: \$75 fine
- Third offense: \$100 fine

### **Failure to Leave a Building During a Fire Alarm or Fire Drill**

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year. Any student who fails to leave a building/area during a fire alarm is subject to disciplinary action.

#### **Sanctions**

- Each offense: \$50 fine

### **Activating a False Fire Alarm (Malicious)**

Intentionally activating a fire alarm when there is no safety emergency necessitating the alarm is a criminal offense, and any student found to have done so is subject to criminal charges along with College disciplinary action.

#### **Sanctions**

- First offense: \$250 fine plus housing probation
- Second offense: loss of housing

### **Activating a False Fire Alarm (Unintentional)**

Some violations of policy result in the unintentional activation of the fire alarm, bringing the Yonkers Fire Department. In these cases, the violation places our own community in danger, as well as those community members around us who may be in serious need of emergency assistance. Therefore, in cases where a policy violation leads to the activation of a fire alarm, further sanctions will be assessed. For example, students who set off a fire alarm by smoking in their rooms will be subject not only to the smoking policy sanctions but also to the fines listed below.

#### **Sanctions**

- First offense: \$50 fine
- Second offense: \$100 fine
- Third offense: \$250 fine

### **Careless Cooking**

All of the common-area kitchens in residence halls are equipped with smoke and heat detectors. The sensitivity of the detectors is set as low as allowed by law. However, burnt toast, unmonitored pans of oil or butter, pizza boxes in ovens, cooking in dirty ovens, or other burning food will set off the fire alarm and bring the Yonkers Fire Department. It is the responsibility of the person(s) using the kitchen to ensure that the food does not burn or set off an alarm.

In communal living environments, if no one takes responsibility for the alarm, each member of the house/apartment will be found responsible. If the person responsible comes forward at the time of the alarm, the fine will be reduced by 20 percent. The same rules apply to students using microwaves in their residence hall rooms.

#### Sanctions

- First offense: \$50 fine\*
- Second offense: \$100 fine\*
- Third offense: \$250 fine\*

*\*Minus 20 percent if responsibility is taken initially*

Because the burden of responding to false fire alarms falls mainly to the Yonkers Fire Department, the College will donate all unintentional false fire alarm and careless cooking fines collected to the Yonkers Fire Department Fund on an annual basis.

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## ROOFS, ATTICS, BALCONIES, AND FIRE ESCAPES

Students are prohibited from entering attics and climbing on roofs, balconies, or fire escapes (except in emergencies). The sanctions for entering an attic or being on a roof, balcony, or fire escape are:

- First offense: \$250 fine, housing probation for one year (includes parental notification via a copy of the sanction letter), and required participation in fire safety school.
- Second offense: loss of college housing for a minimum of two semesters. During the second semester of loss of housing, the student may petition to return to housing for the following semester.
- Third offense: a student who returns from the two-semester loss of housing and violates the policy again will receive the sanction of permanent loss of housing.

*Students will also receive appropriate sanctions for any other violations of College policy that occur while in an attic or on a roof/balcony/fire escape including, but not limited to, violations of the smoking or alcohol and other drugs policies.*

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## SMOKING

Sarah Lawrence College is committed to providing a smoke-free environment for students, faculty, staff, and visitors. As of August 1, 2015, the campus is smoke-free; smoking is not permitted anywhere on campus in order to insure the health of our students, faculty, staff, and visitors. Learn more at [https://my.slc.edu/ICS/Campus\\_Life/Resources/Smoke\\_Free\\_SLC](https://my.slc.edu/ICS/Campus_Life/Resources/Smoke_Free_SLC).

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## EDUCATION AND TRAINING POLICIES

- Each year, SLC Fire Safety Director conducts a PowerPoint fire safety orientation session for all incoming freshman.
- Each year, SLC Fire Safety Director conducts a fire safety class for all resident advisors.
- Resident Advisors speak to their advisees about fire safety procedures/policies.
- Each year, SLC Fire Safety Director conducts a fire safety class for all security officers.
- Fire Safety rules, policies, and procedures are published in college handbooks.
- Fire drills are utilized as teaching tools.
- Over time, the College plans to add sprinkler systems to more of its residence halls as an improvement to fire safety.

# CAMPUS FIRE LOG/STATISTICS

## 2017 Chart of Fire Safety Equipment in Student Housing Buildings

SARAH LAWRENCE COLLEGE RESIDENTIAL FACILITIES	FIRE ALARM MONITORING CENTRAL STATION	PARTIAL (1) SPRINKLER SYSTEM	FULL (2) SPRINKLER SYSTEM	SMOKE DETECTOR	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS/ PLACARDS	NUMBER OF EVACUATION (FIRE) DRILLS PER YEAR
Brebner House	Yes		Yes	Yes	Yes	Yes	4
Mansell House	Yes		Yes	Yes	Yes	Yes	4
Perkins House	Yes		Yes	Yes	Yes	Yes	4
Morris House	Yes		Yes	Yes	Yes	Yes	4
Warren House	Yes		Yes	Yes	Yes	Yes	4
Schmidt House	Yes		Yes	Yes	Yes	Yes	4
Westlands Building	Yes	Yes	No	Yes	Yes	Yes	4
MacCracken	Yes		Yes	Yes	Yes	Yes	4
Dudley Lawrence	Yes		Yes	Yes	Yes	Yes	4
Titsworth	Yes		Yes	Yes	Yes	Yes	4
Gilbert	Yes		Yes	Yes	Yes	Yes	4
Rothschild	Yes		Yes	Yes	Yes	Yes	4
Garrison	Yes		Yes	Yes	Yes	Yes	4
Taylor	Yes		Yes	Yes	Yes	Yes	4
Andrews House Building	Yes	Yes	No	Yes	Yes	Yes	4
Andrews Courts – Bldg 1-12	Yes		Yes	Yes	Yes	Yes	4
Andrews East	Yes		Yes	Yes	Yes	Yes	4
Lynd House	Yes		Yes	Yes	Yes	Yes	4
Lynd Annex	Yes		Yes	Yes	Yes	Yes	4
Tweed Building	Yes	Yes	No	Yes	Yes	Yes	4
Slonim House Dorm	Yes		Yes	Yes	Yes	Yes	4
Slonim Woods – Bldg 1-11	Yes		Yes	Yes	Yes	Yes	4
Slonim Woods Faculty House	Yes		Yes	Yes	Yes	Yes	4
Kober Building	Yes	Yes	No	Yes	Yes	Yes	4
Curtis House	Yes		Yes	Yes	Yes	Yes	4
Hill House	Yes	No	No	Yes	Yes	Yes	4



# CAMPUS FIRE LOG/STATISTICS

## Fires—On-Campus Student Housing Facilities 2016

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2016	DETAILS
MacCracken	1 Mead Way	0	
Hill House	1225 Midland Avenue	0	
Rothschild	976 Kimball Avenue	0	
Brebner	12 Mead Way	0	
Mansell	10 Mead Way	0	
Perkins	9 Mead Way	0	
Morris	8 Mead Way	1	Cooking; no injuries; property damage range \$0-\$99
Warren	7 Mead Way	0	
Schmidt	6 Mead Way	0	
Westlands	1 Mead Way	0	
Dudley Lawrence	1 Mead Way	0	
Titsworth	1 Mead Way	0	
Gilbert	1 Mead Way	0	
Garrison	976 Kimball Avenue	0	
Taylor	976 Kimball Avenue	0	
Andrews House	968 Kimball Avenue	0	
Andrews Court #1	968 Kimball Avenue	0	
Andrews Court #2	968 Kimball Avenue	0	
Andrews Court #3	968 Kimball Avenue	0	
Andrews Court #4	968 Kimball Avenue	0	
Andrews Court #5	968 Kimball Avenue	0	
Andrews Court #6	968 Kimball Avenue	0	
Andrews Court #7	968 Kimball Avenue	0	
Andrews Court #8	968 Kimball Avenue	0	
Andrews Court #9	968 Kimball Avenue	0	
Andrews Court #10	968 Kimball Avenue	0	
Andrews Court #11	968 Kimball Avenue	0	
Andrews Court #12	968 Kimball Avenue	0	
Curtis House	1 Wilgarth Road	0	
Andrews East	968 Kimball Avenue	0	
Lynd House	947 Kimball Avenue	0	
Lynd Annex	947 Kimball Avenue	0	

## Fires—On-Campus Student Housing Facilities 2016 CONTINUED

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2016	DETAILS
Tweed House	39 Glen Washington	0	
Morrill House	935 Kimball Avenue	0	
Slonim House Dorm	911 Kimball Avenue	0	
Slonim Woods #1	915 Kimball Avenue	0	
Slonim Woods #2	915 Kimball Avenue	0	
Slonim Woods #3	915 Kimball Avenue	1	Unintentional; cooking; no injuries; property damage range \$0-\$99
Slonim Woods #4	915 Kimball Avenue	0	
Slonim Woods #5	915 Kimball Avenue	0	
Slonim Woods #6	915 Kimball Avenue	0	
Slonim Woods #7	915 Kimball Avenue	0	
Slonim Woods #8	915 Kimball Avenue	0	
Slonim Woods #9	915 Kimball Avenue	0	
Slonim Woods #10	915 Kimball Avenue	0	
Slonim Woods #11	915 Kimball Avenue	0	
Slonim Faculty House	915 Kimball Avenue	0	
Kober House Dorm	1 Wilgarth Road	0	

## Fires—On-Campus Student Housing Facilities 2015

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2015	DETAILS
MacCracken	1 Mead Way	0	
Hill House	1225 Midland Avenue	2	(1) Unintentional, wax in microwave caught fire, no deaths, property damage \$0-\$99 (2) Intentional, paper set on fire, no deaths, property damage \$0-\$99
Rothschild	976 Kimball Avenue	0	
Brebner	12 Mead Way	0	
Mansell	10 Mead Way	0	
Perkins	9 Mead Way	0	
Morris	8 Mead Way	0	
Warren	7 Mead Way	0	
Schmidt	6 Mead Way	0	
Westlands	1 Mead Way	0	
Dudley Lawrence	1 Mead Way	0	
Titsworth	1 Mead Way	0	
Gilbert	1 Mead Way	0	
Garrison	976 Kimball Avenue	0	

## Fires—On-Campus Student Housing Facilities 2015 CONTINUED

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2015	DETAILS
Taylor	976 Kimball Avenue	0	
Andrews House	968 Kimball Avenue	0	
Andrews Court #1	968 Kimball Avenue	0	
Andrews Court #2	968 Kimball Avenue	0	
Andrews Court #3	968 Kimball Avenue	0	
Andrews Court #4	968 Kimball Avenue	0	
Andrews Court #5	968 Kimball Avenue	0	
Andrews Court #6	968 Kimball Avenue	0	
Andrews Court #7	968 Kimball Avenue	0	
Andrews Court #8	968 Kimball Avenue	0	
Andrews Court #9	968 Kimball Avenue	0	
Andrews Court #10	968 Kimball Avenue	0	
Andrews Court #11	968 Kimball Avenue	0	
Andrews Court #12	968 Kimball Avenue	0	
Curtis House	1 Wilgarth Road	0	
Andrews East	968 Kimball Avenue	0	
Lynd House	947 Kimball Avenue	0	
Lynd Annex	947 Kimball Avenue	0	
Tweed House	39 Glen Washington	0	
Morrill House	935 Kimball Avenue	0	
Slonim House Dorm	911 Kimball Avenue	0	
Slonim Woods #1	915 Kimball Avenue	0	
Slonim Woods #2	915 Kimball Avenue	0	
Slonim Woods #3	915 Kimball Avenue	0	
Slonim Woods #4	915 Kimball Avenue	0	
Slonim Woods #5	915 Kimball Avenue	0	
Slonim Woods #6	915 Kimball Avenue	0	
Slonim Woods #7	915 Kimball Avenue	0	
Slonim Woods #8	915 Kimball Avenue	0	
Slonim Woods #9	915 Kimball Avenue	1	Unintentional; cooking; no deaths; property . damage range \$100-\$500
Slonim Woods #10	915 Kimball Avenue	0	
Slonim Woods #11	915 Kimball Avenue	0	
Slonim Faculty House	915 Kimball Avenue	0	
Kober House Dorm	1 Wilgarth Road	0	

## Fires—On-Campus Student Housing Facilities 2014

NAME OF FACILITY	STREET ADDRESS	# OF FIRES 2014	DETAILS
MacCracken	1 Mead Way	0	
Hill House	1225 Midland Avenue	0	
Rothschild	976 Kimball Avenue	0	
Brebner	12 Mead Way	0	
Mansell	10 Mead Way	0	
Perkins	9 Mead Way	0	
Morris	8 Mead Way	0	
Warren	7 Mead Way	0	
Schmidt	6 Mead Way	0	
Westlands	1 Mead Way	0	
Dudley Lawrence	1 Mead Way	0	
Titsworth	1 Mead Way	0	
Gilbert	1 Mead Way	0	
Garrison	976 Kimball Avenue	0	
Taylor	976 Kimball Avenue	0	
Andrews House	968 Kimball Avenue	0	
Andrews Court #1	968 Kimball Avenue	0	
Andrews Court #2	968 Kimball Avenue	0	
Andrews Court #3	968 Kimball Avenue	0	
Andrews Court #4	968 Kimball Avenue	0	
Andrews Court #5	968 Kimball Avenue	0	
Andrews Court #6	968 Kimball Avenue	0	
Andrews Court #7	968 Kimball Avenue	0	
Andrews Court #8	968 Kimball Avenue	0	
Andrews Court #9	968 Kimball Avenue	0	
Andrews Court #10	968 Kimball Avenue	0	
Andrews Court #11	968 Kimball Avenue	0	
Andrews Court #12	968 Kimball Avenue	0	
Curtis House	1 Wilgarth Road	0	
Andrews East	968 Kimball Avenue	0	
Lynd House	947 Kimball Avenue	0	
Lynd Annex	947 Kimball Avenue	0	
Tweed House	39 Glen Washington	0	
Morrill House	935 Kimball Avenue	0	
Slonim House Dorm	911 Kimball Avenue	0	

