



ANNUAL SECURITY AND FIRE REPORT

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MESSAGE FROM THE VAUGHN COLLAGE

Dear Community Member:

We are pleased to introduce the *2016 Annual Security and Fire Safety Report* for the 2015 calendar year for the Vaughn College of Aeronautics and Technology. This report is prepared by a comprehensive team representing various campus sectors. Not only does this report comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, it is part of our ongoing effort to inform you of the safety programs and services available and the steps you can take to maintain your safety and the security of others.

The safety and well-being of our students, faculty, staff, and visitors are our foremost concern. The best protections against campus crime are: a strong security presence; an aware, informed, alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities.

The College works diligently to reduce risk and the potential for crime. However, despite our best efforts, crimes may occur. Safety and security is a shared responsibility, and we expect all current and prospective community members to contribute to the safety and security of our campus.

If you have any questions or suggestions concerning this publication, please contact:

Office of Student Affairs

Kathy Deaner Ext 371

Security Department

Ext. 130

I. ANNUAL SECURITY REPORT

The Office of Student Affairs in conjunction with the College's security department prepares the College's Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Vaughn College Security Department; provided by other offices such as Student Affairs, Residence Life, other Campus Security Authorities; and information provided by local law enforcement agencies surrounding the campus. Each of these offices provides updated policy information and crime data to Student Affairs.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, or property owned, leased or controlled by Vaughn College. This report also includes institutional policies concerning campus security, such as policies regarding Sexual and Gender-Based Misconduct, Alcohol and Drug Use, Missing Students, etc.

The College distributes via email a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to all enrolled students and currently employed faculty and staff. All prospective students and employees may obtain a paper copy of this report by contacting the Office of Student Affairs (718.429.6600 ext. 371) or Human Resources (718.429.6600 ext. 105) as applicable or by visiting <https://www.vaughn.edu/wp-content/uploads/2016/10/ASFR.2016.pdf>.

VAUGHN COLLEGE SECURITY DEPARTMENT

The Vice President for Finance and Business Services oversees the selection and coordination of a contract security service to oversee the College's facilities and adjacent parking lots. The security service is required by state law to screen and train its guards for enforcement and protection work. Security cameras and lights assist in this service.

The College's contracted security service provides 24 hour a day protection to the College community 365 days a year. The officers are charged with responding to all security, criminal, fire, medical, and other threatening emergencies on campus. The College's uniformed contracted security service officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Vaughn College. Security officers, however, are unarmed and do not possess police or arrest powers. Criminal incidents occurring on College property and on public property within or immediately adjacent to the campus are referred to the local police who have jurisdiction on the campus.

Working Relationships with Law Enforcement

The College has a close working relationship with the local police and airport security and assists law enforcement officials when members of the College community call them.

Local police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Security are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards. In addition, College Security assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

There is a written memorandum of understanding between Vaughn College and the New York Police Department (NYPD) or airport security.

Crimes Involving Student Organizations at Off-Campus Locations

The College works with local police to monitor and record student criminal activity off campus. If that activity is in the campus area it may be actionable by the College under the Student Handbook. Given there are no campus groups recognized by the College living off campus, monitoring of any such organization is not applicable. Crimes committed at off campus facilities under the control of the College will be disclosed in the College's crime statistics if they come to the attention of the Office of Student Affairs. All recognized student organizations are required to abide by federal, state, and local laws, and College policies.

II. REPORTING CRIMES AND OTHER EMERGENCIES

It is critical that all crimes, suspicious activity, serious incidents, and other emergencies occurring on College property or at a College sanctioned activity be reported to Campus Security accurately and promptly. By working collaboratively, the College community and Campus Security can reduce crime on the College's campuses.

There are a number of ways for members of the Vaughn College community and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. While we encourage all College community members to promptly report all crimes and other emergencies directly to Campus Security, we recognize that some may prefer to report to other individuals or College offices. A list of each person or office to whom students and employees should report criminal activities for purposes of making Timely Warning Reports and the Annual Crime Statistic disclosure is included in the **Reporting to Other Campus Security Authorities** section below.

TO REPORT A CRIME

In the event anyone has information regarding crimes or emergencies on campus they should immediately notify Campus Security by dialing:

Campus Security at 718-429-6600:

Main Building Security Desk - Ext. 130

Residence Hall Security Desk - Ext. 300

Astoria Security Desk - Ext. 270

Library Security Desk – Ext. 301

If the incident is a criminal act in progress or an emergency, call 911 immediately and the New York Police Department will respond. Then, call Campus Security to report the incident.

Reporting an incident to Campus Security will ensure a prompt and effective investigation and appropriate follow-up actions, including the issuance of a Timely Warning designed to help prevent crime or an emergency notification to inform the campus of life threatening emergencies.

Reporting to Local Law Enforcement

Members of the College community are also encouraged to report all crimes occurring on campus or at a College-sanctioned event or activity to the NY Police Department:

Main Campus
New York Police Department – 115th Precinct
92-15 Northern Blvd., Jackson Heights, NY 11372
Emergency Contact: 911
Non-Emergency Contact: (718) 533-2002

Astoria Campus
New York Police Department – 114th Precinct
34-16 Astoria Blvd., Astoria, NY 11103
Emergency Contact: 911
Non-Emergency Contact: (718) 626-9311

The College, including Campus Security officers, the counselor at the Office of Counseling and Wellness or other Campus Security Authorities, will assist individuals in making a report to local law enforcement upon request.

The College has 24 hour video surveillance cameras monitored by security personal. There are emergency intercoms throughout the parking lot and in the main building. The emergency intercoms provide direct voice communications to Campus Security and may be used to report crimes and other emergency events occurring on campus. Panic buttons are also located on both the main and Astoria campuses.

Voluntary, Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may want to consider making a confidential report to the College. Depending upon the circumstances of the crime being reported, a Campus Security Officer can file a report on the details of this incident without revealing the victim's identity. In cases involving Sexual and Gender-Based Misconduct, however, Campus Security will not be able to provide confidentiality. Other confidential sources, however, are available both on and off-campus to report such incident. See the College's Sexual and Gender-Based Misconduct Policy for additional information, including a listing of Confidential Resources available on and off-campus.

The purpose of a confidential report is to keep personally identifiable information confidential, while taking steps to ensure your safety and that of others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors and alert the campus community to potential danger if necessary. Reports filed on a confidential basis are counted and disclosed in the annual crime statistics for the College.

Anonymous Reporting

Persons may also report crimes anonymously to local law enforcement through the Crime Stoppers at 1-800-577-TIPS (8477) or via the Crime Stoppers website at <https://a056-crimestoppers.nyc.gov/crimestoppers/public/tip-form.cfm>.

Reporting to Other Campus Security Authorities

While the College encourages members of the community to immediately report all crimes and other emergencies directly to Campus Security, it also recognizes that some may prefer to

report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA)” and members of the College community may report any crime or emergency occurring on campus or at a College sanctioned event to them. At Vaughn College, the following individuals have been designated as CSA’s:

- Vice Presidents, Department Chairs, Directors and Coaches;
- Associate Vice Presidents;
- Assistant Vice Presidents;
- Any employee in a supervisory or management role;
- Any faculty member responsible for supervising any activities or programs that include direct contact with students outside of classroom (including faculty advisors to recognized student organizations);
- Campus Security personnel;
- Any staff member whose primary job description includes providing academic advice to students;
- Residence Hall staff; and
- Student Life staff.
- Office of Counseling and Wellness

Each of these individuals are required and trained to report incidents of a Clery crime occurring on campus or at a College sanctioned event to the Student Affairs Office for inclusion in the College’s Annual Security and Fire Report prepared for the U.S. Department of Education.

While the College has identified several CSAs, the following offices have been designated as places where campus community members may report crimes:

Official	Campus Address	Phone Number
Campus Security	Security desks located in the Main Building, the Residence Hall, and the Astoria Campus	718-429-6600: <i>Main Building Desk</i> - Ext. 130; <i>Residence Hall Desk</i> - Ext. 300; <i>Astoria Desk</i> - Ext. 270 <i>Library Desk</i> – Ext. 301
Office of Student Affairs	Residence Hall	718.429.6600 ext. 371
Human Resources	Main Building	718.429.6600 ext. 105, 224 and 115.
Office of Residence Life, including all Residence Life Staff	Residence Hall and Main Building	718.429.6600 ext. 371, 302, 170 and 221

Reporting to Professional Counselors

Vaughn College students and employees who are victims of a crime may choose to discuss the incident with the professional counselor at the College’s **Office of Counseling and Wellness**,

718-429-6600, ext. 350. The College's Professional counselor is not considered a Campus Security Authority when acting in his or her counseling role. Employees may also use the services of the College's Employee Assistance Program at 1.800.252.4555 or 1800-225-2527.

Reports of crimes shared with the professional counselor at the Office of Counseling and Wellness may be made on a confidential basis to the extent possible by the law. This means that Personally Identifiable Information shared with this professional is not part of students' or employees' College education or personnel records and will not be reported to other College personnel (including the Title IX Coordinator) or to others (unless the disclosing individual gives his or her consent to the disclosure or the law requires it (as may be the case with alleged Sexual or Gender-Based Misconduct involving a minor or under conditions involving imminent harm to one or more members of the College community, for example)).

The College has no policy encouraging the professional counselor at the Office of Counseling and Wellness to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

III. TIMELY WARNING NOTICES

Vaughn College will issue a Timely Warning Notice in the event it receives notice of an alleged Clery Act crime (identified below) occurring on campus, on public property within or immediately adjacent to one of the College's campuses or in or on non-campus buildings or property controlled by Vaughn, where the College determines, in its judgment, that the allegations present a serious or continuing threat to the Vaughn community. For purposes of this policy, "timely" means as soon as reasonably practicable, after an incident has been reported to: Campus Security, a Campus Security Authority (CSAs), or a local police agency. The College President or in his/her absence or unavailability, his/her designee (generally the Vice President of Student Affairs), is responsible for determining whether to issue a Timely Warning Notice to the campus community.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes: arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act.¹ Timely Warning Notices may also be issued for other crimes as determined necessary by the President. The College will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven-year period.

The College issues timely notice to the College community via the College's Emergency Notification System. This system is available 24-hours and issues immediate notifications via College email, SMS /text messages, voice broadcasts, and social media outlets such as Facebook and Twitter.

Timely notices typically contain in the subject line the phrase "timely warning notice" or "crime

¹ A hate crime is a criminal offense of murder and non-negligent murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, domestic violence, dating violence, or stalking incidents, where the criminal offense was committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

alert” depending on the nature and severity of the threat. The body of each timely notice will include a short description of the crime or incident giving the time and date, location, reported offense, suspect description, weapon used (if any), suspect vehicle (if any) and method of operation used to facilitate the crime. The notice will also include personal safety information to aid members of the College community in protecting themselves from becoming victims of a similar crime and to promote overall safety for the College community. In no instance, however, will a Timely Warning Notice include the name of the victim or other identifying information about the victim. Finally, in developing the content of the Timely Warning Notice, the College will take all reasonable efforts not to compromise on-going law enforcement efforts.

IV. SECURITY OF AND ACCESS TO CAMPUS FACILITIES

In our effort to increase security, the College has installed card access doors. All doors will be locked and students, faculty and staff must use their valid ID card to gain access to the premises.

While on campus, all members of the College community receive a photo identification (ID) card. ID cards are obtained in the security office, must be visibly displayed at all times when entering, and throughout your duration on campus. Visitors are to “sign in” for identification purposes, and will receive a visitor pass.

Residence Hall Security and Access

The Vaughn College Residence Hall is secured on a full time basis and all exterior doors are kept in a locked position. Resident students are issued an access control card. These are issued individually and are all uniquely numbered. Each resident is also issued an individual room door key to their specific dorm room.

There are Resident Assistants on every floor of all the residence halls. Resident Assistants are a valuable part of the College’s residence hall supervision and security. Resident Assistants patrol the halls and at least one RA is on duty every night. Security cameras are also located throughout the residence hall. These are monitored by members of the Campus Security team.

Identification/Keys/Access to Facilities and Services

No person shall lend or give to another person a College identification card, key or key card, or other official identification for the purpose of gaining entry into any College building, activity or event or obtaining a service of any kind from the College. No person shall use a College identification card, key, or key card, or other official identification which is not rightfully his/hers for the purpose of gaining unauthorized entry into any College building, activity, or event or obtaining a service of any kind from the College.

No person shall fail to immediately produce his/her College identification card when requested to do so by a College official. No person shall knowingly bypass the security systems designed to control access to the Residence Halls (i.e., propping open doors, disabling locks, unlocking windows, etc.).

Security Maintenance

Vaughn College strives to maintain a safe and secure working and learning environment. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security, as well as members of the College-wide Advisory Committee on Campus Safety and Security, and designated staff, regularly patrols and inspects the College’s campuses

for security issues such as landscaping, locks, alarms, malfunctioning lighting, and other unsafe physical conditions. Hazardous conditions are reported to Facilities for repair through the College's SONIS system or by calling 718.429.6600 ext. 149 (office)..

Other members of the College community should promptly report hazardous conditions to Campus Security (extension 130) or Facilities (718.429.6600, Ext. 149).

V. CRIME STATISTICS

Preparation and Reporting of Crime Statistics

Each year Vaughn collects crime reports for the crimes listed below from Campus Security Authorities within the institution, student affairs as well as from local law enforcement. The College then discloses these crime statistics annually to the United States Department of Education. In addition, the College publishes an Annual Security Report containing campus security policy disclosures and crime statistics for the previous three years.

The College's Annual Security Report is available from the Security Department or Student Affairs to all applicants, students, and employees; they may be reached at 1.718.429.6600, ext. 130 or 371. To view the College Annual Security Report, please visit the College's website at <https://www.vaughn.edu/wp-content/uploads/2016/10/ASFR.2016.pdf> or the Office of Post-Secondary Education online at <http://ope.ed.gov/security/>. It is the web site address for crime statistics filed annually by all colleges with the US Department of Education.

Definition of Crime Categories

Arson

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

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter

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

Robbery

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

Aggravated Assault

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

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and

entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence

Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others safety, or to suffer substantial emotional distress.

Motor Vehicle Theft

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

Weapon Law Violations

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

Drug Abuse Violations

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

Liquor Law Violations

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

Hate Crimes

Hate crimes include offenses and crimes involving bodily injury reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias or because the perpetrator perceived the person to be in one of the protected group categories. The protected group categories include: race, gender, religion, sexual orientation, ethnicity, disability, national origin, and gender identity. For Clery purposes, hate crime offenses and crimes also include

any of the following offenses that are motivated by bias: Murder and Non-negligent manslaughter; Forcible sex offenses; Non-forcible sex offenses; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; Larceny-theft; Simple Assault; Intimidation; Destruction/Damage/Vandalism of Property; Domestic Violence, Dating Violence and Stalking.

Sex Offenses-Forcible²

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

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

Sex Offenses-Nonforcible

Unlawful, nonforcible sexual intercourse.

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

Definitions of Geography

On-Campus: 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 Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by

² Sex Offenses Definitions From the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program.

another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Buildings or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Clery crimes occurring on Public Property as defined here will be included in the statistics report. The College's crime statistics do not include, however, crimes that occur on privately owned homes or business within or adjacent to the campus boundaries.

Unfounded Reports

The College will report to the Department of Education in its Annual Security and Fire Safety Report the statistics for the total number of crime reports that were "unfounded" and subsequently withheld from the crime statistics reported in the Annual Security and Fire Safety Report.

Unfounded reports are those that have been fully investigated by sworn law enforcement personnel and, based on the results of this full investigation and evidence, have made formal determination that the crime report is false or baseless. Recovery of stolen property, stolen property that is of low value, the refusal of a victim to cooperate with law enforcement or the failure to make an arrest do not justify classifying a report as "unfounded."

Crime Statistics

View the annual crime statistics here: https://www.vaughn.edu/wp-content/uploads/2016/10/Clery_Report_Jan-2013_December-2015_FINAL.pdf

Crime Log

In addition to disclosing campus crime statistics on annual basis, the College's Campus Security department also maintains a Crime Log that documents all criminal incidents reported to the College. The College's Crime Log is available for inspection at the security desk in the main building during normal business hours. The Crime Log includes the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. Campus Security posts specific incidents in the Crime Log within two business days of receiving the report.

Interested individuals with proper identification may review the Crime Log for the most recent 60-day period at the Main Building Security desk 24 hours a day, seven days a week. Any portions of the Crime that is older than 60 days will be made available within two business days of a request for public inspection. Archived Crime and Fire Logs are maintained by the College for a period of seven years.

VI. HATE CRIMES

Bias related crimes and incidents, often referred to as “hate” crimes, represent a degree of intolerance that is not permitted at the College and is contradictory to the values of the College community. Any individual or organization that engages in such activity will be subject to this policy.

Hate Crime Statistics

The Hate Crime statistics are separated by category of prejudice for purposes of crime statistics reporting. The numbers for most of the specific crime categories in the College’s Crime Statistics Report are part of the overall statistics reported for each year by the College. The only exceptions to this are the addition of Simple assault, Intimidation, and other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidating, Vandalism, Larceny, Simple Assault, or other bodily injury, the law requires that the statistics be reported as a Hate Crime even though there is no requirement to report the crime classification in any other area of the report.