## Fires—On-Campus Student Housing Facilities 2014 CONTINUED

<b>NAME OF FACILITY</b>	<b>STREET ADDRESS</b>	<b># OF FIRES 2014</b>	<b>DETAILS</b>
Slonim Woods #1	915 Kimball Avenue	0	
Slonim Woods #2	915 Kimball Avenue	0	
Slonim Woods #3	915 Kimball Avenue	0	
Slonim Woods #4	915 Kimball Avenue	0	
Slonim Woods #5	915 Kimball Avenue	0	
Slonim Woods #6	915 Kimball Avenue	0	
Slonim Woods #7	915 Kimball Avenue	0	
Slonim Woods #8	915 Kimball Avenue	0	
Slonim Woods #9	915 Kimball Avenue	0	
Slonim Woods #10	915 Kimball Avenue	0	
Slonim Woods #11	915 Kimball Avenue	0	
Slonim Faculty House	915 Kimball Avenue	0	
Kober House Dorm	915 Kimball Avenue	0	

# Alcohol and Drugs

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## ALCOHOL AND OTHER DRUGS

Sarah Lawrence College aims to create an environment that promotes the highest levels of learning within a healthy and vibrant social atmosphere. To this end, the College's Alcohol and Other Drugs Policy stems from the belief that students who are educated as to the effects of the use and abuse of alcohol and other drugs should be trusted and expected to make healthy, respectful decisions for themselves and the entire community.

Students are responsible for living within the parameters of this policy and for encouraging others to do the same. Violations of the spirit and intent of this policy will be responded to with disciplinary action (see "Discipline Process"). The influence of alcohol or other drugs is not an excuse for unacceptable behavior and will not be seen as a mitigating factor in disciplinary hearings.

Furthermore, members of the community should understand that Sarah Lawrence College observes all federal, state, and local laws and regulations governing the sale and/or purchase of alcohol and other drugs and the service of alcoholic beverages by all members of its community (see Appendix 2). The College expects that these laws will be adhered to at all events associated with the College (see "Events with Alcohol and Hosting Guidelines," page 110). The College cannot and will not protect any member of the Sarah Lawrence community who has broken a federal, state, and/or local law.

### Good Samaritan Policy

Student health and safety are primary concerns of the Sarah Lawrence College community. To ensure that students receive prompt and appropriate medical attention for alcohol or other drug intoxication and to reduce impediments to seeking such assistance, the College has instituted this Good Samaritan Policy.

In those instances in which students contact Public Safety or other College officials to request medical assistance (either for themselves or for another student) due to intoxication, neither student will be subject to formal disciplinary action for being intoxicated or under the influence of other drugs or for having provided the intoxicated person with alcohol.

In lieu of formal disciplinary action, the involved students will meet with a student affairs staff member to discuss the incident. The student requiring medical attention will be referred to Health Services for an assessment and must complete the assessment and any resulting treatment recommendations in a timely manner. This policy does not excuse or protect students who flagrantly or repeatedly violate the Alcohol and Other Drugs Policy and does not preclude disciplinary action regarding other violations of College policy.

The spirit of the Good Samaritan Policy is that we all have an ethical responsibility to help people in need. **As a community, we expect that all members will take active steps to protect the safety and wellbeing of other members of our community.**

### Education and Prevention

The College provides alcohol and other drug education to all new students, as well as programming about alcohol and other drug use and abuse throughout the academic year. Additionally, the College provides both counseling support and educational programs for students found to be in violation of this policy. Two subcommittees of the Committee on Student Life provide additional evaluative and educational programs regarding substance use on campus. The Substance Use Subcommittee focuses on developing strategies for promoting and educating the Sarah Lawrence College community about responsible decision making with regard to substance use, as well as assessing and evaluating the culture of substance use within the community. The Health Programs Subcommittee provides health and wellness education programs, including those on substance use, throughout the year.

## Risks Associated With Abuse of Alcohol and Other Drugs

Sarah Lawrence College recognizes that alcohol and other drug abuse is harmful to the social, personal, and academic lives of students, as well as the health and safety of the College community as a whole. The following risks are associated with the use and/or abuse of alcohol and other drugs.

**Illness and Health Problems.** All drugs can be toxic when abused. Alcohol and other drugs can interact negatively with over-the-counter and prescription drugs, and every individual reacts differently to the effects of both these drugs and the combination involved. Short-term alcohol and other drug abuse can hinder a person's immune system, and long-term abuse can lead to serious health risks such as addiction, liver disease, heart disease, and certain kinds of cancer.

**Academics.** Difficulty meeting academic responsibilities is one of the most common consequences of alcohol and other drug use. Academic problems may include missing classes, falling behind on assignments and conference work, poor evaluations and the possibility of academic probation, leave with review, or suspension.

**Impaired Judgment.** The use of alcohol and other drugs can impact a person's judgment, normal reaction, and perception; impair motor skills; lower inhibitions; and intensify emotions. All of these increase the chances of accidents either to the user or to others.

**Interpersonal Problems.** The more a person abuses alcohol or other drugs, the greater the potential for problems with relationships. Students who do not drink or do not abuse alcohol experience secondhand consequences from others' excessive use, which may include unwanted sexual advances and disturbed study and sleep.

For more information on the effects of the use and/or abuse of specific substances, please see [www.nida.nih.gov](http://www.nida.nih.gov).

## Alcohol and Other Drug Interventions

Sarah Lawrence College is committed to basing prevention efforts on strategies identified and tested for effectiveness by scientific evidence and evaluation. The College acknowledges and is committed to changing the culture that underlies alcohol misuse among young people. Therefore, we employ comprehensive, integrated prevention programs that target individual students, including at-risk or alcohol-dependent drinkers; the student population as a whole; and the College community. The College recognizes that drug use can be motivated by an array of personal, behavioral, biological, and genetic—as well as social and environmental—factors. In response to these diverse and intersecting influences, we provide a full spectrum of tailored treatments that are matched to the unique needs of the individual.

As members of a small and close community, we are often aware of the use and abuse of alcohol and other drugs by our friends, peers, students, or colleagues. In cases where substance use is negatively affecting the health, academic performance, emotional wellbeing, or behavior of a community member, we are in a position to help through intervention. Students are referred to Health Services for evaluation and counseling in the following circumstances:

- A student exhibits behavior that is in violation of the College's Alcohol and Other Drugs Policy.
- A student's use of alcohol or drugs is disruptive or life threatening to him/herself or others within the community.
- A student is not able to function effectively in his/her academic program due to alcohol and/or drug use.

In such cases, a student may be required to seek an evaluation and follow the recommendations of a Health Services clinician. As stated earlier, the recommendations of the clinician will be tailored to the individual needs of the student. The recommendations may include (but are not limited to) further counseling and/or referral to on- and off-campus resources. Failure to have the evaluation or to follow any recommendations resulting from the evaluation may result in further action, including a required Leave with Review from the College.

## Resources

There are many resources available to students who would like help with substance issues, whether seeking help for themselves or others.

### Campus Resources

**Health & Wellness Center** Clinicians have extensive experience in alcohol and other drug counseling and are available on campus to meet with students or concerned friends, faculty, or staff. Appointments may be scheduled by calling 914.395.2350. Services for students include:

- mental health evaluations;
- harm-reduction therapy group;

- abstinence-based therapy group;
- short-term individual therapy;
- Web-based alcohol education: “Alcohol Wise,” “Under the Influence,” “Marijuana 101”; and
- Brief Alcohol Screening and Intervention for College Students (BASICS). This harm reduction approach is administered in the form of at least two individual sessions with a clinician. The focuses of these sessions include: evaluation, goal setting, and feedback about drinking behavior. Through these sessions, the student works toward change: either abstinence, moderation, or other harm-reduction goals.

**Don, Resident Adviser, Graduate Hall Director** In addition, students are encouraged to speak to their don, RA, GHD, a member of the dean of studies or student affairs staff, or the dean of graduate studies if they are concerned about their own alcohol/substance use or the alcohol/substance use of a peer.

## Local and Other Resources

The following list includes some of the local resources available to those seeking information, support, and help regarding alcohol and other drug use. The College does not endorse any of the organizations or vouch for the efficacy of any treatment or recovery option.

**Alcoholics Anonymous** (meeting dates and times available in the Health Services section of MySLC)

**Narcotics Anonymous** (meeting dates and times available in the Health Services section of MySLC)

**Addiction Institute of New York** (212.280.0100) The Addiction Institute utilizes the College Outreach and Prevention Education (COPE) program. COPE is group therapy for college students based on the principles of the stages of change and of motivational interviewing

**Al-Anon/Alateen** ([www.al-anon-alateen.org](http://www.al-anon-alateen.org)) Help for families and friends of alcoholics

**Smart Recovery Self-Help Network** ([www.smartrecovery.org](http://www.smartrecovery.org)) Abstinence-based, but not 12-step or spiritually-based

**Moderation Management** ([www.moderation.org](http://www.moderation.org)) Moderation, balance, self-management, personal responsibility

**Marijuana Anonymous** ([www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)) 12-step, abstinence-based

**Harm Reduction** ([www.harmreductioncounseling.com](http://www.harmreductioncounseling.com)) Alternative treatment approach that views the reduction of harm as a goal for substance users.

## Prohibited Behaviors and Sanctions

Failure to comply with this policy will result in disciplinary action (see “Discipline Process”). Prohibited behaviors regarding the use, possession, and distribution of alcohol and other drugs on campus, as well as minimum sanctions for engaging in such behaviors, are outlined in the charts referenced below. Some of these behaviors may also be violations of local, state, and federal laws and may be subject to off-campus legal action. A hearing officer or hearing panel may give sanctions greater than the sanctions listed in the Prohibited Behaviors and Sanctions chart (<https://www.sarahlawrence.edu/media/student-life/pdf/SLC-Student-Handbook.pdf#page=106>) when warranted by the facts and circumstances of the specific violation. In addition, the period of time between offenses will be taken into account when determining sanctions.



# Bias Crimes

Certain actions rise to the level of a crime. Federal and state laws specifically regulate crimes that are motivated by hate or bias, and the College is required to report them to the local police.

Any bias-related crime against a member of our community is viewed as an attack on the entire community and will not be tolerated. To help ensure an environment where an individual is free from such hateful acts, the College has enacted policies and procedures that specifically deal with bias crimes.

The College encourages all members of the community to immediately report all incidents to the SLC Department of Public Safety and Security.

## Definition: Hate or Bias Crime

The Westchester County District Attorney's Office categorizes a bias crime as "any crime committed by a defendant against a victim when that victim (either a person or an institution) is intentionally selected, in whole or substantial part, because of that victim's perceived race, color, national origin, ancestry, gender, religion, age, disability, or sexual orientation."

## Prevention

The College sees prevention as a key element in decreasing the likelihood of bias crimes at the campus.

The following is a list of some of the preventive measures that the College has undertaken:

- The Office of Student Affairs, various faculty members, and guest speakers will provide education and discussion on issues of bias, criminal actions, diversity, and tolerance in the form of workshops, seminars, discussion groups, and film presentations throughout the year.
- The AVP of Public Safety includes a section on bias crimes, policies, and laws during the security and safety orientation presentation given to all new students.
- The Associate Dean for Multicultural Affairs provides a variety of programs to ensure that all faculty, staff, and students are valued as integral parts of the College community.
- The Committee on Student Life has a Diversity Subcommittee. This subcommittee is formed to examine and respond to issues related to prejudice and exclusion, and to look at ways to enhance multicultural dialogue and understanding on the campus.
- The College distributes and makes available an informational pamphlet on Bias Crimes. Included in the pamphlet is:
  1. Prevention information
  2. Information on the Hate Crimes Act of 2000
  3. Internal and external penalties for the commission of bias crimes
  4. College procedures for dealing with bias crimes
  5. The availability of counseling and other support services for victims of bias crimes
  6. The methods the College uses to advise and update students about security procedures
  7. The nature of and common circumstances relating to bias crime on college campuses

## Procedures

1. After a bias crime is reported to the College's Department of Public Safety and Security, a security officer will be immediately dispatched to take a security report. All evidence will be documented and preserved. Pictures of the crime scene will be taken, if necessary.
2. The Yonkers Police Department will be called, as well as the College AVP of Public Safety. EMS will be called if anyone is injured.
3. College officials will cooperate and assist with the Yonkers Police Department's investigation of the crime.
4. The victim(s) will be offered counseling services through the College's Health Services. He/she will also be given the names and telephone numbers of on- and off-campus victim advocates.
5. The following campus offices and committees will be notified of the bias crime:
  - Office of the President
  - Office of Student Affairs
  - Office of the Dean of Studies and Student Life
  - Office of Human Resources and the Dean of the College if a faculty or staff member is involved.
  - Office of the Dean of Graduate Studies if a graduate student is involved.
  - Committee on Student Life
  - Subcommittee on Diversity
6. A notification of the crime in the form of a security advisory/alert, if appropriate, will be made to the College community via e-mail.
7. An internal investigation will be conducted by the College's Department of Public Safety and Security.