Note: A Hate or Bias related crime for purposes of statistic reporting under the law is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias.

New York Law

It is important for members of the campus community to be aware that there can also be serious legal consequences for engaging in unlawful Hate or Bias conduct. Hate related crimes are defined in the New York State Penal Code at Section 485.05. The Penal Law describes the criminal offense of a Hate Crime as when a person commits a specified offense covered by a section of the Penal Law (including but not limited to assault, menacing, reckless endangerment, manslaughter, stalking, rape, sexual abuse, harassment, robbery or unlawful imprisonment) and either intentionally selects the person against whom the offense is committed or intentionally commits the offense against the person because of the person’s actual or perceived race, color, national origin, ancestry, gender, gender identity, religion, religious practices, age, disability or sexual orientation.

Reporting a Bias or Hate Crime:

All members of the Vaughn College community are encouraged to report any Hate or Bias related incident promptly to any of the following:

Associate Vice President for Human Resources

Vaughn College
8601 23rd Ave
East Elmhurst, NY 11369

The Associate Vice President for Human Resources may be contacted by phone at 718-429-6600, ext. 105 or by email at mary.durkin@vaughn.edu.

Interim Vice President of Student Affairs

Vaughn College - Residence Hall Office

22-40 90th Street

East Elmhurst, NY 11369

The Interim Vice President of Student Affairs may be contacted by phone at 718-429-6600 ext. 371 or by email at Kathy.deaner@Vaughn.edu

College Security

Main Campus Lobby

86-01 23rd Avenue, Flushing, New York 11369

Astoria Campus Lobby

43-05 20th Avenue, Astoria, New York 11105

The Vaughn College Security Department is also available by phone at **718-429-6600**:

Main Building Desk: Ext. 130;

Residence Hall Desk: Ext. 300;

Astoria Security Desk: Ext. 270,

Library Security Desk: Ext. 301.

Security is available 24 hours a day, seven days a week at both the main campus and residence hall.

An investigation in accordance with College policy will be undertaken and a determination will be made on the need for disciplinary action.*

In the event an individual believes that he or she may have been subject to a Hate or Bias related crime, the individual's remedies may reach beyond internal College procedures, and nothing in this policy prevents an individual from pursuing other legal remedies in conjunction with or in place of College procedures. Vaughn maintains a good working relationship with local police authorities and, if requested, will assist a member of the community who pursues criminal action, including assistance in making an initial criminal report. Whether or not a member of the community decides to seek a resolution through the College, the person is encouraged to advise the College of the situation. An individual who is the victim of a Hate or Bias related crime can receive counseling at the College and may be provided with a referral to outside professionals, as appropriate.

In order to provide information about Hate and Bias related crimes, crime prevention and reporting procedures, the College has incorporated this topic into its orientation programs for new students and in its co-curricular student activities that deal with campus security and safety, sexual harassment and assault and discriminatory treatment. Students are alerted about events that affect their security and the security of the community when the need arises (see Timely Warnings section).

*Note: Hate or Bias related incidents based on a person's sex or gender should be reported via the procedures set forth in the College's Sexual and Gender-Based Misconduct Policy. All reports of Hate or Bias Crimes based on the victim's sex or gender will be investigated and resolved pursuant to the Sexual and Gender-Based Misconduct Policy.

VII. CRIME PREVENTION

Information on security procedures and crime prevention is made available to students, faculty, and staff employees as part of the orientation process. Periodic programs on these issues and updates on recurring or unusual security incidents are shared with the community. Regular efforts are designed to encourage students, faculty and staff to observe safety precautions for their own security and the security of others. Topics such as domestic violence, dating violence, stalking, self defense, fire safety, emergency response and evacuations procedures, sexual assault prevention (including a review of what constitutes consent and a review of the College's Sexual and Gender-Based Misconduct Policy and local laws), bystander intervention, and theft prevention are addressed throughout the year. As part of the growing awareness of personal safety and crime prevention, programming on the effects of alcohol and drug abuse and their relationship to criminal activity—impairment may increase the risk of victimization or sexual assault—is also a part of the educational effort. Moreover, the College's crime prevention and education programs address the importance of cooperating with efforts to secure doors and entrances, concentrating traffic toward specific areas at off-peak hours, caution about parking areas and guidance on traveling to and from the campus.

The human resources and student affairs staff works with students, faculty, and other staff to conduct various programming related to crime prevention and safety throughout the year. Examples of such efforts include but are not limited to the following:

- New Student Orientation materials and presentations on personal safety on and off campus (for commuters and residents alike)
- Title IX and VAWA interactive trainings and programs to provide sexual awareness and assault training and understanding. These trainings/programs include large-scale training sessions such as Orientation Title IX training, Realities Skits and Sex Signals. Small-group trainings include Leadership Academy, FYI-101 courses, student employee training: Resident Assistants, Orientation Leaders, Student Government Association and executive board members of all officially recognized student organizations
- Move-in Weekend small-group tours of campus and vicinity including safety tips and how to report a concern (focus on residents)
- Know Your Campus programs to help new students' transition to campus life offered during Weeks of Welcome (for commuters and residents)
- Floor Meetings and All-Hall Meetings at the start of each semester to review the Student Handbook policies and procedures, including safety and crime prevention (resident students, including summer program residents and other groups)
- FYI-101 course presentations by student affairs staff members to review Student Handbook
- Safety Week promotes the importance of keeping safe on and off campus with information provided by NYPD, FDNY, MTA, and others to address crime prevention on buses and trains, in parking areas, and throughout daily life in NYC, including the "ICE" initiative, storing campus security phone numbers, and registering mobile phones and devices with NYPD to reduce theft (open to the campus community)

- NYPD and FDNY tabling in main lobby to raise awareness of crime and safety issues, and to promote a positive relationship between the campus community and the local authorities (open to the campus community)
- Fire and Evacuation Drills to promote personal and community preparedness for emergencies, including potential need to evacuate due to criminal activity, terrorism (residence hall and in the main building for the campus community)
- Online educational tools such as *Alcohol-Wise* and *Marijuana 101* programs to educate students about the legal and health issues associated with substance use and abuse (for commuters and residents, and part of the FYI-101 first-year initiative courses and workshops)
- Posters and flyers posted throughout campus to promote a culture of awareness, including materials provided by NYPD and others
- *RAD* Trainings – Workshops to offer the nationally renowned Rape Aggression Defense hands-on training on physical and sexual assault (offered for commuters and residents, both male and female students encouraged to participate)
- Staff trainings conducted regularly to review protocols and reporting structures associated with student concerns and/or criminal activity on or adjacent to campus, including assistance for students who report concerns related to alleged off campus crime.
- Alcohol and Drug Programs --- with a commitment to reducing the negative consequences associated with alcohol and other drug use while also helping to create a safe and healthy environment on campus for all of our students we offer six (3 per semester) alcohol and drug workshops that cover a myriad of topics such as: Awareness different drugs and their effects; Consequences of drug use; Addiction, what is it in relation to illegal and legal substances and Recovery and positive living.

All are urged to notify College Security officers for a security problem. Awareness of conditions, care about being alone in isolated places and efforts to travel with other students or staff is encouraged to promote personal and campus safety. A safe college is everyone's responsibility. Students, faculty, and staff members are encouraged to report all criminal acts, suspicious activity, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses can report crimes on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the interim vice president of student affairs. The Interim Vice President of Student Affairs will submit the report without disclosing the names of victims or witnesses.

Security Escorts

Campus Security provides walking escorts from dusk to dawn for anyone walking alone on campus at night. By calling **718-429-6600**: *Main Building Desk*: Ext. 130; *Residence Hall Desk*: Ext. 300; *Astoria Security Desk*: Ext. 270, an escort can be summoned to your location. The escort will accompany you on foot to any College parking lot or facility.

Safety and Property Protection Tips

Personal safety involves knowing how to avoid being a victim; keeping alert to your environment; not taking chances; being safety-conscious all the time; being alert for dangerous situations and suspicious persons; not taking your safety for granted; and learning how to protect yourself and your property.

Take precautions in your residence, as well as while walking, driving and in unfamiliar places.

Know what to do if you are being followed or assaulted; become alert to and conscious of fire hazards; and know what to do if you become a victim.

In the Office

If you are working in an office, lock your office door whenever you leave, even if you will be gone for a few minutes. Keep your purse, wallet and other valuables in a secure container such as a locked desk or file cabinet.

If you are entrusted with a key to a specific area, never lend it to anyone. Report any suspicious person loitering in your area to your supervisor.

Hang up immediately if you receive an annoying or obscene phone call. Do not engage in conversation. Write down the time, what the caller said and notes of any background noises you may have heard. Report the incident to your supervisor and Security immediately.

If working alone at night, keep outside doors locked. Contact the Campus Security informing them that you are there. When you are ready to leave, call Campus Security and ask for an escort to your car.

Property Protection

Your property is your responsibility. Protect it from theft. While in or out of a room or vehicle, keep your doors locked at all times. Do not leave your belongings unattended while you are in a public place. Always chain your bicycle to one of the bicycle racks located around campus. Record the serial numbers of all electronic equipment for identification purposes.

Require authorization and identification from service personnel before allowing them to remove an item for servicing.

Keep as few valuables as possible. Students should check their own or their parents' insurance policy to see if their valuables are protected while at school. Mark your valuables to uniquely identify them. College insurance does not cover your personal property (e.g., furniture in your room) entrusted to your care. Should College property need to be repaired, contact the Office of Facilities at 718 429-6600 ext. 149, or submit your request through SONIS. If problems go unreported, the residents of that room will be responsible for the damage.

Residence Halls

1. Keep your doors locked at all times. Do not admit strangers to your room or residence hall. Find out who is knocking before opening the door. Never open a door to someone you do not know.
2. Never leave your room or residence hall door propped open. Do not leave notes attached to your door concerning your destination, how long you will be away, when you will return or where the key is located.

3. Never lend your room key. If your keys are stolen or lost, report it to Campus Security and your resident assistant immediately.
4. If you receive nuisance, obscene or prank calls, hang up immediately. Do not engage in conversation. If these types of calls persist, contact the local telephone company. Save all nuisance or dangerous voice and electronic messages as evidence to be reviewed by the proper authority.
5. Be alert when using elevators and be careful when riding with strangers. Never dress in front of an open window.
6. Draw blinds after dark.

Vehicles

Never leave valuables on seats or exposed in your vehicle. Cover them or place them in your locked trunk. Park your vehicle in areas that are and will be well lit when you return. Be sure that your doors are locked and windows are completely closed. When returning to your vehicle, be aware of your surroundings, have your key ready, and check the back seat for someone hiding there.

While Walking

Do not walk alone at night. Always walk with several people at night, and never leave anyone in your group alone at an isolated spot.

Be aware of your surroundings. Walk only on sidewalks or streets. Note possible hiding places such as building corners, parked cars and shrubbery. If someone stops to ask you for directions, keep a safe distance from the car.

Do not accept rides from strangers. Do not hitchhike! If you find yourself stranded, call a friend, a taxi or use public transportation.

City Security

Although it is usually safe to travel and live in New York City, there are some safety tips we've assembled from local students:

Travel in groups during evening hours.

Have your keys in your hand before entering your apartment or car.

Know where doormen and guards in the neighborhood are located.

Remain alert while walking and observe your surroundings.

Dial the police (911) in case of emergencies; all police calls are free, even from public phones.

Be aware of confidence games, where money is offered to you for little effort. If someone asks you for change, refer them to a store; many confidence tricks begin this way.

Keep your wallet in your front pocket, especially in bus or train terminals.

If you hear a cry for help, try to identify the source and call 911.

Never leave handbags, briefcases, or other possessions unattended.

Take photographs and record all serial numbers of your possessions, then leave these in a safe place. You may want to take out renter's insurance, which is generally inexpensive; if so, the "replacement value" option may be well worth the extra money.

VIII. NOTIFICATION OF MISSING STUDENTS

Any student residing in the Vaughn College Residence Hall, who is determined to be missing for more than 24 hours, must be reported immediately to one of the following:

- Residence Life Staff;
- Office of Student Affairs;
- Campus Security; and/or
- Any other Campus Security Authority.

Reports made to Residence Life Staff or Office of Student Affairs will be forwarded to Campus Security. A determination will be made at that time by Campus Security if the student is indeed missing and, if so, an investigation will immediately begin to attempt to ascertain the whereabouts of the individual. Moreover, the appropriate law enforcement agency will be contacted and a cooperative effort will be made to find the student.

All students residing in the Residence Hall are annually provided the option of identifying a contact person or persons whom the College will notify if the student is determined to be missing by Campus Security, Student Affairs, Residence Life or the local law enforcement agency. The contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed except in a missing person investigation. When a student who resides in the Residence Hall is determined to have been missing for 24 hours, the College will:

- Notify the contact person if the student has designated one, within 24 hours;
- Notify the student's custodial parent or guardian and/or any other designated contact person within 24 hours if the student is under 18 years of age and is not emancipated; and
- Inform the local law enforcement agency that the student is missing within 24 hours.

If a student is under the age of 18, the College is required to notify a custodial parent or guardian within 24 hours of when the student is determined to be missing. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

Missing student contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted by the College.

IX. SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE & STALKING

Vaughn College prohibits the offenses of Sexual Assault, Domestic Violence, Dating Violence, and Stalking (see Definitions below). These crimes will not be tolerated on or off campus and are a violation of New York law. The College's **Sexual and Gender-Based Misconduct Policy** prohibit such conduct. A copy of the **Sexual and Gender-Based Misconduct Policy** may be found on the College's website at <http://www.vaughn.edu/sexual-and-gender-based-misconduct-policy>.

Below is a summary of key aspects the College's Policy.

Definitions

Sexual Assault: Sexual Assault is any nonconsensual sexual act proscribed by law including when the victim lacks capacity to consent. Sexual assault includes:

Non-Consensual Sexual Contact: Any intentional sexual touching, however slight and with any object or body part, that is without consent (as defined in this Policy) and/or by threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm. This includes intentional contact with breasts, buttocks, groin, mouth, or genitals, as well as any other intentional bodily contact that occurs in a sexual manner.

Non-Consensual Sexual Intercourse (Rape): the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of affirmative consent due to mental or physical incapacity.

Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York, the statutory age of consent is 17 years old.

Dating Violence: Is violence committed by a person who is or has been in a romantic or intimate relationship with the victim. The existence of such a relationship will be determined based on a consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim, by a person similarly situated to a spouse of the victim or by any other person against an adult or youth victim who is protected from that person's acts.

Stalking: Is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Stalking may include contact through a third party, the monitoring of an individual online or involve the use of social media, email or other technology. See the College Sexual and Gender-Based Misconduct Policy for examples of stalking.

Consent (Affirmative): is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. This definition does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being

involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Intoxication (being drunk/high) is not an excuse for non-consensual sexual contact.

- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn, or can no longer be given, sexual activity must stop.

Note: Alcohol and Other Drugs: In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not diminish one's responsibility to obtain affirmative consent. See also the College's **Alcohol and Drug Use Amnesty Policy** later in this report.

For applicable criminal definitions in the State of New York for the above, please see the **New York Crime Definitions** section below.

Sexual Assault, Domestic Violence, Dating Violence and Stalking Prevention and Awareness Programs

Vaughn College has developed Sexual Assault, Domestic Violence, Dating Violence and Stalking primary prevention and awareness programs for new students and employees, as well as on-going prevention and awareness programs for students and faculty that:

- Review the Vaughn College Sexual and Gender-Based Misconduct Policy, which prohibits all forms of sexual and gender-based misconduct, including but not limited to Sexual Assault, Dating Violence, Domestic Violence, and Stalking and identify such conduct as illegal, as well as outlines how to report such incidents to the College and/or local law enforcement should they occur;
- Review the College and the State of New York's respective definitions of Sexual Assault, Dating Violence, Domestic Violence, and Stalking. New York criminal definitions are set forth later in this report;
- Describes what behavior and actions constitute Consent to sexual activity in the state of New York, as well as a description of the definition of Consent utilized in the College's Sexual and Gender-Based Misconduct Policy. The State of New York's definition of Consent is set forth later in this report;
- Provides a description of safe and positive options for Bystander Intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or 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. Safe and Positive Options for Bystander Intervention are set forth later in this report; and

- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims (i.e., warning signs of abusive behavior and how to avoid potential attacks) in order to promote safety and to help individuals and communities address conditions that facilitate violence. Risk reduction tips are set forth later in this report.

Awareness Programs are community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. Primary Prevention Programs are programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction. Ongoing Prevention & Awareness Campaigns are programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Examples of Sexual and Gender-Based Misconduct primary and ongoing awareness programs and campaigns scheduled annually by Vaughn College include: Title IX and VAWA interactive trainings and programs to provide sexual awareness and assault training and understanding. These trainings/programs include large-scale training sessions such as Orientation Title IX training, Realities Skits and Sex Signals. They also include small-group trainings, including the Leadership Academy, FYI-101 courses, and student employee training (Resident Assistants, Orientation Leaders, Student Government Association and executive board members of all officially recognized student organizations).