## College Disciplinary Measures

For undergraduate students, the Associate or Assistant Deans of Student Affairs or the Dean of Studies and Student Life may consider the matter or decide to send it to the College's Student Conduct Review Board.

For graduate students, the Dean of Graduate Studies will handle the matter.

The following sanctions may be given to students found responsible for bias crimes:

- Permanent expulsion from the College
- Suspension from the College
- Permanent loss of campus housing
- Suspension from campus housing
- Housing probation
- Social probation
- Restriction
- Warning

Possible penalties for bias crimes committed by faculty or staff include warnings, formal reprimands, suspension without pay, or termination of employment.

Note: If the bias crime involves an alleged sexual assault, then Sarah Lawrence College's Sexual Assault Policy and Procedures will be followed and will supersede the College's Bias Crime Policy and Procedures.

## New York State Law Involving Bias Crimes

Under the NYS Hate Crimes Act of 2000 (Section 485.05 of the NYS Penal Code) in addition to the criminal charges and penalties that a perpetrator must face for the "crime" element of a hate crime, the law allows for additional charges for the "hate" element as well. This significantly increases the crime that the perpetrator is charged with, as well as the penalties and time of imprisonment if convicted.

# Campus Lockdown Procedures

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## LOCKDOWNS IN AN ACTIVE SHOOTER SITUATION

### What to do in the event of an active shooter situation

You will be notified through our emergency notification system and by the College's loud speaker system in campus patrol vehicles to go into lockdown.

### Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active-shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active-shooter situations are often over within 10 or 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active-shooter situation.

### Good practices for coping with an active shooter situation

- Be aware of your environment and any possible danger.
- Take note of the two nearest exits in any facility that you visit.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- CALL 911 AND CAMPUS SAFETY AT EXT. 2222 WHEN IT IS SAFE TO DO SO!

### How to Respond When an Active Shooter is In Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students and campus visitors are likely to follow the lead of faculty and staff during an active-shooter situation.

#### 1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.

- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

## 2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office/classroom with a closed and locked door), and
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (e.g., radios, televisions).
- Hide behind large items (e.g., cabinets, desks).
- Remain quiet.

If evacuation or hiding out is not possible:

- Remain calm.
- Dial 911 and campus safety at ext. 2222, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

## 3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her,
- Throwing items and improvising weapons,
- Yelling, and
- Committing to your actions.

## How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four [4].
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and push individuals to the ground for their safety.

**How to react when law enforcement arrives:**

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (e.g., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

**Information to provide to law enforcement or 911 operator:**

- Location of the active shooter,
- Number of shooters, if more than one,
- Physical description of shooter/s,
- Number and type of weapons held by the shooter/s, and
- Number of potential victims at the location.

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

# Campus Security & Local Law Enforcement

## Campus Security Personnel and Their Relationship With Local Law Enforcement

All campus security officers are NYS-certified security officers with no law enforcement authority beyond that of a regular citizen. The College maintains a good working relationship with the Yonkers Police Department. The 2nd police precinct of Yonkers responds to all calls for service from the College. The police captain of the 2nd precinct and the College's AVP of Public Safety are in regular communication regarding campus security issues within and next to the College. Campus emergency plans and procedures were designed in consultation with the Yonkers Police Department. The Yonkers Emergency Services Unit trains one day each summer in campus buildings. A member of the unit helps train security officers as to how to respond in active-shooter scenarios. Victims of crimes on or near campus property are strongly encouraged by the College to promptly and accurately report all crimes to the local police and to the College's Public Safety Department. Campus Security personnel are available to assist victims in making such reports to the police.

## The College Has a Memorandum of Understanding With the Yonkers Police Department

The parties to this Memorandum of Understanding have agreed to the following:

1. The Police Department has primary law enforcement jurisdiction over all property within the City of Yonkers that is owned, leased, or under the control of the College and will provide police services on said property.
2. The Sarah Lawrence Public Safety Department will notify the Yonkers Police Department as soon as practicable, but in no case more than 24 hours after a report of a violent felony occurring on or a missing student from any property within the City of Yonkers owned, leased, or under the control of the College. However, any college-aged or older individual who reports that they are a victim of a sexual offense shall retain the right to decide whether to report such offense to the Yonkers Police Department. The College will only report sexual offense allegations made by a college-aged individual if the College obtains permission. The College reserves the right to report sexual offences of victims younger than 18, regardless of their permission, if it determines that reporting is appropriate and warranted. Victims will be strongly encouraged by the College to report all crimes, and the Public Safety Department will assist victims in making reports to the police if they choose.

In accordance with the provisions of the Campus Save Act, the following definitions shall apply:

1. "Missing Student" means any student at the College, subject to the provisions of Section 355 (17) of the New York State Education Law, who resides in a facility owned or operated by the College and who is reported to the College as missing from his or her residence.
2. "Violent Felony Offense" means a violent felony offense as defined in Section 70.02 (1) of the Penal Law of the State of New York.
3. The Yonkers City Police Department will respond to College notifications and will take appropriate action. When the Police Department executes a warrant on any property owned, leased, or under control of the College, the Police Department, when practical, will contact the AVP of Public Safety and request that a College security officer accompany the City police officer. Efforts will be taken to refrain from interrupting a class to effect an arrest or execute a search warrant.

# Emergency Response

Sarah Lawrence College's Emergency Response Plan includes information about its crisis management team, emergency command post, priority objectives during a crisis, and responsibilities of team members. Also included in the plan are guidelines to follow in the following emergencies: fire emergencies, evacuations, bomb threats, chemical spills, medical emergencies, hostile intruders, utility failures, explosions and chemical/biological/nuclear attacks. View Sarah Lawrence College's Emergency Response Plan (see page 41).

As per new federal guidelines, the college will test its emergency response and evacuation procedures on at least an annual basis and will publicize its procedures in conjunction with this test. The College will also document a description of the exercise, as well as the date and time of the exercise and whether it was announced or unannounced.

## **Drills/Tests/Scenarios**

On December 11, 2016, at 10:35 a.m., a previously announced mass evacuation drill of all campus buildings in the Slonim Woods section of campus was conducted. The scenario assumed a major fire in Slonim Woods. All individuals in the Slonim Woods buildings left their buildings and followed the evacuation route into the Campbell Sports Center. Security personnel were present in strategic areas to ensure that the evacuation went well.

## **Shelter-in-Place Procedures**

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; leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in. 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 in an interior room until you are told that it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet) 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, quickly seek shelter at the nearest campus building. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to "Shelter-in-Place"**

A shelter-in-place notification may come from several sources, including security personnel, Student Life staff, and other College employees, utilizing the College's emergency communications tools.

## How to "Shelter-in-Place"

No matter where you are, the basic steps to 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, quickly proceed into the closest building 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 may be necessary.
3. Shut and lock all windows (tight seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Turn on a radio or TV and listen for further instructions.

### Food Drop-Offs During Extended Shelter-in-Place Instances

If College community members are in a shelter-in-place situation for an extended period of time—and it is safe to do so—public safety personnel will work with the College food-service vendor to drop off food at specific key locations on campus. These food drops will be coordinated with resident life administrative staff to ensure that the food gets distributed to all people within the building. The resident advisors will be responsible for the actual food distribution. Please see the building and zone information below to facilitate adequate and efficient drop-offs.

#### ZONE #1: INNER CAMPUS

BUILDING	DROP LOCATION	OCCUPANTS	ACCESS METHOD
OSilas	OSilas Kitchen	35	Key Card
Dudley Lawrence	Dudley Lawrence Kitchen	45	Key Card
MacCracken	MaCracken Meeting Room	67	Key Card
Rothschild	Rothschild Classroom	30	Key Card
Garrison	Garrison Kitchen	71	Key Card
Taylor	Taylor Kitchen	74	Key Card
Westlands	Westlands 2nd FL Landing	24	No Key Needed

#### ZONE #2: OUTER CAMPUS

BUILDING	DROP LOCATION	OCCUPANTS	ACCESS METHOD
Hill House	Hill House RA Conf Room	392	Key Card
Tweed	Tweed Kitchen	19	Key Card
Andrews House	Andrews House 2nd Fl Kitchen	31	Key Card

#### ZONE #3: OUTER CAMPUS

BUILDING	DROP LOCATION	OCCUPANTS	ACCESS METHOD
Kober	Kober 3rd FL Kitchen	8	Metal Key
Slonim Woods	Slonim Woods Bldg 4	48	Metal Key
Slonim Woods	Slonim Woods Bldg 8	56	Metal Key
Lynd	Lynd Kitchen	30	Metal Key
Andrews Court	Andrews Court Bldg 7	76	Metal Key
Morris	Morris Kitchen	40	Metal Key
Schmidt	Schmidt Kitchen	33	Metal Key



# Emergency Response Plan

This document constitutes the Emergency Response Plan (ERP) for Sarah Lawrence College. The plan serves as a guide for handling campus emergencies and disasters through the effective use of available personnel and resources. While it is impossible to produce a document that is all-inclusive, this plan addresses the most common emergencies and those that are most likely to occur in the future. It will automatically be implemented in the event of a major emergency or disaster (as defined in this document) on property owned, leased, or operated by Sarah Lawrence College. Any major emergency or disaster occurring on property located adjacent to the College may also initiate this emergency response plan. In addition, any disaster or major emergency which occurs anywhere off campus, but impacts the functioning of the campus may call for the implementation of this plan. Sarah Lawrence College's Emergency Response Plan shall be updated and evaluated at least once a year by members of the emergency management team.

The purposes of this plan are:

- To protect the lives and property of the Sarah Lawrence College Community during emergencies.
- To preserve the orderly functioning of the College during emergencies.
- To identify departments and individuals that are responsible for emergency response and critical support services during emergencies.
- To provide a management structure for coordinating and deploying essential services.
- To enhance the College's ability to quickly return to normal operations after an emergency.
- To identify the College's role in coordinating emergency operations with outside agencies.
- To establish clear lines of authority and communications during College emergencies.
- To coordinate decision-making and the effective use of available resources in the event of an emergency.

The SLC website now has a link to the College's Emergency Response Plan. All faculty, students, and staff members should familiarize themselves with it. Since the College's plan provides broad guidelines and procedures, it is imperative that individual departments, residence halls, and other units create their own internal emergency response plans for situations that may develop. If you have any questions concerning the College's plan or the formulation of your own plan, please call the SLC AVP of Public Safety, Larry Hoffman, at 914.395.2384.

If you have an emergency situation, dial 911 and then immediately notify Westland's desk by calling the Westland's Emergency # 914.395.2222. It is essential that the SLC Public Safety be notified of an emergency. Public Safety personnel are dispatched to meet responding external emergency personnel in order to quickly bring them to the location of an emergency. In addition, security personnel have an automated external defibrillator as part of their emergency medical equipment. In administering emergency care to someone whose heart has stopped beating or has an irregular beat, it is essential that the automated external defibrillator be utilized as quickly as possible.

Emergency telephone towers are located at various locations around the campus. College elevators also have emergency phones in them. All College emergency phones connect you directly, without dialing, to Westland's desk 24 hours a day. The SLC Public Safety is staffed 24 hours a day, 7 days a week, for your assistance and safety.

When you call about an emergency, remember to:

1. Describe the emergency, speak slowly and calmly.
2. Give your name and phone #.
3. Give exact location/address and nearby landmarks.
4. Give age of patient.
5. Follow dispatcher's instructions and answer all questions.
6. Don't hang up until you are told to do so.

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# DEFINITIONS

## Definitions of an Emergency and a Disaster

The following definitions of an emergency are provided as guidelines to assist SLC faculty, students, and staff in determining the appropriate response:

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Campus Public Safety and maintenance personnel will handle all minor emergencies. Operational management of minor emergencies rests with the AVP of Public Safety and the AVP of Facilities.

**Major Emergency:** Any incident, potential or actual, which affects an entire building or buildings and which will disrupt the overall operations of the College. Outside emergency services (i.e. Police, Fire, Con Edison) will probably be required, as well as major resource efforts (outside contractors) from Operations and Facilities. A major emergency will usually require the implementation of the Emergency Response Plan at the direction of the President, who shall be immediately advised of all major emergencies by the VP of Finance & Operations or his/her designee.

**Disaster:** Any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency command center, occupied by the Crisis Management Team, will be activated, and the appropriate support and operational plans will be executed. The Crisis Management Team shall make major decisions.

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# ASSUMPTIONS

The College Emergency Plan is predicated on a realistic approach to the problems likely to be encountered on campus during a major emergency or disaster. Hence, the following are general guidelines:

- A. An emergency or a disaster may occur with little or no warning and at any time of the day or night, weekend, or holiday.
- B. The succession of events in an emergency is not predictable; hence, published support and operational plans will serve only as guidelines and may require on-the-spot modification in order to meet the requirements of the emergency.
- C. Disasters may affect non-campus residents in the geographical location of the College; therefore, city, county, and federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48-72 hours).
- D. A major emergency may be declared if information indicates that such a condition is developing or is probable.

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# CRISIS MANAGEMENT TEAM

**Members of the Crisis Management Team shall meet a minimum of once a year to update and evaluate the College's Emergency Response Plan.**

1. President of the College
2. Vice President of Administration
3. Vice President of Finance & Operations
4. Vice President of Marketing & Communication
5. Vice President of Advancement
6. Dean of Enrollment
7. Dean of the College
8. Dean of Graduate & Professional Studies
9. Dean of Studies
10. Dean of Student Affairs
11. Director of Medical Services
12. Director of Counseling & Psychiatric Services
13. Director of Residence Life
14. Director of Human Resources

15. Director of Public Affairs

16. Assistant Vice President of Facilities

17. Assistant Vice President of Public Safety

18. Chief Information Technology Officer

19. Dean of Equity, Inclusion & Wellness

20. Senior Director of College Events

21. Dining Services Resident Director

Note: Depending on the specific emergency, not all members of the Crisis Management Team may be needed. The president and the VP of Finance & Operations will decide which members of the team should be called upon given the specific emergency situation.

## Emergency Contacts Card

An emergency contacts card will be updated at least yearly by the Vice President of Marketing & Communication. It is the responsibility of the individuals on the card to notify the Vice President of Marketing & Communication immediately if any of their contact information changes. All individuals on the card shall receive the card and have it accessible to them at all times. The card shall contain contact #s for all members of the Crisis Management Team, as well as the following College positions:

- Assistant Director of Public Safety
- Fire Safety Director/Assistant Director of public Safety
- Assistant Director of Residence Life
- Facilities Maintenance Director
- College OSHA Consultant
- College Chemical Hygiene Officer
- Director of Interactive Media
- Senior Director of Marketing & Communications

## Four Phases of Emergency Management

### Mitigation/Prevention

This phase is intended to eliminate hazards and vulnerabilities and reduce the probability of hazards and vulnerabilities causing emergency situations.

### Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Anticipating what can go wrong, determining effective responses, and developing preparation of resources are critical steps in preparing for the unexpected.

### Response

The focus of emergency plans should be on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage.

### Recovery

Short-term recovery operations seek to restore vital services to the College and provide for the basic needs of the staff and students. Long-term recovery operations focus on restoring the College to normal operations.

## National Incident Management System (NIMS)

NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. NIMS is applicable across a full spectrum of potential incidents, regardless of size or complexity.

## Sections Involved in Incident Management

**Operations Section** Responsible for managing operations directed toward reducing immediate hazards(s) at the incident site, saving life and property, establishing situational control, and restoring normal conditions. The Operations Section also organizes, assigns, and supervises the tactical field resources.

**Planning Section** Responsible for collecting, evaluating, and disseminating operational information pertaining to the incident. Maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section prepares and documents action plans and oversees preparation of the demobilization plan.

**Logistics Section** Provides all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment, fuel, food services, and communications.

**Finance/Administration Section** Provides funding for supplies and services needed for restoration. Keeps track of all funds used for specific supplies and services.

## **Crisis Management Team—Specific Responsibilities for Members**

### **President of the College**

- Declare state of emergency and an end to campus emergencies.
- Provide overall management and implementation of the Emergency Response Plan.
- Function as the highest level of authority during an emergency.
- May act as spokesperson to the media and College community.
- Serve as Crisis Management Team Leader.
- Communicate crisis information to trustees, parents, and College community.

### **VP of Finance & Operations**

- Be responsible for the coordination of the SLC Emergency Response Plan.
- Determine the type and magnitude of the emergency.
- Initiate immediate contact with the President.
- Notify the members of the SLC Crisis Management Team.
- Along with VP of Marketing & Communications and AVP of Public Safety, implement the campus emergency warning system.
- Evaluate the need to maintain emergency food and water supplies in shelters and/or specific areas on campus.
- Provide for storage of vital records at an alternate site.
- Serve as liaison to the college law firm/insurance companies.

### **VP of Marketing & Communications/Director of Public Affairs**

- Lead the Crisis Management Team.
- Facilitate information circulating to members of the Crisis Management Team to ensure they are up to date as the crisis unfolds.
- Establish liaison with the news media for dissemination of information as requested by the President.
- Advise the President of all news concerning the extent of disaster affecting the campus.
- Prepare news releases concerning the emergency for approval and release to the media.
- Be responsible for internal messages sent to members of the College community.
- Be responsible for messages that the College posts on social media.
- Be responsible for emergency information posted on the College website.
- Assist the President in writing letters to the parents of students and to alumni concerning the College emergency.

### **Director of Medical Services**

- Identify and prioritize health concerns and needs and requests the appropriate resources from the Crisis Management Team.
- Plan for, provides and supervises the College medical services as needed.
- Advise the Crisis Management Team on health protection measures.

### **Director of Counseling and Psychological Services**

- Plan for, provide, and supervise the College counseling and psychological services, as needed.
- Access support services as indicated for victims and affected individuals.

### **Dean of Studies/Dean of Student Affairs**

- Coordinate all matters relating to undergraduate student activities during the crisis situation.
- Coordinate relocation of undergraduate students in alternate housing as may be necessary.
- Provide undergraduate housing and student data as needed during the crisis.
- Provide individual undergraduate parental notifications, if necessary, on behalf of the President.
- Supervise the team of campus resident advisers during the emergency.

- Arrange memorial services, if applicable.
- Advise faculty members about situations involving students.
- Coordinate housing for students who can't get home.
- Provide information and communication to students and their families in coordination with the Vice President of Marketing & Communications.

#### **Dean of Graduate & Professional Studies**

- Coordinate all matters relating to graduate student activities during the crisis situation.
- Coordinate relocation of graduate students in alternate housing as may be necessary.
- Provide graduate student data as needed during the crisis.
- Arrange memorial services, if applicable.
- Advise graduate faculty members about situations involving students.
- Provide information and communication to graduate students in coordination with the VP of Marketing & Communications.

#### **AVP of Public Safety**

- Serve as liaison with community emergency services (i.e. police, fire, ambulance).
- Maintain campus security and safety operations.
- Update Crisis Management Team with regular status reports.
- Take immediate action to protect life and property.
- Provide traffic control, access control perimeter and internal security patrols, as required.
- Provide or coordinate transportation services.
- Collect, inventory, and secure personal property left at the emergency site and return such property to the rightful owners, unless needed as evidence.
- Provide vehicles, equipment, and operators for movement of personnel and supplies.
- Obtain the assistance of utility companies as required for emergency operations.

#### **Director of Human Resources**

- Coordinate housing for faculty and staff who cannot get home.
- Communicate with staff concerning emergencies.
- Coordinate reporting of personal injuries of employees with appropriate insurance companies.
- Notify the family of injured member(s).
- Provide staff data during crisis, as needed.
- Coordinate staff replacements.

#### **AVP of Facilities**

- Provide equipment and personnel to perform shutdown procedures, hazardous area control, damage assessment, debris clearance, emergency repairs, and equipment protection.
- Survey habitable space and assist with the relocation of essential services and functions.
- Establish liaison with vendors and outside contractors in order to secure equipment, supplies, and materials needed during the actual emergency.
- Maintain and provide, as needed, information on building infrastructures, maps, construction descriptions, etc.
- Coordinate any surveys of utilities or buildings for damage and/or securing of buildings and areas.
- Direct services restorations and clean-up operations.

### **Dean of the College**

- Manage communications with all faculty members.
- Make decisions regarding canceling classes post emergencies.
- Notify the family of injured member(s).
- Provide faculty data during crisis, as needed.
- Coordinate faculty replacements.

### **Administrative Computing**

- Assure the integrity of the telecommunications infrastructure and data systems.
- Implement the Data Disaster Recovery Plan.
- Provide Crisis Management Team with an evaluation and assessment of communications and data-retrieval capabilities.

### **Director of College Events**

- Provide data to the Crisis Management Team concerning scheduled campus events.
- Provide data to the Crisis Management Team concerning available rooms/spaces on campus.
- Coordinate with the Crisis Management Team the canceling of campus events.
- Serve as the primary point of contact to outside programs that have rented college spaces.

## **Crisis Communications and Decision-Making During Campus Emergencies**

- 1) The AVP of Public Safety or his designee and the VP of Operations & Finance will decide whether the crisis is an immediate and/or ongoing threat to the College community.
- 2) All immediate and ongoing threats will warrant an emergency blast text/email/voice message to the College community.
- 3) Depending on the level and specific nature of the threat, the AVP of Public Safety or his designee and the VP of Operations & Finance will determine what emergency actions members of the campus community will be instructed to take:
  - A) Lockdown (Armed person is a threat to the college community).
  - B) Lockout/modified lockdown (Unarmed person or animal is a threat to the college community).
  - C) Shelter in place (weather and environmental issues).
  - D) Evacuation (Fire, bomb threats, and environmental issues).
- 4) Although situations often require varying language, specific phrases shall be utilized to indicate the actions to be taken, see examples below:
  - A) Lockdown text message: Active shooter on College campus, go into lockdown now, hide or escape if necessary, check email.
  - B) Lockout text message: Suspicious person on College campus, stay indoors, lock door, continue your activities, check email.
  - C) Shelter in place: Due to weather conditions, stay indoors and away from windows, check email.
  - D) Evacuate: Sarah Lawrence College is evacuating campus due to fire, check emails.
- 5) Lockdown: Person with a weapon is causing or attempting to cause deadly harm to individuals.  
General Action Plan:
  - a) People not in building/vicinity of active shooter hide indoors.
  - b) People in building/vicinity of active shooter, escape from the area.
  - c) All activities inside and outside, cease.
  - d) Building windows and doors are locked.
  - e) See specific lockdown instructions in active shooter sections.

6) Lockout (Modified Lockdowns): Unarmed Person/animal is a threat to members of the college community.

General Action Plan:

- a) Individuals go indoors.
- b) Building exterior doors locked.
- c) Lock windows.
- d) All activities go on as normal within the building.
- e) Individuals remain indoors and are extra cautious of unknown individuals attempting to enter the building.

7) Each building shall have at least one individual (building marshal) and one back-up building marshal. Larger buildings with multiple exterior doors will require multiple building marshals. Marshals will not be asked to perform any duties that would put them in jeopardy.

**Responsibilities of building marshals**

- Go to yearly training.
- Make sure all exterior doors and windows are locked during lockouts/lockdowns.
- Assist with building evacuations.
- Communicate lockout/lockdown/evacuation/shelter-in-place instructions to building occupants during specific emergencies.
- Keep occupants calm and informed about the ongoing crisis.
- Usher people who are outside into the building.
- Assist building occupants with getting to building safe zones.

8) Sheltering in Place:

- A) Severe weather storms or biological, chemical, or radiation threats may make going outdoors dangerous. Leaving the area might take too long or put people in harm's way. In such a case, it may be safer for people to stay indoors than to go outside.
- B) "Sheltering in place" means people make a shelter out of the place that they are in. People make the building as safe as possible in order to protect themselves until help arrives.
- C) See specific instructions in the Shelter-in-Place section (pages 39-40).

9) Evacuations are primarily used for:

- A) Bomb threats
- B) Fires
- C) Impending environmental emergencies
- d) See specific instructions in the Evacuations section (page 50).

## Specific Differences between Lockdowns and Lockouts (Modified Lockdowns)

	LOCKOUTS	LOCKDOWNS
People go inside buildings	Yes	Yes
No one leaves the building	Yes	Yes
Building exterior doors/windows locked	Yes	Yes
Building Interior doors locked	No	Yes
All regular activity stops	No	Yes
People go into interior rooms	No	Yes
People go into hiding	No	Yes
People locate away from hallways, open areas	No	Yes
Window shades drawn	No	Yes
Room lights off	No	Yes

The Crisis Management Team is drawn from the College’s senior administrative and academic management that oversees the campus emergency response to major emergencies and disasters. The College President serves as the emergency director and leader of the team. Usually the College President, the VP of Finance & Operations, or the AVP of Public Safety will call together the Crisis Management Team, but any member of the team has the ability to ask for the full team to be assembled.

The responsibilities of the Crisis Management Team include the following:

1. Prepares and plans for campus-wide emergencies.
2. Assesses the specific emergency and its ramifications to the campus.
3. Determines the scope and direction of the campus emergency response.
4. Conducts liaison activities with federal, state, county and city governmental agencies.
5. Communicates with faculty, staff, students, parents, neighbors, and alumni concerning emergencies.
6. Establishes liaison with the news media for dissemination of information.
7. Supervises post-emergency clean up and restoration.
8. Arranges for psychological counseling to individuals, if required.
9. Conducts liaison activities with local hospitals.
10. Performs other related duties as may be required.

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## DIRECTION, COORDINATION, AND EMERGENCY COMMAND CENTER

### 1. Emergency Director

The President of the College, or her/his designee, shall serve as the emergency director. The emergency director is responsible for the overall direction of all emergency/disaster operations. In addition, she/he declares and ends, as appropriate, the state of an emergency.

### 2. Emergency Coordinator

The VP of Finance and Operations, or his designee, shall serve as the emergency coordinator. He/she will coordinate all on-campus emergency functions, as directed. The emergency coordinator will immediately consult with the emergency director when faced with a crisis. He/she will give advice as to whether a formal declaration of a campus state of emergency is required.



### 3. Onsite Incident Commander

The AVP of Public Safety shall manage onsite incident operations. He/she shall establish immediate priorities and guide the College's immediate response to the emergency. The onsite incident commander will update the emergency director and the emergency coordinator, as needed, of any changes in incident status.

### 4. Emergency Command Center

The Emergency Command Center's primary site is Westland's 104. The alternate location is the president's office. The Crisis Management Team will meet in the Emergency Command Center. At least one person is to staff the Emergency Command Center at all times until the emergency situation ends. The emergency coordinator shall establish a marshaling area for outside and local agency assistance. A conference room for media personnel might also be required.