Seeking Immediate Assistance

If you are the victim of a Sexual Assault, Domestic Violence, Dating Violence or Stalking, the College's first priority is to help you take steps to address your safety, medical needs and emotional well-being. You are encouraged to take any of the following actions regardless of whether you have made a decision about whether to pursue criminal or College disciplinary charges.

Ensure Your Physical Safety & Contact Law Enforcement or Security: Get to a safe place. You may seek immediate assistance from local law enforcement agencies by calling 911 or by contacting college Security. The College's Security personnel can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Security personnel are available 24 hours a day in the main campus and residence hall. Security can be contacted at 718-429-6600, ext. 130 (main campus) ext.301 (library), ext. 300 (residence hall) or ext. 270 (Astoria) or via email martin.capunay@vaughn.edu. You have the right to NOT notify law enforcement or report the crime if you so choose.

Seek Medical Assistance and Treatment: It is crucial that you obtain medical attention as soon as possible after an incident of Sexual Assault (non-consensual sexual contact and non-

consensual sexual intercourse), Domestic Violence, Dating Violence, or other violent act to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases (such as HIV), and to prevent pregnancy. Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs). Local options for medical care include Queens Hospital Center and Elmhurst Hospital Center. Physicians and health care providers at Queens Hospital Center and Elmhurst Hospital Center are confidential resources.

College employees listed in the Reporting section below can help you obtain transportation to Queens Hospital Center and Elmhurst Hospital Center and can help you contact a support person, such as a family member, a friend, or a roommate.

Preserve Evidence: You may also seek to immediately notify law enforcement of your assault or you may wish to maintain confidentiality while you consider what options to pursue. Regardless, it is advisable to have an evidence collection kit (or “Rape Kit”) completed as soon as possible after the assault. You have the option of maintaining anonymity while you consider your options and may ask that a “Jane Doe kit” be collected. This provides for the confidential preservation of evidence. The Queens Hospital Center and Elmhurst Hospital Center administers evidence collection kits.

Individuals may go directly to Queens Hospital Center and Elmhurst Hospital Center or may be referred to the hospital by any of the campus resources listed in the Reporting Section below. At the Queens Hospital Center and Elmhurst Hospital Center, a physician will briefly screen you, and a forensic nurse trained in evidence collection procedures will conduct the examination, collecting hair, fluid and tissue samples. The cost associated with evidence collection kits is generally paid by the State of New York; thus, you can have an evidence collection kit administered free of charge.

Reporting Incidents of Sexual Assault, Domestic Violence, Dating Violence or Stalking

Vaughn College encourages all individuals to report alleged incidents of Sexual Assault, Domestic Violence, Dating Violence, or Stalking or associated incidents of Retaliation to the College and to report any potential criminal conduct to law enforcement.

A. Reporting Options with Vaughn College

Victims or witnesses of Sexual Assault, Domestic Violence, Dating Violence, or Stalking or associated incidents of Retaliation are encouraged to talk to somebody about what happened – so victims can get the support they need, and so the College can respond appropriately. Victims and witnesses do not need to determine whether an incident qualifies as misconduct before reporting in good faith to the College.

The various confidential and non-confidential disclosure options available to members of the Vaughn College community are set forth below:

1. Professional, Licensed College Counselors (Confidential Resource)

Individuals have the option to report alleged Sexual Assault, Domestic Violence, Dating Violence, or Stalking incidents to the Confidential Sources on campus listed below. Individuals may choose this option if they want to discuss the incident in a confidential setting but do not want

any action to be taken. Confidential Sources can provide individuals with both immediate and long-term help, including assisting the victim to receive necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. They also will explain options for making a non-confidential report to the College and reporting to the police. Disclosures to these employees generally will not trigger a College investigation into an incident against the victim's wishes. A victim who at first requests confidentiality may later file a complaint with the College and/or report the incident to local law enforcement.

a. Office of Counseling and Wellness (Confidential Source)

Individuals can make a confidential report by contacting a professional, licensed counselor at the **Office of Counseling and Wellness** during posted business hours:

Office of Counseling and Wellness

Dr. Dinelly Holder, Director of Counseling and Wellness

Main Building - Room 106

718-429-6600, ext. 350

Email Dinelly.holder@vaughn.edu

The licensed professional(s) in the **Office of Counseling and Wellness** may also be visited in person during the normal business hours listed below:

Fall/Spring Office Hours:

Monday, Thursday, Friday:	9:00 a.m. to 5:00 p.m.
Tuesday and Wednesday:	10:00 a.m. to 6:00 p.m.

Summer Hours:

Monday to Thursday:	9:00 am to 5:00 pm
Friday:	9:00 am to 2:00 pm

b. Non-professional Counselors and Advocates in the Office of Counseling and Wellness (Limited-Confidential Resource)

Non-professional individuals who work or volunteer at the **Office of Counseling and Wellness**, including front desk staff and student employees, can generally talk to a victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking without revealing any personally identifying information about an incident to the College.

2. Responsible Employees (Formal, Non-Confidential Reporting to the College)

Individuals are encouraged to report incidents of Sexual Assault, Domestic Violence, Dating Violence, or Stalking and associated incidents of Retaliation to the College so that it can take immediate and appropriate steps to investigate or otherwise determine what occurred (subject to the confidentiality provisions), and, if it is determined that misconduct has occurred, take appropriate steps to address the situation. There are several ways to formally report Sexual Assault, Domestic Violence, Dating Violence, Stalking or Retaliation incidents to the College:

a. To the Title IX Coordinator or a Deputy Title IX Coordinators

Title IX Coordinator, Kathy Deaner, Interim Vice President of Student Affairs whose office is located in the Residence Hall. Ms. Deaner may be contacted at **718.429.6600 ext. 371** kathy.deaner@vaughn.edu.

Inquiries and/or reports of misconduct should be directed to the following Deputy Title IX Coordinator.

Mary Durkin, Deputy Title IX Coordinator and Associate Vice President of Human Resources, whose office is located in the Main Building. Ms. Durkin may be contacted by phone at **718-429-6600, ext. 105** or by email at mary.durkin@vaughn.edu.

b. To the Vaughn College Security Department

Sexual and Gender-Based Misconduct, Retaliation or Intimidation may be reported to the Vaughn College Security Department.

The Vaughn College Security Department is located at:

MAIN BUILDING: 86-01 23rd Ave, Flushing 11369
RESIDENCE HALL 22-40 90th St, Flushing 11369
ASTORIA 43-05 20th Ave, Astoria 11105

The Vaughn College Security Department is also available by phone at **718-429-6600**:

MAIN BUILDING - EXT. 130
MAIN BUILDING - LIBRARY - EXT 301
RESIDENCE HALL - EXT. 300
ASTORIA - EXT. 270

Vaughn College Security Officers are **available 24 hours a day, seven days a week.**

c. To Human Resources

An incident of Sexual Assault, Domestic Violence, Dating Violence, Stalking or Retaliation may also be reported to the Human Resource Office. Human Resource Office is located in the Main Building. Human Resource staff members are available during business hours (9:00 a.m. to 5:00 p.m., Monday through Friday) by phone at **718-429-6600, Extensions: 105, 224 and 115.**

d. To Other Responsible Employees

A Responsible Employee is a College employee who either has the authority to redress incidents of Sexual Assault, Domestic Violence, Dating Violence, Stalking or Retaliation, has the duty to report such incidents or other student misconduct, or is an individual who a student could reasonably believe has this authority or duty.

The following positions have been designated by the College to be "Responsible Employees":

The President; the Vice Presidents; the Title IX Coordinator and Deputy Title IX Coordinator; all Student Affairs staff, including resident assistants and professional residence life staff; all Athletic Department Staff, including coaches; and all Security Department officers. Faculty and staff are also required to report such offenses to the Title IX Coordinators.

Before a victim reveals any information to a Responsible Employee, the Responsible Employee will make reasonable efforts in light of the circumstances to ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

B. Reporting Options Outside Vaughn College

1. Privileged and Confidential Communications to Community Resources

Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Confidential community resources are set forth below:

Queens Hospital Center
82-68 164th Street
Jamaica, New York 11432
718 883-3000

Elmhurst Hospital Center
79-01 Broadway
Elmhurst, New York 11373
718 334-4000

Long Island Jewish/North Shore
Behavioral Health College Partnership Program
Dr. Laura Braider - Director
Dr. Lalima - 718-470-8894

Plaza Del Sol Family Center
37-16 108th Street
Corona, NY 11368
(718) 561-4000

Family Justice Center
Domestic Violence (confidential)
126-02 82nd Avenue
Kew Gardens, NY11415
(718) 575-4500

Get Help Now
1 (800) 352-2919 or 1 (877) 222-8387 (Veteran Affairs)
1 (800) SUICIDA (Spanish Speaking suicide hotline)
1 (800) PPD-MOMS Post-partum depression hotline

Catholic Charities Mental Health Treatment Center
67-29 Myrtle Avenue
Glendale, NY 11385
(718) 779-1234

Advance Center for Psychotherapy
110-20 71 Road
Forest Hills, NY 11375
(718) 793-3133

Note: While off-campus community counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

2. Law Enforcement

Any member of the College community who has experienced an incident of Sexual Assault, Domestic Violence, Dating Violence, or Stalking may also report the conduct to local law enforcement. Victims of these offenses are not required to report to local law enforcement. The College's investigation and resolution proceedings are not contingent upon a party's decision to report or not report to local law enforcement. Reports to the police may be made at the same time and in addition to reports to the College. In some circumstances, the College, however, may be obligated to report the matter to local law enforcement, such as in the case of violent felonies or missing persons. If a report is filed with both the College and law enforcement, the College will proceed with its normal investigation process. The College, however, may need to temporarily delay its fact-finding portion of the investigation while law enforcement is gathering initial evidence.

Victim support and resources are available even if a victim elects not to pursue criminal charges or file a report with the College. The College will assist individuals in making a report to local law enforcement.

Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate the matter is determinative of whether the College's Sexual or Gender-Based Misconduct Policy has been violated.

Individuals can file a police report 24 hours a day by contacting the Vaughn College Security Department at **718-429-6600: Main Building - Ext. 130; Library – Ext 301; Residence Hall - Ext. 300; Astoria - Ext. 270.**

If the incident occurred off campus in the East Elmhurst and or Astoria NY area, individuals can also file a report directly with the **NYC Police Department:**

Emergency: Dial 911

Non-Emergency Contact:

115th Precinct, 92-15 Northern Blvd., Jackson Heights, NY 11372

718 533-2002

114th Precinct, 34-16 Astoria Blvd., Astoria, NY 11103

718 626-9311

If a victim chooses to file a police report, those on and off-campus resources listed earlier can provide assistance in contacting local law enforcement.

Protective Orders

Orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence. The College can assist such individuals in obtaining judicial protective orders, but does not provide legal assistance directly. For more

information on how to obtain an order of protection from the courts, contact the Title IX Coordinator, Title IX Deputy Coordinator or the Office of Wellness and Counseling who can explain and support you through the process.

The College will provide a copy of any order of protection that it receives to the parties affected by it, explain the order of protection and the consequences for violating it, call upon and assist local law enforcement in effecting an arrest for violation of the order of protection or similar document, and follow legally issued orders of protection or similar documents, including denying the restricted person access to the College's property, if necessary.

Confidentiality Requests

If someone reports an incident to a College employee who is responsible for responding to or reporting incidents of Sexual Assault, Domestic Violence, Dating Violence or Stalking, but wishes to maintain confidentiality, or does not consent to the College's request to initiate an investigation, the College will weigh that against the College's obligation to provide a safe, non-discriminatory environment. Factors the College will consider when weighing whether to move forward with an investigation without the complainant's consent include:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct from previously noted behavior;
- The risk that the accused will commit additional acts of violence;
- Whether there was a single perpetrator or multiple;
- Whether the accused used a weapon or force;
- Whether the circumstances otherwise reveal a pattern of conduct at a given location or by a particular group or organization;
- Whether the reporting individual is a minor;
- Whether the circumstances otherwise suggest an ongoing or future risk to the campus community or the complainant, and similar considerations.

The decision whether or not to proceed will be shared with the individual making the report. Ultimately, the College retains the right to act upon any information that comes to its attention.

Student Alcohol and Drug Use Amnesty Policy

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to a College official or law enforcement will not be subject to a code of conduct action for violations

of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

It is the College's intention to partner with students in promoting health and safety. The College will provide students with the assistance needed to respond to high risk drinking and other drug abuse. In a crisis, students are encouraged to seek such assistance by contacting Campus Security Department.

Interim Measures

The College will make every effort to make accommodations to victims of Sexual Assault, Domestic Violence, Dating Violence, or Stalking for academic, living, transportation, working situations, or protective measures if requested and reasonably available ("Interim Measures"). It will also offer those services (e.g., counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid) the College puts in place for victims after receiving notice of alleged incident of sexual assault, domestic violence, dating violence or stalking but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. Victims do not need to report to law enforcement to receive these accommodations, which are available on an immediate and ongoing basis. Such accommodations are made available regardless of whether the incident occurred on or off campus.

Interim Measures may include but are not limited to:

- Issuing of mutual no-contact or protective orders to prevent any contact between the victim, the respondent, witnesses, and/or other community members to ensure the safety of all parties and the integrity of the process;
- Providing an escort to ensure that he or she can move safely between classes, work, and/or activities;
- Changing on-campus housing, if any, to a different floor/room and providing assistance from college staff in completing the relocation;
- Rescheduling class work, assignments, and examinations;
- Changing work arrangements or schedules;
- Providing academic support services such as: providing alternative course completion options, dropping a course without penalty, or transferring to a different class section (with the agreement of the appropriate faculty);
- Limiting access to College facilities or activities, including participating in collegiate sports, pending resolution of the matter. Temporary (interim) suspension/removal from campus;

In addition, victims or their counselors or advocates may request Interim Measures at any time by contacting the College's Title IX Coordinator. The College will work with victims or their counselors or advocates to identify what Interim Measures are appropriate in the short term (e.g., during the pendency of an investigation and resolution proceedings), and will continue to work collaboratively throughout the college's process and as needed thereafter to assess whether the instituted measures are effective, and if not, what additional or different measures are necessary to keep the victim safe.

Vaughn College's Response to Reports of Sexual Assault, Domestic Violence, Dating Violence and Stalking

When the College receives a formal complaint or is put on notice of a Sexual Assault, Domestic Violence, Dating Violence, or Stalking incident, the Title IX Coordinator will initiate a prompt, fair and impartial process in accordance with the procedures specified in the College's **Sexual and Gender-Based Misconduct Policy**. Typically, the investigation and disciplinary proceedings³ (excluding appeals) will be completed within sixty days. This timeline may be extended by the College with notice to the parties.

Below is a summary of the proceedings outlined in the College's **Sexual and Gender-Based Misconduct Policy** that Vaughn College will follow:

1. **Implementation of Interim Measures:** Upon being put on notice of an incident of Sexual Assault, Domestic Violence, Dating Violence or Stalking, the Title IX Coordinator will determine if there are Interim and Measures to be provided.
2. **Meeting with the Parties:** The Title IX Coordinator will meet with the reported victim (or the victim's advocate or counselor) and the respondent independently to review and provide written copies of the College's Sexual and Gender-Based Misconduct Policy, the Student Bill of Rights, the counseling, health, mental health, victim advocacy, and other services available within the College and in the community, and the availability of changes to academic, living, and working situations or protective measures. The victim does not have to agree to the interview to receive Interim Measures from the assigned Title IX Coordinator.
3. **Assignment of an Investigator:** When the Title IX Coordinator determines that a Formal Title IX Investigation is warranted to resolve a report complaint of Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the Title IX Coordinator will appoint an investigator or an investigative team ("investigator") who has specific training and experience investigating such allegations. The Title IX Coordinator will notify both the parties in writing of the investigation and the name of the investigator(s). The investigator(s) may be an employee(s) of the College or an external investigator(s) engaged to assist the College in its fact gathering. Either party may protest the appointment of the investigator(s) by identifying a possible conflict of interest in writing to the Title IX Coordinator within twenty four (24) hours after the appointment of the Investigator(s). The Title IX Coordinator will carefully consider such statements and will assign a different investigator(s) if it is determined that a material conflict of interest exists.
4. **The Investigator's Activities:** The Title IX investigation will be conducted in a manner appropriate in light of the circumstances of the case. The formal investigation may include, but is not limited to, conducting interviews of the Complainant, the Respondent(s), and any witnesses (witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak

³ As provided by federal law, a proceeding is defined as all activities related to a non-criminal resolution of an institutional disciplinary report, including, but not limited to, fact finding investigations, formal or informal meeting, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

about an individual's character); reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; and gathering, examining, and preserving other relevant documents and physical, written (including medical records), and electronic evidence (including social media, security camera footage, etc.). The parties will have an equal opportunity to present relevant witnesses and evidence to the investigator, as well as identify witnesses who may have relevant information. Moreover, both parties may have an advisor accompany (but not actively participate) him or her through the investigation process. The investigation will be discreet and only disclosed only to those who "need to know."