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## PRIORITY OBJECTIVES

The Crisis Management Team will concentrate efforts on pertinent Priority I objectives until they are substantially met. Pertinent Priority II and III objectives will be addressed as resources become available.

### Post Emergency Priority I objectives (preservation and safety of human life)

- Extinguish fires and neutralize other primary threats to life.
- Identify and rescue persons trapped in damaged facilities.
- Account for and find any missing students/faculty/staff/visitors.
- Establish medical triage and first-aid areas; transport seriously injured to medical facilities, if necessary.
- Make necessary emergency communications to the College community.
- Assess damage, injuries and locations of major problems.
- Evacuate affected locations pending additional assessment.
- Isolate dangerous areas until safe for reentry.
- Repair utilities to prevent further life/safety hazards.
- Control secondary hazards.
- Hazardous Substance Control—survey critical areas and secure or clean up as needed (i.e., biological and chemical).

### Post Emergency Priority II objectives (high-level preservation of property; restoration of normal operations)

- Communicate information to campus, the public, families, and students.
- Shore up damaged facilities that pose safety hazards.
- Provide emergency food and shelter, as needed.
- Conduct a rapid structural engineering assessment of campus facilities.
- Restore college telecommunications and computer systems as soon as possible.
- Assess local transportation conditions and advise the campus community regarding viable routes.
- Secure closed facilities.
- Begin documentation of damages.

### Post Emergency Priority III objectives (preservation of property and restoration of normal operations)

- Initiate data-recovery plans.
- Identify and secure valuable College materials.
- Normalize the flow of supplies and equipment from off campus.
- Provide psychological and personal assistance to staff, faculty, students, and others impacted by the event.

- Re-allocate residential, academic, and administrative operating space, if necessary.
- Provide space to external agencies, if necessary and possible.

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## FIRE EMERGENCIES

1. In all cases of fire, the Department of Public Safety & Security must be notified immediately. This can be done via the emergency # 2222 or by activating a building's pull station.
2. Know the location of fire extinguishers, fire exits, and pull boxes in your building. Training and information are available through the Department of Public Safety & Security at ext. 2384.
3. If a minor fire appears controllable, immediately contact (personally or preferably have someone else call) the Department of Public Safety & Security at ext. 2222. Then promptly direct the discharge of the fire extinguisher toward the base of the flame.
4. If an emergency exists, activate the building's fire alarm system.
5. In the case of large fires that do not appear controllable, immediately activate the building's fire alarm system and, if time permits, call 2222 to report the exact location of the fire. Then evacuate all rooms, closing all doors and windows (if time permits) to confine and reduce oxygen available to it. Do not lock doors.
6. When the building evacuation alarm is sounded, always assume that an emergency exists. Touch closed doors; do not open them if they are hot. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same. Do not use the elevators during a fire.
7. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
8. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
9. Do not return to an evacuated building unless told to do so by a College official.
10. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it.
11. Should your clothing catch fire, stop, drop and roll. Rolling on the ground will help smother the fire.

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## EVACUATIONS

### Emergency Evacuation Procedures

The college's Director of Fire Safety coordinates evacuation drills in campus buildings. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. During these drills, building occupants learn the locations of the emergency exits in the buildings, and the sound of the fire alarms and are provided guidance about the direction that they should travel when exiting each facility for a short-term building evacuation. In addition to educating the occupants of each building about the evacuation procedures, the drills also provide the College with an opportunity to test the operation of fire alarm system components.

Security personnel do not tell residents in advance about the designated locations for long-term evacuations, because those decisions are affected by time of day, location of the building being evacuated, the availability of the various emergency gathering locations on campus, and other factors such as the location and nature of the threat. In these instances, housing and security personnel on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

## Building Evacuation

- All building evacuations will occur when an alarm sounds and/or upon notification by emergency personnel.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm (pull station).
- Do not use elevators during an emergency evacuation. Emergency personnel may use an elevator for evacuation after a review of the circumstances.
- When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- Once outside, move clear of the building allowing others to exit.
- Do not return to an evacuated building until advised by emergency personnel.
- If you have a disability and are unable to evacuate, call 2222 and tell the emergency dispatcher where you are or where you will be moving. If you must move, move to an exterior enclosed stairwell. Request persons exiting by way of the stairway to notify the Fire Department of your location.
- Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.

## Assisting Visually-Impaired Individuals During an Evacuation

- When assisting visually-impaired individuals during a building evacuation, advise the person of the nature of the emergency and offer your arm for guidance. As you walk, inform the person where you are and about any obstacles in your path. When you reach safety, orient the person to a safe location and ask if he/she need any further assistance.

## Assisting Hearing-Impaired Individuals During an Evacuation

- Persons who are hearing impaired may not perceive an audible fire alarm. Use an alternate warning system. Write a note to tell the person of the situation, the nearest evacuation route, and the assembly area. You can also turn the light switch on and off to gain his/her attention (only if there is no gas leak)

## Assisting Non-Ambulatory Persons/Persons Using Crutches, Canes, or Walkers

- When assisting non-ambulatory persons or persons using crutches, canes, or walkers, always consult the person as to his/her preferences regarding ways of being removed from the wheelchair, the number of people necessary for assistance, whether to move or extend extremities when lifting, and the need for a seat cushion or pad.

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## REGIONAL EVACUATIONS

In a major emergency such as big fires, large hazardous materials release, or a threat of explosion, certain regions of the campus—up to the entire campus—may be evacuated. In the case of a regional evacuation, the Sarah Lawrence Public Safety Department will determine and implement such orders as the situation warrants. In order to minimize the time required to evacuate and manage traffic congestion, a phased evacuation may be ordered, if practical, with the areas closest to the danger area evacuated first. In such an event, the College's emergency notification system (text, email, and voice mail) will be utilized. The loud speaker systems in the College's patrol vehicles will also be used. The fire alarm should not be used to notify building occupants of an evacuation plan unless no other option exists. Pulling the fire alarm could unnecessarily overload primary responders.

Public Safety and CFAS personnel will inform you of the evacuation location and the designated route that you should follow. Persons with cars will be advised to use their own vehicle and to provide rides to anyone without a vehicle. Persons unable to obtain a ride or walk away from the campus will be instructed to report to a designated staging area for transportation using campus vehicles. Campus transportation resources will be allocated first to children and to individuals with disabilities.

Depending on where you are on campus, get to one of the closest evacuation points listed below. At the evacuation point, emergency personnel will be present, directing you as to the direction to take and the path to follow.

## Main Evacuation Points around Campus

- Kimball Ave. and Glen Washington Rd.
- Mead Way and Bronxville Rd.
- Kimball Ave. and Midland Ave.
- Wrexham Rd. and Midland Ave.

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## ELEVATOR FAILURE

### If you get trapped in an elevator:

1. Remain calm.
2. Use the emergency button and the telephone to alert the public safety dept.
3. Provide Public Safety with your name, location, number of occupants, and the floor you are on.
4. Stay away from the elevator doors.
5. Do not attempt to pry open the elevator doors.

### If you are outside an elevator and learn that someone is trapped inside:

1. Tell the occupants that you are aware they are stuck and will be calling for help.
2. Call Public Safety and provide your name, the location of the elevator, the floor it is stuck on, and the number of occupants inside.
3. Try to keep the occupants inside calm and reassure them that help is on the way.
4. Do not attempt to rescue the occupants.
5. Do not attempt to pry open the elevator doors.

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## BOMB INCIDENT PLAN

1. It is the policy of the College that all bomb threats are to be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been explored.
2. A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Department of Public Safety & Security immediately at ext. 2222. Do not operate any electronic devices, radios, or light (power) switches.
3. If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller. Specifically, try to ascertain the following:
  - The location of the device
  - The time, if any, the device is scheduled to go off
  - The appearance or type of container used for the device
  - The reason for placing the device
  - The size of the bomb
  - The type of explosive used in the device
  - The name of the caller or organization taking responsibility
  - Any additional information that might be available
4. The person receiving the call should note the following:
  - Male or female voice
  - Time of call

- Mood of caller (excited, nervous, calm, despondent)
  - Background noises that may be present at the location of the caller
  - Approximate age of the caller
  - Any other peculiarities that may be helpful in identifying the source of the call or its purpose
5. The police will be called, and unless unusual circumstances exist, the building in question will be evacuated. When evacuating the building, only use stairs. Do not use elevators. Move well away from the building and follow the instructions of emergency personnel at the scene.
6. If there is an explosion:
- Immediately take cover under sturdy furniture.
  - Stay away from the windows.
  - Do not light matches.
  - Move to a safe location, well away from the site of the explosion.
  - Use stairs only; do not use elevators.

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## CHEMICAL SPILLS

1. Whenever you spill a chemical or discover a spill or release, immediately tell your supervisor and coworkers in the area.
2. When a spill occurs, you and others should move well away from the area while determining the appropriate response. The appropriate response depends on whether the spill is a simple spill that you can clean up yourself or a complex spill that requires outside assistance.
  - Simple spills do not spread rapidly, do not endanger people or property except by direct contact, and do not endanger the environment. You can clean up a simple spill yourself if you have the proper equipment and training and are comfortable doing it. The Department of Public Safety & Security should be informed of a simple spill, ext. 2222.
  - Complex spills are any spills that may spread rapidly, may endanger people or property, and/or may endanger the environment.
3. A complex spill should be immediately reported to the Department of Public Safety & Security, ext. 2222. When reporting, be specific about the nature of the material involved and the exact location. The Director of Public Safety & Security and the College's Chemical Hygiene Officer will be contacted. Any nonessential personnel will vacate the affected area at once, and the area will be sealed off.
4. Anyone who may have been contaminated by the complex spill should, if necessary and prudent, be immediately put under an emergency shower and his/her contaminated clothes should be removed as the flow of water begins. The affected area of the skin should be washed for 15 minutes. EMS will be called, and medical treatment will begin as soon as possible.
5. If an emergency exists, activate the building alarm (fire alarm) so that the building can be evacuated.
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. Do not return to an evacuated building unless told to do so by a College official.

The Director of Public Safety, the Director of Operations & Facilities, and the Chemical Hygiene Officer will evaluate the situation and decide which emergency response personnel to summon to the campus.

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# EMERGENCY MEDICAL RESPONSE ACTION PLAN

## Sarah Lawrence Emergency Medical Response Action Plan

### Sudden Cardiac Arrest

Only trained first responders may use the Automated External Defibrillator (AED). Indications for AED use:

- Unconscious
- Non-Responsive
- Not Breathing

### Other Medical Emergencies

Responder should provide only the patient care consistent with his/her training.

### If a medical emergency exists, immediately perform the following procedure:

1. All medical emergencies should be reported immediately to the Office of Public Safety at ext. 2222.
2. If the medical emergency is life-threatening, call 911 before dialing the Office of Public Safety, ext. 2222.
  - When making the calls, give your name, describe the nature and severity of the medical problem, and the campus location of the victim. Try to answer all of the questions the operator asks you and let him/her hang up the phone first.
  - Do not move the victim.
  - If you are certified in CPR and first aid and able to help, try to assist the victim until help arrives.
  - Look for emergency medical IDs such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.
  - Send someone to the outside of the building to meet and direct EMS and CAMPUS PUBLIC SAFETY.
  - If the person is unresponsive and not breathing, start CPR immediately and continue until "CAMPUS PUBLIC SAFETY" or EMS ("911") arrives with an AED.
  - If you are close to an AED location, any trained CPR/AED First Responder should begin the AED treatment procedure until EMS ("911") or "CAMPUS PUBLIC SAFETY" arrives.
  - Retrieve an AED or send someone to retrieve an AED.

### AED Locations on Campus

- **Campbell Sports Center** Entrance floor, facing rear stairs
- **Bates** First-floor hallway next to the cafeterias
- **Health & Wellness Center** Inside Lyles House
- **Library** Behind the front desk area, on the wall of the office area
- **Campus Public Safety** Vehicles
- **45 Wrexham**
- **Hill House** Lobby

AED cabinets are not locked. The visible key lock is used only to deactivate the alarm.

### "EVERY SECOND COUNTS"

4. If a medical problem is non-life-threatening, call the Department of Public Safety & Security.
  - a. If the victim can be safely moved, then he/she will be transported by security personnel to either the Lawrence Hospital Emergency Room or to Health Services, depending on the severity of the medical problem and the time of day.

- b. The victim can also request to speak to a doctor over the phone to decide whether a visit to the emergency room is appropriate.
- c. If security personnel believe that a victim should not be moved or that emergency medical care is required immediately, then they will call 911.

Security Officers have been trained in CPR, first aid and the use of defibrillators. First-aid equipment and defibrillators are carried in Public Safety vehicles. When Health Services is closed, students can call Westlands Desk to obtain a ride to Lawrence Hospital or to speak to an on-call doctor. Students are also able to call 911 from all campus phones. If 911 is called, it is very important that security also be called. EMS and the police rely on security personnel to meet them at Kimball and Glen Washington in order to bring them to the exact campus location of the incident.

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## HOSTILE INTRUDER

When an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact the police, 911, and the Department of Public Safety & Security. Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

1. Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
2. Be aware of alternate exits if it becomes necessary to flee.
3. Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection.
4. Persons should stay low, away from windows, and barricade their door(s), if possible, using furniture or desks as cover.
5. If possible, cover any windows or openings that have a direct line of sight into the hallway.
6. Students and staff should not attempt to leave the building until told to do so by security or police personnel. The only exception to this is, given the specific circumstances, a person is certain—beyond any doubt—that he/she is in more danger by staying in the building than in attempting to escape.