5. **The Investigator's Report:** The Investigator will complete, generally within 30 days after the investigation begins, a preliminary written report that is a neutral summary of the facts. The parties will be given the opportunity to review the Investigator's Report. Consistent with FERPA or safety concerns, identifying information about a party or third parties may be redacted at the discretion of the Title IX Coordinator. The parties may request an opportunity to submit any additional comments or evidence to the investigator within five (5) business days of the opportunity to review the report.
6. **Adjudication:** Upon receipt of any additional information by the parties, if any, or after the five (5) day comment period has lapsed without comment, the investigator(s), in consultation with the Title IX Coordinator, will issue a final Report to a Hearing Officer, who will review the Investigative Report and make a determination in consultation with the Title IX Coordinator as to whether the Respondent, by the preponderance of the evidence, violated any provision of the College's Sexual and Gender-Based Misconduct Policy.
 - a. **Determination Not to Proceed to Disciplinary Action:** If the Hearing Officer, in consultation with the Title IX Coordinator, determines that the Respondent did not violate any provision of the College's Sexual and Gender-Based Misconduct Policy, the final outcome letter to both parties will inform them of this determination and the parties' right to appeal that decision.
 - b. **Determination to Proceed to Disciplinary Action:** If the Hearing Officer, in consultation with the Title IX Coordinator, determines that there is sufficient information to find, by a preponderance of the evidence, that the Respondent violated the College's Sexual and Gender-based Misconduct Policy, the final written report to both parties will inform them that the matter will be referred to the appropriate Administrative Officer to determine what disciplinary sanction, if any, may be appropriate.
7. **Disciplinary Sanctions and Remedial Actions:** The Administrative Officer is responsible for determining the appropriate disciplinary sanction.
 - a. **Assignment of the Administrative Officer**
 - For complaints against **Students**, the Administrative Officer is typically the Interim Vice President of Student Affairs or designee.
 - For complaints against **Staff**, the Administrative Officer is typically the Functional Vice President of the department or a designee.
 - For complaints against **Faculty**, the Administrative Officer is typically the Vice President of Academic Affairs or designee.

- For a complaint against a **Student Employee** who is acting solely within the scope of his/her College employment at the time of the incident the Administrative Officer is typically the Interim Vice President of Student Affairs or designee.
- For complaints against a **Third Party**, the Administrative Officer is typically the Vice President of Finance and College Services or designee.

Disciplinary Sanctions and Remedial Action

Both parties will be provided five (5) days from the date they are provided the Hearing Officer determination to submit a written impact statement for the Administrative Officer's consideration. The Administrative Officer, in reaching a final decision on an appropriate sanction, will review the Investigative Report, the Hearing Officer written determination on responsibility and impact statements, as well as consult with the Title IX Coordinator.

The Administrative Officer may impose any sanction deemed appropriate after a consideration of all of the relevant information.

- For **Students**, the sanction may include warnings, behavioral contracts, community service, referrals to professional counseling, social probation, probation, suspension from the College, expulsion, and the withholding or revocation of a degree.
 - **Transcript Notations.** Students suspended or expelled for committing an act of sexual assault, domestic violence, dating violence, stalking or a "violent crime," as defined by the Clery Act,⁴ will have a notation placed on their transcript as follows: "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." The College will consider requests to remove transcript notations. A transcript notation will not be removed prior to one year after conclusion of the suspension. Expulsion notations will not be removed in any case. Appeals seeking removal of a transcript notation should be addressed to the Title IX Coordinator. If an accused student withdraws from the College while charges are pending and declines to complete the disciplinary process the following notation will be placed on his/her transcript: "withdrew with conduct charges pending."
- For **Staff and Employees (non-Faculty)**, the sanction may include any form of discipline or termination as set forth in the Employee Handbook, including disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as well as possible training and/or referral to counseling.
- For **Faculty**, the sanction may include any form of discipline or termination as set forth in the Faculty Handbook, including disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as well as possible training and/or referral to counseling.

⁴ "Violent crimes" defined by the Clery Act are murder, sexual offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson.

Both parties will be notified in writing, and in a simultaneous manner, of the College's determination on the charges.

In addition to the imposition of disciplinary sanctions, the Title IX Coordinator may take remedial action to remedy the hostile environment created by a policy violation. These remedies may be imposed to protect the parties and the College community and are considered separate from, and in addition to, any disciplinary sanction or interim measure that may have been provided prior to the conclusion of the College's investigation. See the Sexual and Gender-Based Misconduct Policy for a listing of possible remedial actions.

Final Outcome Letters

Both parties will be notified concurrently, in writing, of the administrator's determination on the charges and proposed sanction. These outcome letters will contain the final result⁵ of the College's proceedings, including findings of fact, the decision, and sanction, if any, as well as a rationale for the decision and sanction. The notice of outcome letters will also provide each party with their appeal options.

Appeals

The parties may appeal the determination of the final outcome letter. Appeals are decided by an Appeal Panel. There are three grounds for appeal:

- The original conduct review meeting was inconsistent with the established procedures;
- Evidence is now available that could not have been obtained at the time of the conduct review meeting; or
- The sanction is excessive, inconsistent or insufficient with the nature of the offense.

The appeal must be submitted within 5 days of the date of the final outcome letter to the Appeal Panel. The panel can affirm the original determination of responsibility, alter the determination of responsibility, and/or alter the sanctions, depending on the circumstances. The matter can also be referred back for further investigation or consideration if appropriate.

The panel will communicate the results of the appeal to the Complainant and Respondent in writing generally within fifteen (15) business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking Risk Reduction Tips

- Program Security's telephone numbers into your cell phone.
- Be aware that you are a potential victim of crime. Stay alert and attuned to people and circumstances around you.
- Immediately notify Security of suspicious activity or people.

⁵ As provided by federal law, "result" is defined as any initial, interim, and/or final decision by any official or entity authorized to resolve Sexual Assault, Domestic Violence, Dating Violence, or Stalking disciplinary matters within the College. The result must include any sanctions imposed by the College.

- Avoid the use of excessive alcohol and other drugs. Persons under the influence are much more likely to be the victims of a serious crime.
- Do not allow non-residents into residential facilities.
- Lock your room when you are out - even for just a few minutes. Keep your door locked when sleeping.
- Never lend your room or apartment key to anyone.
- Keep your valuables in a safe place. Do not leave valuables in the open and unattended. Utilize GPS or "locate" software for your electronics.
- Do not prop open locked outside doors and stairwell doors; ensure they close and lock behind you. Do not allow anyone other than your personal guests to enter the building behind you.

With no intent to victim-blame and recognizing that only sexual predators are responsible for sexual assault, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure you take your cell phone and it is charged. Also, ensure you take cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the event and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately by calling 911 or, if on one of the College's campuses, the Office of Security.
- Don't leave your drink unattended even while talking, dancing, using the restroom, or making a phone call. If you have 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, do not drink from the punch bowls or other large common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend have 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).

- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable doing.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Safe and Positive Options for Bystander Intervention

Bystander Intervention is a helping behavior whereby an individual or individuals utilize safe and positive options in emergency or non-emergency situations to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene when it is safe to do so.

The most basic and best action an active bystander can take is to call Security or local law enforcement at 911.

Additional ways to be an active bystander, include:

- Being vigilant by watching out for your friends and fellow students or employees
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely
- Intervening and asking if a person needs help (e.g., "Do you need a ride?" or "Do you want me to call Security or the police?")
- Confronting people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speaking up when someone discusses plans to take sexual advantage of another person.

- Believing someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Encouraging victims to self-report;
- Refer people to on- or off- campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted in part from Old Dominion University and Stanford University).

Additional intervention strategies include:

- Trust your gut. If something looks like it might be a bad situation it probably is.
- Avoid using violence when intervening; approach in a friendly, honest and direct manner;
- Keep an eye on someone who has had too much to drink. Do not leave another person alone in a situation in which you feel uncomfortable; develop a buddy system;
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely;
- Create and negotiate possible solutions; maintain an open dialogue; communicate clearly;
- Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else;
- Use distraction techniques such as humor, reframing, redirection or personalization to reduce tension between individuals and to stall for time in which to intervene;
- Recruiting help; group interventions can make individuals aware of patterns of behaviors of concern;
- Focusing on your feelings about the behavior rather than criticizing the person;
- Encourage respect; speak up if you find a behavior offensive (e.g., do not laugh at offensive jokes but rather indicate your disapproval); and
- Use body language that indicates disapproval of or concern about a behavior (e.g., silent stare, crossed arms, wrinkling of the nose, raised eyebrows and wide eyes, stepping between two people).