When a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action:

1. Run away from the threat if you can, as fast as you can.
2. Do not run in a straight line. Use buildings, trees, shrubs, and cars as cover.
3. If you can get away from the immediate area of danger, summon help and warn others.
4. If you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden?
5. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims around you are dead.
6. If hiding or playing dead, do not give away your position or stand up until the police give the all-clear sign.

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## UTILITY FAILURES

### Power Failure

In the event of a power failure, members of the College community should take the following actions:

1. Report any power failure immediately to the Department of Public Safety & Security (ext. 2222). Back-up emergency power should make it possible to use the College telephones for a while. However, if the office telephones are not working, locate a security officer who will relay the information via portable radio.

2. Remain where you are until the extent of the problem is determined. Security officers will go from room to room, informing occupants to remain where they are until notified otherwise.
3. Keep a flashlight available in your office or dorm room at all times. Never use candles during a power failure.
4. During the daytime hours, you can attempt to add as much natural lighting as possible by raising blinds and opening draperies.
5. Faculty with classes in session should remain where they are until notified otherwise.
6. During a power failure or possible power failure, never use an elevator. If you become trapped in an elevator, though, during a power outage, use the emergency phone in the elevator to contact the Department of Public Safety & Security. Wait for assistance. Try not to panic. Help will be on its way.
7. Once power is restored, security officers will go from room to room and notify the occupants.

### **Plumbing Problem/Flooding**

Cease using all electrical equipment. Notify the Department of Public Safety & Security immediately. If necessary, vacate the area and prevent anyone else from entering.

### **Gas Leaks**

Cease all operations! Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion! Immediately notify 911 and the Department of Public Safety. Evacuate the building immediately. Once outside, move to a clear area that is at least 500 feet from the affected building. Wind direction should be monitored, and all emergency vehicles and crews should be upwind from the gas fumes.

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## EXPLOSION AND/OR AIRCRAFT DOWN (CRASH) ON CAMPUS

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety & Security. Give your name, location, and the nature of the emergency.
3. If necessary, or when directed to do so, activate the building fire alarm.
4. If the building fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
5. If possible and prudent, assist disabled persons in exiting the building. Do not use elevators in case of fire.
6. Once outside, move to a clear area that is at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
7. If requested, assist emergency crews, as necessary.
8. Do not return to an evacuated building unless told to do so by a College official.

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## BIOLOGICAL, CHEMICAL, OR NUCLEAR DISASTERS/ATTACKS

1. Upon receiving confirmed information of an imminent or ongoing biological, chemical, or nuclear disaster/attack that poses great risk to human life on the campus, the President or her designee shall declare a state of emergency at Sarah Lawrence College.
2. Sarah Lawrence College will follow the directions given by city, state, and federal authorities (e.g., shelter in place, evacuations).
3. If the authorities direct the College community to shelter in place and there is enough time to do so, then security personnel will usher faculty, staff, students, and visitors into one of the five designated assembly/shelter areas. If there is not enough time to usher people into designated shelter areas, then community members will be asked to shelter in place wherever they may be at



the time of the notification. The SLC website and campus-wide voice mail/text/email will be utilized as a means of communication to direct people to one of the shelter/assembly areas.

#### 4. Divisions of Campus

**Division 1** (Inner Campus, Westlands, Bates, Science Building, Sheffield, North Building PAC, and Meadway Houses) to go to PAC

**Division 2** (Andrews House, Andrews Annex, Andrews East, Andrews Courts, Lyles, Siegel Center, and Boulder 123) to go to the Library

**Division 3** (Lynd House, Lynd Annex, Lynd Offices, Tweed, Marshall Field Carriage House, Morrill, President's House, and Marshall Field) to go to Heimbold

**Division 4** (Slonim House, Slonim Woods, Kober, Curtis, Campbell Sports Center, PS 30 and ECC) to go to the Campbell Sports Center

**Division 5** (Hill House) to stay in Hill House

5. Once the five assembly/shelter areas are filled, maintenance and security personnel will lock and attempt to seal doors and windows with duct tape and plastic. The HVAC system will be turned off, and the dampers will be closed. At least one alternate member of the Crisis Management Team will be assigned to each of the five assembly/shelter areas to assume leadership of the site. The Crisis Management Team itself will all be placed in the same assembly/shelter area so that they can meet.

No one will leave the shelter areas until the state of emergency has been lifted. The President or her designee shall decide when to lift the state of emergency.

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## INCLEMENT WEATHER

### Information

Since Sarah Lawrence College is a residential college, the services and functions of the various departments must continue at all times. For this reason, all employees are expected to make every reasonable effort to report to work regardless of the weather conditions. On the rare occasions when a serious storm occurs during the working day, the College may close early or open late. Decisions about closings or delayed openings will be made within the President's Office.

Employees who anticipate transportation difficulties when there is no formal delayed opening or closing may be permitted to come late or leave early but will be expected to use their accrued vacation time for the hours they are absent while the College is open. Hours missed while the College is closed due to inclement weather shall not be charged to the employee's accrued vacation time.

Certain departments are considered essential and will be expected to report to campus regardless of weather conditions. Affected employees will be notified in advance by their department heads. Certain positions are considered essential but may be permitted to work from home or remotely. Affected employees will be notified in advance by their department heads.

### Closing Information

In case of a delayed opening or a campus closing, the College will use the emergency notification protocol. A notice will be posted on the College's home page, and a global e-mail and a global voice mail will be sent to all faculty, staff, and students. In addition faculty, staff, and students will receive a text message on the cell phone number they have provided for emergency notifications. If you have not provided your emergency notification information to the College, please contact Operations at ext. 2385 to join the notification system.

### Severe Winter Storm Guidelines

- Prior to the storm, in order to facilitate campus snow removal, please make sure your vehicle is parked in Kober Lot and not in any other campus lot.
- Prior to leaving your residence, please realize that the campus and Bronxville train station shuttles will continue to run only as long as it is safe to do so. In addition, Campus Public Safety will provide transportation only for emergency purposes.
- If at all possible, stay inside your residence and do not go outside.

- Call Campus Public Safety at 914.395.2222 for any emergencies.
- Listen to your radio and television for weather reports and emergency information.
- Check the College website and your phone for emergency information.
- Eat regularly and drink ample fluids, but avoid caffeine and alcohol.

**If you must go outside:**

- **Stay away from all downed trees and power lines.**
- **Avoid overexertion when shoveling snow.** Overexertion can bring on a heart attack—a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- **Cover your mouth.** Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- **Watch for signs of frostbite.** These include loss of feeling, and a white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- **Watch for signs of hypothermia.** These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.

**If symptoms of hypothermia are detected:**

- Get the victim to a warm location.
- Remove wet clothing.
- Put the person in dry clothing and wrap their entire body in a blanket.
- Warm the center of the body first.
- Give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious.
- Get medical help as soon as possible.

**Drive only if it is absolutely necessary. If you must drive, consider the following:**

- Travel in the day, don't travel alone, and keep others informed of your schedule.
- Stay on main roads; avoid backroad shortcuts.
- If you must travel during inclement weather, have blankets and some food and water in your vehicle. Make sure your vehicle is prepared to handle bad weather with good tires and proper maintenance. Keeping jumper cables and tools on hand is never a bad idea. An ice scraper, extra engine oil, and windshield wiper fluid are good ideas, as well. If you have one, carry a cell phone to call for help, if needed.

**If a blizzard traps you in the car:**

- **Pull off the highway.** Turn on hazard lights and hang a distress flag from the radio antenna or window.
- **Remain in your vehicle where rescuers are most likely to find you.** Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close but be too far to reach when walking in deep snow.
- **Run the engine and heater for about 10 minutes each hour to keep warm.** When the engine is running, slightly open a downwind window for ventilation and periodically clear snow from the exhaust pipe. This will protect you from possible carbon monoxide poisoning.
- **Exercise to maintain body heat, but avoid overexertion.** In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
- **Take turns sleeping.** One person should be awake at all times to look for rescue crews.
- **Drink fluids to avoid dehydration.**

- **Be careful not to waste battery power.** Balance electrical energy needs—the use of lights, heat, and radio—with supply.
- **Turn on the inside light at night** so work crews or rescuers can see you.
- **If stranded in a remote area,** stomp large block letters in an open area, spelling out HELP or SOS, and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- **Leave the car and proceed on foot—if necessary—**once the blizzard passes.

## Know Your Winter Storm and Extreme Cold Terms

Familiarize yourself with these terms to help identify a winter storm hazard:

**Freezing Rain.** Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees, and power lines.

**Sleet.** Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.

**Winter Storm Watch.** A winter storm is possible in your area. Tune in to NOAA Weather Radio, commercial radio, or television for more information.

**Winter Storm Warning.** A winter storm is occurring or will soon occur in your area.

**Blizzard Warning.** Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter-mile) are expected to prevail for a period of three hours or longer.

**Frost/Freeze Warning.** Below freezing temperatures are expected.

## Thunderstorms and Lightning

### Facts About Thunderstorms

- They may occur singly, in clusters, or in lines.
- Some of the most severe occur when a single thunderstorm affects one location for an extended time.
- Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour.
- Warm, humid conditions are highly favorable for thunderstorm development.
- About 10 percent of thunderstorms are classified as severe—one that produces hail at least three-quarters of an inch in diameter, has winds of 58 miles per hour or higher, or produces a tornado.

All thunderstorms are dangerous. Every thunderstorm produces lightning. In the United States, an average of 300 people are injured and 80 people are killed each year by lightning. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms. Other associated dangers of thunderstorms include tornadoes, strong winds, hail, and flash flooding. Flash flooding is responsible for more fatalities—more than 140 annually—than any other thunderstorm-associated hazard.

Dry thunderstorms that do not produce rain that reaches the ground are most prevalent in the western United States. Falling raindrops evaporate, but lightning can still reach the ground and can start wildfires.

### Facts About Lightning

- Lightning's unpredictability increases the risk to individuals and property.
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- "Heat lightning" is actually lightning from a thunderstorm too far away for thunder to be heard. However, the storm may be moving in your direction!
- Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening.
- Your chances of being struck by lightning are estimated to be 1 in 600,000 but could be reduced even further by following safety precautions.
- Lightning-strike victims carry no electrical charge and should be attended to immediately.

## Know Your Thunderstorms and Lightning Terms

Familiarize yourself with these terms to help identify a thunderstorm hazard:

**Severe Thunderstorm Watch.** Tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.

**Severe Thunderstorm Warning.** Issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

## What to Do Before a Thunderstorm

To prepare for a thunderstorm, you should do the following:

- Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- *“If thunder roars, go indoors,”* because no place outside is safe when lightning is in the area. We want everyone to stay indoors until 30 minutes have passed after hearing the last clap of thunder.

Summary of lightning safety tips for inside the home:

- Avoid contact with corded phones.
- Avoid contact with electrical equipment or cords. If you plan to unplug any electronic equipment, do so well before the storm arrives.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry.
- Stay away from windows and doors; stay off porches.
- Do not lie on concrete floors, and do not lean against concrete walls.

What to do if a thunderstorm is likely in your area:

- Postpone outdoor activities.
- Get inside a home, building, or hardtop automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning. However, the steel frame of a hardtop vehicle provides increased protection if you are not touching metal.
- Secure outdoor objects that could blow away or cause damage.
- Shutter windows and secure outside doors. If shutters are unavailable, close window blinds, shades, or curtains.
- Avoid showering or bathing. Plumbing and bathroom fixtures can conduct electricity.
- Use a corded telephone only for emergencies. Cordless and cellular telephones are safe to use.
- Unplug appliances and other electrical items such as computers, and turn off air conditioners. Power surges from lightning can cause serious damage.
- Use your battery-operated NOAA Weather Radio for updates from local officials.

Avoid the following:

- Natural lightning rods such as a tall, isolated tree in an open area
- Hilltops, open fields, the beach, or a boat on the water
- Isolated sheds or other small structures in open areas
- Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles

## What to Do During a Thunderstorm

IF YOU ARE:	THEN:
In a forest	Seek shelter in a low area under a thick growth of small trees.
In an open area	Go to a low place such as a ravine or valley. Be alert for flash floods.
On open water	Get to land and find shelter immediately.
Anywhere you feel your hair stand on end (which indicates that lightning is about to strike)	Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact on the ground. DO NOT lie flat on the ground.

## What to Do After a Thunderstorm

Call 911 for medical assistance as soon as possible.

The following are things you should check when you attempt to give aid to a victim of lightning:

- **Breathing.** If breathing has stopped, begin mouth-to-mouth resuscitation.
- **Heartbeat.** If the heart has stopped, administer CPR.
- **Pulse.** If the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight

## Hurricanes

### During a Hurricane

If a hurricane is likely in your area, you should:

- Listen to the radio or TV for information.
- Secure your home, close storm shutters, and secure outdoor objects or bring them indoors.
- Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Avoid using the phone, except for serious emergencies.
- Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets. Fill the bathtub and other large containers with water.

You should evacuate under the following conditions:

- You are directed by local authorities to do so. Be sure to follow their instructions.
- You live in a mobile home or temporary structure—such shelters are particularly hazardous during hurricanes no matter how well fastened to the ground.
- You live in a high-rise building—hurricane winds are stronger at higher elevations.
- You live on the coast, on a floodplain, near a river, or on an inland waterway.
- You feel you are in danger.

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors—secure and brace external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm—winds will pick up again.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.

## Hurricanes: Know the Terms

Familiarize yourself with these terms to help identify a hurricane hazard:

**Tropical Depression.** An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 MPH (33 knots) or less. Sustained winds are defined as one-minute average winds measured at about 33 feet (10 meters) above the surface.

**Tropical Storm.** An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39 – 73 MPH (34 – 63 knots)

**Hurricane.** An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 MPH (64 knots) or higher.

**Storm Surge.** A dome of water pushed onshore by hurricane and tropical storm winds. Storm surges can reach 25 feet high and be 50 – 1,000 miles wide.

**Storm Tide.** A combination of storm surge and the normal tide (e.g., a 15-foot storm surge combined with a 2-foot normal high tide over the mean sea level created a 17-foot storm tide).

**Hurricane/Tropical Storm Watch.** Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours. Tune in to NOAA Weather Radio, commercial radio, or television for information.

**Hurricane/Tropical Storm Warning.** Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.

## Tornadoes

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 MPH. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible.

Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves southwest to northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m. but can occur at any time.

## Know Your Tornado Terms

Familiarize yourself with these terms to help identify a tornado hazard:

**Tornado Watch.** Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information.

**Tornado Warning.** A tornado has been sighted or indicated by weather radar. Take shelter immediately.

**What to Do Before a Tornado.** Be alert to changing weather conditions.

Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information.

Look for approaching storms.

Look for the following danger signs:

- Dark, often greenish sky
- Large hail
- A large, dark, low-lying cloud (particularly if rotating)
- Loud roar, similar to a freight train

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

### **What to Do During a Tornado**

If you are under a tornado WARNING, seek shelter immediately!

<b>IF YOU ARE:</b>	<b>THEN:</b>
In a structure (e.g., residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a predesignated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
A vehicle, trailer, or mobile home	Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
Outside with no shelter	Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.  Do not get under an overpass or bridge. You are safer in a low, flat location.  Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.  Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

# Hazing

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## HAZING POLICY

Sarah Lawrence College prohibits all forms of hazing. Not only is hazing against New York State law, but it also humiliates, degrades and endangers the participants. Any instances of hazing should be immediately reported to Sarah Lawrence College's Department of Public Safety and Security. All allegations of hazing shall be fully investigated. Individual violators are subject to disciplinary actions by the College. Any organizational violators may have their permission to operate on campus withdrawn. All students, faculty, staff, and on-campus visitors or invitees are subject to these regulations. In addition, violators are also subject to any applicable provisions of the New York State Penal Code.

Sarah Lawrence College defines hazing as:

Any action taken or situation created which, regardless of location or consent of the participants, recklessly or intentionally endangers mental or physical health or involves forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any organization at Sarah Lawrence College.

Such activities and situations include, but are not limited to:

- Physical and psychological shocks
- Morally degrading or humiliating games and activities
- Coercing or forcing illegal acts
- Personal servitude
- Sexual harassment

If found responsible for hazing, students can be subject to any of the following sanctions:

- Permanent expulsion from the College
- Suspension from the College
- Permanent loss of campus housing
- Suspension from campus housing
- Housing probation
- Social probation
- Restriction
- Warning

Possible penalties for hazing committed by faculty or staff include warnings, formal reprimands, suspension without pay, or termination of employment.



On-campus visitors or invitees to the campus engaging in hazing are subject to ejection from campus property and/or arrest.

Hazing is against the law.

According to the New York State Penal Code:

- A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.
- Hazing in the first degree is a class A misdemeanor punishable by up to one year of imprisonment, or fine up to \$1,000 or both.
- A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.
- Hazing in the second degree is a violation punishable by up to 15 days of imprisonment, or fine up to \$250, or both.

# Missing Students

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## NOTIFICATION OF AND RESPONDING TO MISSING STUDENTS

### Notification of Missing Students

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Security Department at 914.395.2209. The Security Department will generate a missing-person report and initiate an investigation. After investigating, should SLC Security determine that the student is missing, then it will notify the Yonkers Police Department no later than 24 hours after the student is determined to be missing. Once it is determined that the student has been missing for a period of more than 24 hours, the Security Department will also notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Security Department will notify the student's parent or legal guardian immediately after the Security Department has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify a confidential contact to be contacted by the Security Department in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Security Department will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so by coming to the office of Operations & Facilities and filling out a missing-student contact form. A student's confidential contact information will be accessible only by authorized campus officials and law-enforcement officers in furtherance of a missing-person investigation. No later than 24 hours after determining a student is missing, the Security Department will notify the following College officials:

- President
- Dean of Studies and Student Life
- VP of Finance & Operations
- Dean of Student Affairs
- VP of Communications
- VP of Legal Affairs

### Guidelines for Responding to Missing Students

The following guidelines shall be activated whenever practical when the College is notified that a student is missing:

**Within the first two hours of receiving the initial report:**

- College Security Department personnel will:
  - Conduct a thorough search of the campus for the student
  - Interview the student's friends, roommates
  - Search for the student's vehicle on campus
  - Search for the student in his/her classes

- If possible, call the student's cell phone
- Student Affairs personnel will:
  - Contact the College's resident and graduate advisers
  - Contact fellow club and committee members
  - Determine whether the student returned to their home residence
- Dean of Studies personnel will:
  - Contact the student's instructors
  - Contact the student's don (adviser)
  - Check the student's class schedule
- Operations and Facilities personnel will:
  - Check to see when the student's meal card was last used
  - Check to see if the student has a College-registered vehicle
  - Send an email to the student
  - Check the door access log to see when the student last entered campus buildings

**No later than 24 hours after the student is determined to be missing:**

Unless extenuating circumstances exist, the College's Public Safety Director or his designee will contact the Yonkers Police Department and provide it with the name and description of the missing student. The police will then respond to the campus.

Once it is determined that the student has been missing for a period of more than 24 hours, the Security Department will also notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Security Department will notify the student's parent or legal guardian immediately after the Security Department has determined that the student has been missing for more than 24 hours. If a student has identified a confidential contact, the Security Department will notify that individual no later than 24 hours after the student is determined to be missing.

**Seventy-two hours after receiving the initial report and the student is not located:**

The Director of Public Safety and Security will notify the VP of Communications to contact the media. At this time, unless extenuating circumstances exist, the College's VP of Communication or his designee will contact the local news media (Gannett Westchester) and with the name and description of the student. If the Yonkers Police Department determines that publicity would jeopardize the investigation and/or safety of the student, the local news media will not be notified.

# Notifications of a Threat

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## NOTIFICATION OF THE SARAH LAWRENCE COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT

The College requests that all members of the Sarah Lawrence College community notify the Sarah Lawrence Public Safety Department immediately at 914.395.2222 of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus. Members of the Public Safety Department will then respond to such situations to assess the potential threat and will summon the necessary resources to mitigate, investigate, and/or document any situation that may pose a significant emergency or danger. If the Public Safety Department determines that the situation does, in fact, pose a threat to the health or safety of the community, it will notify the campus community or the appropriate segments of the community that may be affected by the situation, using various systems that have been implemented to provide emergency information quickly, such as global e-mails, public address systems on security vehicles, voice messages, and emergency text messages. Depending on the situation, some or all of these communication methods may be utilized. In addition, given the specific facts of a situation, there may be times when the College initiates the notification process even before security personnel get to the scene and verify the critical incident. The College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

If time permits, the Director of Public Safety and the Vice President of Operations and Finance will jointly initiate the notification process and determine the content of the notification before it is sent. There are situations, though, in which time is of the essence. During one of these situations, any of the following individuals at the College can individually initiate the notification process, as well as determine the content of the notification: security officers, security dispatchers, security supervisors, the Assistant Director of Public Safety, the Director of Public Safety and the Vice President of Operations and Finance. The determination of who to notify at the College will be made based upon whether an emergency is localized to a specific geographical location of the College or if it is campus-wide.

Members of the larger community who are interested in receiving information about emergencies on campus should sign up for the College's emergency notification system. During a critical incident, the College may post updates on the Sarah Lawrence College website at <http://www.slc.edu>. Individuals can also call the Office of Operations and Facilities at 914.395.2385 with specific questions about an emergency on campus.

### **Campus Lockdown Procedures**

#### **What to do in the event of a hostile intruder**

You will be notified through our emergency notification system and by the College's loud speaker system to go into lockdown.

#### **Take the following action**

When an intruder on campus is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact the police, 911, and the College's Department of Public Safety & Security. Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

**What to do during a lockdown:**

- Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.
- Be aware of alternate exits if it becomes necessary to flee. Persons should lock themselves in classrooms, dorm rooms, and offices as a means of protection.
- Persons should stay low, away from windows, and barricade their door(s) if possible, using furniture or desks as cover.
- Cover any windows or openings that have a direct line of sight into the hallway.
- Shut the blinds or pull the shades down. Turn off the lights, and try to give the impression that the room is empty.
- Put your cell phone on vibrate.
- Do not make any noise.
- Students and staff should not attempt to leave the building until told to do so by security or police personnel. The exception to this is when a person believes that they are in more danger by staying in the building than in attempting to escape.
- If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (e.g., vehicle, tree).

# Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence & Stalking

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## STATISTICS

### Statistics About Sexual Assault and College Campuses

The following statistics were compiled by the New York State Coalition Against Sexual Assault:

- At least 1 in 4 college women will be the victim of a sexual assault during her academic career. Hirsch, Kathleen (1990) "Fraternities of Fear: Gang Rape, Male Bonding, and the Silencing of Women." Ms 1(2) 52-56.
- At least 80% of all sexual assaults are committed by an acquaintance of the victim. Bureau of Justice Statistics, 2001.
- 48.8% of college women who were victims of attacks that met the study's definition of rape did not consider what happened to them to be rape. Bureau of Justice Statistics. "Sexual Victimization of Collegiate Women" US Department of Justice, 2000.
- More than 70% of rape victims knew their attackers compared to about half of all violent crime victims. Dennison, Callie. Criminal Victimization 1998. Bureau of Justice Statistics, US Department of Justice.
- There are 35.3 incidents of sexual assault per 1,000 female students on a campus, as recorded over a 6.91-month period [during the academic year of '96 - '97] and reported in the 2000 Bureau of Justice Statistics, US Department of Justice, report "The Sexual Victimization of College Women."
- On average, at least 50% of college students' sexual assaults are associated with alcohol use. Abbey et al., 1996a, 1998; Copenhaver and Grauerholz, 1991; Harrington and Leitenberg, 1994; Presley et al., 1997]. Within the study's nationally represented sample of college students, the results found that 74% of perpetrators and 55% of rape victims had been drinking alcohol prior to the assault. Koss (1988).
- In a survey of high-school students, 56% of girls and 76% of boys [some of whom may be incoming college freshmen] believed forced sex was acceptable under some circumstances. *Acquaintance Rape: The Hidden Crime*, 1991.

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## FACTS ABOUT SEXUAL ASSAULT

- Victims of sexual violence come from all different backgrounds. Age, race, religion, sexual orientation, gender, and size do not matter.

- No one ever asks for or deserves to be sexually violated. Sexual assault is an act of VIOLENCE and is a crime that is punishable by law.
- Sexual violence often happens between people who know each other. The perpetrator may be a friend, family member, spouse, or dating partner.
- Many sexual assaults, especially those on college campuses, involve the use of alcohol or other drugs.
- Alcohol, drugs, manipulation, and/or coercion are often used rather than physical force to get a victim to comply. As a result, many victims will not have apparent physical injuries.
- Victims of sexual violence are targeted because of their perceived vulnerability or the perpetrator's opportunity—NOT because of the victim's age, the way they look, or what they are wearing.
- Sexual assault is the most underreported violent crime in the United States.

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## PENAL LAW

### New York State Penal Law

New York State Penal Code Article 130—Sex Offenses

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#### SECTION:

130.00 Sex offenses; definitions of terms.

130.05 Sex offenses; lack of consent.

130.10 Sex offenses; limitations; defenses.

130.16 Sex offenses; corroboration.

130.20 Sexual misconduct.

130.25 Rape in the third degree.

130.30 Rape in the second degree.

130.35 Rape in the first degree.

130.40 Criminal sexual act in the third degree.

130.45 Criminal sexual act in the second degree.

130.50 Criminal sexual act in the first degree.

130.52 Forcible touching.

130.53 Persistent sexual abuse.

130.55 Sexual abuse in the third degree.

130.60 Sexual abuse in the second degree.

130.65 Sexual abuse in the first degree.

130.65-a Aggravated sexual abuse in the fourth degree.

130.66 Aggravated sexual abuse in the third degree.

130.67 Aggravated sexual abuse in the second degree.

130.70 Aggravated sexual abuse in the first degree.

130.75 Course of sexual conduct against a child in the first degree.

130.80 Course of sexual conduct against a child in the second degree.

130.85 Female genital mutilation.

130.90 Facilitating a sex offense with a controlled substance.

#### §130.00 Sex offenses; definitions of terms.

The following definitions are applicable to this article:

1. "Sexual intercourse" has its ordinary meaning and occurs upon any penetration, however slight.
2. (a) "Oral sexual conduct" means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.  
 (b) "Anal sexual conduct" means conduct between persons consisting of contact between the penis and the anus.  
 [Eff.11/1/03,Ch.264,L.2003]

3. "Sexual contact" means any touching of the sexual or other intimate parts of a person not married to the actor for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing.
4. For the purposes of this article, "married" means the existence of the relationship between the actor and the victim as spouses, which is recognized by law at the time the actor commits an offense proscribed by this article against the victim. [Eff.11/1/03,Ch.264,L.2003]
5. "Mentally disabled" means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
6. "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his or her conduct owing to the influence of a narcotic or intoxicating substance administered to him or her without his consent, or to any other act committed upon him or her without his or her consent.
7. "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
8. "Forcible compulsion" means to compel by either:
  - (a) use of physical force; or
  - (b) a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself, or another person or in fear that he, she, or another person will immediately be kidnapped.
9. "Foreign object" means any instrument or article which, when inserted in the vagina, urethra, penis, or rectum, is capable of causing physical injury.
10. "Sexual conduct" means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact. [Eff.11/1/03,Ch .264,L.2003]
11. "Aggravated sexual contact" means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis, or rectum of a child, thereby causing physical injury to such child.
12. "Health-care provider" means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry, or podiatry under any of the following: article 131,132, 133, or 141 of the education law.
13. "Mental health-care provider" means any person who is, or is required to be, licensed or registered, or holds himself or herself out to be licensed or registered, or provides mental-health services as if he or she were licensed or registered in the profession of medicine, psychology, or social work under any of the following: article 131, 153, or 154 of the education law.

### **§130.05 Sex offenses; lack of consent.**

1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim. [Eff.11/1/03,Ch.264.L.2003]
2. Lack of consent results from:
  - (a) Forcible compulsion; or
  - (b) Incapacity to consent; or
  - (c) Where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct; or [Eff.11/1/03,Ch.264.L.2003]
  - (d) Where the offense charged is rape in the third degree as defined in subdivision three of section 130.25, or criminal sexual act in the third degree as defined in subdivision three of section 130.40, in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse or deviate sexual intercourse, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. [Eff.11/1/03,Ch.264.L.2003]
3. A person is deemed incapable of consent when he or she is:
  - (a) less than 17 years old; or



(b) mentally disabled; or

(c) mentally incapacitated; or

(d) physically helpless; or

(e) committed to the care and custody of the State Department of Correctional Services or a hospital, as such term is defined in subdivision two of section 400 of the correction law, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital. For purposes of this paragraph, "employee" means (i) an employee of the State Department of Correctional Services who performs professional duties in a state correctional facility consisting of providing custody, medical or mental health services, counseling services, educational programs, or vocational training for inmates; (ii) an employee of the Division of Parole who performs professional duties in a state correctional facility and who provides institutional parole services pursuant to section 259-e of the executive law; or (iii) an employee of the Office of Mental Health who performs professional duties in a state correctional facility or hospital, as such term is defined in subdivision two of section 400 of the correction law, consisting of providing custody or medical or mental health services for such inmates; or

(f) committed to the care and custody of a local correctional facility, as such term is defined in subdivision two of section 40 of the correction law, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such facility. For purposes of this paragraph, "employee" means an employee of the local correctional facility where the person is committed who performs professional duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for inmates; or

(g) committed to or placed with the Office of Children and Family Services and in residential care, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to or placed with such Office of Children and Family Services and in residential care. For purposes of this paragraph, "employee" means an employee of the Office of Children and Family Services or of a residential facility who performs duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for persons committed to or placed with the Office of Children and Family Services and in residential care; or

(h) a client or patient and the actor is a health-care provider or mental health-care provider charged with rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55, and the act of sexual conduct occurs during a treatment session, consultation, interview, or examination. [Eff.11/1/03,Ch.264,L.2003]

### **§130.10 Sex offenses; limitations; defenses.**

1. In any prosecution under this article in which the victim's lack of consent is based solely upon his or her incapacity to consent because he or she was mentally disabled, mentally incapacitated, or physically helpless, it is an affirmative defense that the defendant, at the time he or she engaged in the conduct constituting the offense, did not know of the facts or conditions responsible for such incapacity to consent.
2. Conduct performed for a valid medical or mental health-care purpose shall not constitute a violation of any section of this article in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article.
3. In any prosecution for the crime of rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55 in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article, it shall be an affirmative defense that the client or patient consented to such conduct charged after having been expressly advised by the health-care or mental health-care provider that such conduct was not performed for a valid medical purpose. [Eff.11/1/03,Ch.264.L.2003]
4. In any prosecution under this article in which the victim's lack of consent is based solely on his or her incapacity to consent because he or she was less than 17 years old, mentally disabled, or a client or patient and the actor is a health-care provider, it shall be a defense that the defendant was married to the victim as defined in subdivision four of section 130.00 of this article. [Eff.11/1/03,Ch.264,L.2003]

### **§130.16 Sex offenses; corroboration.**

A person shall not be convicted of any offense defined in this article of which lack of consent is an element but results solely from incapacity to consent because of the victim's mental defect, or mental incapacity, or an attempt to commit the same, solely on the testimony of the victim, unsupported by other evidence tending to:

(a) Establish that an attempt was made to engage the victim in sexual intercourse, oral sexual conduct, anal sexual conduct, or sexual contact, as the case may be, at the time of the occurrence; and (Eff.11/1/03,Ch.264,L.2003)

(b) Connect the defendant with the commission of the offense or attempted offense.

### **§130.20 Sexual misconduct.**

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or (Eff.11/1/03,Ch.264,L.2003)
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

### **§130.25 Rape in the third degree.**

A person is guilty of rape in the third degree when:

1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than 17 years old;
2. Being 21 years old or more, he or she engages in sexual intercourse with another person less than 17 years old; or
3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

### **§130.30 Rape in the second degree.**

A person is guilty of rape in the second degree when:

1. Being 18 years old or more, he or she engages in sexual intercourse with another person less than 15 years old; or
2. He or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree, as defined in subdivision one of this section, that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

### **§130.35 Rape in the first degree.**

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than 11 years old; or
4. Who is less than 13 years old and the actor is 18 years old or more.

Rape in the first degree is a class B felony.

### **§130.40 Criminal sexual act in the third degree.**

A person is guilty of criminal sexual act in the third degree when:

1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than 17 years old.
2. Being 21 years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than 17 years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent. (Eff.11/1/03,Ch.264,L.2003)

Criminal sexual act in the third degree is a class E felony.

### **§130.45 Criminal sexual act in the second degree.**

A person is guilty of criminal sexual act in the second degree when:

1. being 18 years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than 15 years old; or
2. he or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree, as defined in subdivision one of this section, that the defendant was less than four years older than the victim at the time of the act. (Eff.11/1/03,Ch.264,L.2003)

Criminal sexual act in the second degree is a class D felony.

### **§130.50 Criminal sexual act in the first degree.**

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person: (Eff.11/1/03,Ch.264,L.2003)

1. By forcible compulsion; or
2. Who is incapable of consent by means of being physically helpless; or
3. Who is less than 11 years old; or
4. Who is less than 13 years old and the actor is 18 years old or more.

Criminal sexual act in the first degree is a class B felony.(Eff.11/1/03,Ch.264,L.2003)

### **§130.52 Forcible touching.**

A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person or for the purpose of gratifying the actor's sexual desire.

For the purposes of this section, forcible touching includes squeezing, grabbing, or pinching.

Forcible touching is a class A misdemeanor.(Eff.11/1/03,Ch.264,L.2003)

### **§130.53 Persistent sexual abuse.**

A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous 10-year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony. (Eff.11/1/03,Ch .264,L.2003)

Persistent sexual abuse is a class E felony.

### **§130.55 Sexual abuse in the third degree.**

A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent

was due solely to incapacity to consent by reason of being less than 17 years old, and (b) such other person was more than 14 years old, and (c) the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

### **§130.60 Sexual abuse in the second degree.**

A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:

1. Incapable of consent by reason of some factor other than being less than 17 years old; or
2. Less than 14 years old.

Sexual abuse in the second degree is a class A misdemeanor.

### **§130.65 Sexual abuse in the first degree.**

1. A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:

- (a) By forcible compulsion; or
- (b) When the other person is incapable of consent by reason of being physically helpless; or
- (c) When the other person is less than 11 years old.

Sexual abuse in the first degree is a class D felony.

### **§130.65-a Aggravated sexual abuse in the fourth degree.**

1. A person is guilty of aggravated sexual abuse in the fourth degree when:

- (a) He or she inserts a foreign object in the vagina, urethra, penis, or rectum of another person and the other person is incapable of consent by reason of some factor other than being less than 17 years old; or
- (b) He or she inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than 17 years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony.

### **§130.66 Aggravated sexual abuse in the third degree.**

1. A person is guilty of aggravated sexual abuse in the third degree when he inserts a foreign object in the vagina, urethra, penis, or rectum of another person:

- (a) By forcible compulsion; or
- (b) When the other person is incapable of consent by reason of being physically helpless; or
- (c) When the other person is less than 11 years old.

2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D felony.

### **§130.67 Aggravated sexual abuse in the second degree.**

1. A person is guilty of aggravated sexual abuse in the second degree when he inserts a finger in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:

- (a) By forcible compulsion; or
- (b) When the other person is incapable of consent by reason of being physically helpless; or

(c) When the other person is less than 11 years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class C felony.

### **§130.70 Aggravated sexual abuse in the first degree.**

1. A person is guilty of aggravated sexual abuse in the first degree when he inserts a foreign object in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:

(a) By forcible compulsion; or

(b) When the other person is incapable of consent by reason of being physically helpless; or

(c) When the other person is less than 11 years old.

2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony.

### **§130.75 Course of sexual conduct against a child in the first degree.**

A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:

(a) He or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact, with a child less than 11 years old; or

(b) He or she, being 18 years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact, with a child less than 13 years old.  
[Eff.11/1/03,Ch .264,L.2003]

1. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B felony.

### **§130.80 Course of sexual conduct against a child in the second degree.**

1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:

(a) He or she engages in two or more acts of sexual conduct with a child less than 11 years old; or

(b) He or she, being 18 years old or more, engages in two or more acts of sexual conduct with a child less than 13 years old.

2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the second degree is a class D felony.

### **§130.85 Female genital mutilation.**

1. A person is guilty of female genital mutilation when:

(a) A person knowingly circumcises, excises, or infibulates the whole or any part of the labia majora or labia minora or clitoris of another person who has not reached 18 years of age; or

(b) Being a parent, guardian, or other person legally responsible and charged with the care or custody of a child less than 18 years old, he or she knowingly consents to the circumcision, excision, or infibulation of whole or part of such child's labia major or labia minora or clitoris.

2. Such circumcision, excision, or infibulation is not a violation of this section if such act is:

(a) Necessary to the health of the person on whom it is performed and is performed by a person licensed in the place of its performance as a medical practitioner; or

(b) Performed on a person in labor or who has just given birth and is performed for medical purposes connected with that labor or birth by a person licensed in the place it is performed as a medical practitioner, midwife, or person in training to become such a practitioner or midwife.

3. For the purposes of paragraph (a) of subdivision two of this section, no account shall be taken of the effect on the person on whom such procedure is to be performed of any belief on the part of that or any other person that such procedure is required as a matter of custom or ritual.

Female genital mutilation is a class E felony.

### **§130.90 Facilitating a sex offense with a controlled substance.**

A person is guilty of facilitating a sex offense with a controlled substance when he or she:

1. Knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture, or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture, or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
2. Commits or attempts to commit such conduct constituting a felony defined in this article.

Facilitating a sex offense with a controlled substance is a class D felony.

### **Possible Penalties for Sexual Assault Offenses**

The New York State Penal Law provides for the following possible penalties for the various classifications of sexual assault offenses:

**Class B Felony.** Imprisonment for 5 to 25 years

**Class C Felony.** Imprisonment for 3 1/2 to 15 years

**Class D Felony.** Imprisonment for 2 to 7 years

**Class E Felony.** Imprisonment for 1 1/2 to 4 years

**Class A Misdemeanor.** Imprisonment for up to 1 year

**Class B Misdemeanor.** Imprisonment for up to 3 months

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## POLICY ON SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING

<https://www.sarahlawrence.edu/media/student-life/pdf/SLC-Student-Handbook.pdf#page=161>

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## ADDRESSING COMPLAINTS AGAINST STUDENTS FOR SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING

<https://www.sarahlawrence.edu/media/student-life/pdf/SLC-Student-Handbook.pdf#page=182>

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## EMPLOYEE SEXUAL MISCONDUCT AND ASSAULT POLICY

<https://sarahlawrence.edu/employeemisconduct>

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# VIOLENCE AGAINST WOMEN ACT (VAWA)

## Risk Reduction

Safety suggestions regarding sexual assault, sexual misconduct, sexual harassment, dating violence, and domestic violence.

Most of the following tips are from DoSomething.org and were created in partnership with Rainn.org:

- **Trust your instincts.** If you feel unsafe, go with your gut. Don't worry about what others think; safety comes first.
- **Use your cell phone.** Make sure it's charged before you leave home and coordinate with a friend if you need to text him/her for a "friend assist."
- **Don't be afraid to hurt someone's feelings.** If you find yourself in an unsafe situation, it's OK to make up an excuse as to why you have to go.
- **If you see something, say something!** Intervene if you see a situation that seems risky to someone's safety. By stepping up, you can possibly prevent a crime. Also, don't be afraid to call Sarah Lawrence Public Safety at 914.395.2222.
- **Stick with your friends.** Arrive at events together, check in with one another throughout, and leave together.
- **Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call.** If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, open, common containers.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately.** Be explicit with doctors so they can give you the correct tests. (You will need a urine test and possibly others.)