State of New York Crime Definitions

The Violence Against Women Act (VAWA) and its proposed regulations require the College to include certain New York State definitions in their Annual Security Report and also require that these definitions be provided in other materials disseminated by the College. Relevant New York definitions are set forth below.⁶

⁶ For purposes of enforcing the expectations and requirements of the College's Sexual and Gender-Based Misconduct Policy, Sexual and Gender-Based Misconduct is defined in Section V.B in the body of the Sexual and Gender-Based Misconduct Policy.

CONSENT:⁷ Lack of consent results from: forcible compulsion; or incapacity to consent; or 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. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, 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. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, 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.

CONSENT, ABBREVIATED: Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

DATING VIOLENCE: New York State does not specifically define "dating violence." However, under New York Law, intimate relationships are covered by the definition of domestic violence when the crime is committed by a person in an "intimate relationship" with the victim. See "Family or Household Member" for definition of "intimate relationship."

DOMESTIC VIOLENCE: An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

FAMILY OR HOUSEHOLD MEMBER: Person's related by consanguinity or affinity; persons legally married to one another; person formerly married to one another regardless of whether they still reside in the same household; persons who have a child in common regardless of whether such persons are married or have lived together at any time; unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an "intimate relationship" include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of

⁷ For the purposes of the College' Sexual and Gender-Based Misconduct Policy, the College defines consent as *affirmative consent* as defined in Section V.B. of the Policy, which is consistent with N.Y. Educ. Law § 6441.

interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an "intimate relationship"; any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.

PARENT: means natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.

SEXUAL ASSAULT: New York State does not specifically define sexual assault. However, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape.

SEX OFFENSES; LACK OF CONSENT: Whether or not specifically stated, it is an element of every sexual act committed without consent of the victim.

SEXUAL MISCONDUCT: When a person (1) engages in sexual intercourse with another person without such person's consent; or (2) engages in oral sexual conduct or anal sexual conduct without such person's consent; or (3) engages in sexual conduct with an animal or a dead human body.

RAPE IN THE THIRD DEGREE: When a person (1) 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, engages in sexual intercourse with another person less than 17 years old; or (3) 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 SECOND DEGREE: When a person (1) being 18 years old or more, engages in sexual intercourse with another person less than 15 years old; or (2) engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense to the crime of rape in the second degree the defendant was less than four years older than the victim at the time of the act.

RAPE IN THE FIRST DEGREE: When a person 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.

CRIMINAL SEXUAL ACT IN THE THIRD DEGREE: When a person engages in oral or anal sexual conduct (1) 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, with a person less than 17 years old; (3) with another person without such persons consent where such lack of consent is by reason of some factor other than incapacity to consent.

CRIMINAL SEXUAL ACT IN THE SECOND DEGREE: When a person engages in oral or anal sexual conduct with another person (1) and is 18 years or more and the other person is less than 15 years old; or (2) who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It is an affirmative defense that the defendant was less than four years older than the victim at the time of the act.

CRIMINAL SEXUAL ACT IN THE FIRST DEGREE: When a person engages in oral or anal sexual conduct with another person (1) by forcible compulsion; (2) who is incapable of consent by reason of being physically helpless; (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.

FORCIBLE TOUCHING: When a 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. It includes squeezing, grabbing, or pinching.

PERSISTENT SEXUAL ABUSE: When a person commits a crime of forcible touching, or second or third degree sexual abuse within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which a sentence was imposed on separate occasions of one of one of the above mentioned crimes or any offense defined in this article, of which the commission or attempted commissions thereof is a felony.

SEXUAL ABUSE IN THE THIRD DEGREE: When a person subjects another person to sexual contact without the latter's consent. For any prosecution under this section, it is an affirmative defense that (1) such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old; and (2) such other person was more than 14 years old and (3) the defendant was less than five years older than such other person.

SEXUAL ABUSE IN THE SECOND DEGREE: When a person 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 FIRST DEGREE: When a person subjects another person to sexual contact (1) by forcible compulsion; (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old; or (4) when the other person is less than 13 years old.

AGGRAVATED SEXUAL ABUSE: For the purposes of this section, conduct performed for a valid medical purpose does not violate the provisions of this section.

AGGRAVATED SEXUAL ABUSE IN THE FOURTH DEGREE: When a person inserts a (1) 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 (2) finger in the vagina, urethra, penis, rectum or anus 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.

AGGRAVATED SEXUAL ABUSE IN THE THIRD DEGREE: When a person inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person (1)(a) by forcible compulsion; (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; or (2) causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

AGGRAVATED SEXUAL ABUSE IN THE SECOND DEGREE: When a person inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person by (1) forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than 11 years old.

AGGRAVATED SEXUAL ABUSE IN THE FIRST DEGREE: When a person subjects another person to sexual contact: (1) By forcible compulsion; or (2) when the other person is incapable of consent by reason of being physically helpless; or (3) when the other person is less than eleven years old; or (4) when the other person is less than thirteen years old and the actor is twenty-one years old or older.

STALKING IN THE FOURTH DEGREE: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

STALKING IN THE THIRD DEGREE: When a person (1) commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

STALKING IN THE SECOND DEGREE: When a person: (1) commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy club, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shirken, "Kung Fu Star," dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

STALKING IN THE FIRST DEGREE: When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

X. SEX OFFENDER REGISTRY

The Federal Campus Sex Crimes Prevention Act of 2000 is a law that requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In New York City, a convicted sex offender must register with the New York Police Department. A listing of all registered sex offenders in New York State is maintained by the New York State Division of Criminal Justice Services. This information is available online at www.criminaljustice.ny.gov/nsor/. In addition, a list of registered sex offenders is maintained by the 115th police precinct, which can be contacted by phone at 718.533.2002 and the 114th police precinct, which can be contacted by phone at 718.626.9311.

XI. ALCOHOL AND DRUG USE

Pursuant to the Federal Drug-Free Schools and Communities Act Amendments of 1989, Vaughn College has a drug and alcohol prevention program for its students and employees. The program includes an annual disclosure to each student and to all employees outlining the standard of conduct expected of students and employees in relationship to the possession, use or distribution of illicit drugs and alcohol on campus or as part of any College activity; a description of the applicable legal sanctions under local, state and federal law which may arise from the unlawful possession or distribution of illicit drugs; a description of the health risks associated with the use of illicit drugs; a description of the College's Drug and Alcohol Abuse Prevention Program and a clear statement of the disciplinary sanctions which may be imposed upon students and employees for violations of the standard of conduct.

The College's drug and alcohol prevention program is reviewed biennially by the Student Affairs Office in collaboration with Human Resources to determine effectiveness and to implement changes (if needed) to ensure that the College's disciplinary sanctions (below) are consistently enforced. The College's biennial review includes a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of College sanctioned activities that are reported to campus officials; and,
- The number and types of sanctions Vaughn imposed on students and employees as a result of such violations or fatalities.

Introduction

Vaughn College of Aeronautics and Technology is committed to creating an environment that is not adversely affected by drug and alcohol abuse, and that complies with local, state and federal law. We strongly support a combination of preventive education about drug and alcohol abuse and counseling services for those with drug- and alcohol-related problems as the most effective means to achieve and maintain this environment. The College's respect for individual dignity and commitment to social justice, however, must be balanced by the importance of providing

for the safety and well-being of the community as a whole and by its responsibility to fulfill its educational mission. At the same time, the College expects that members of the College community will conduct themselves in accordance with basic principles of personal responsibility, respect for order and consideration of the rights of others. Implied in these expectations is the recognition that students are responsible for making their own decisions and accepting the consequences of those decisions. To assist members of the College community to make informed choices, students and employees should educate themselves about the consequences of drug and alcohol use.

Standards of Conduct

Vaughn College will not tolerate the unlawful possession, use, abuse or distribution of illegal drugs or alcohol on its property or at its events, or at off-campus activities or business that has a connection to the College. Accordingly, the College sets forth the following basic campus conduct standards for students, faculty and staff which are in addition to the applicable civil and criminal laws and regulations:

Vaughn College has established a Drug-Free Workplace Policy in order to reaffirm its long-standing opposition to the unlawful or abusive use of controlled substances.

Vaughn College prohibits the unlawful manufacture, distribution, dispensation or possession on the premises.

Vaughn College requires that students, faculty and staff not be under the influence of illegal drugs, prescription drugs (unless as directed by a doctor) or be impaired by the use of alcoholic beverages while on campus for the conduct of his or her education, or the performance of his or her job, or while engaged in College business or activities elsewhere.

To the extent it ever occurs, the possession, use, sale, service or consumption of alcoholic beverages on College premises or at college-related events or activities must be in full compliance with New York state and local laws. For example, persons under the age of 21 are prohibited from possessing any alcoholic beverages at the College campus or any College related or affiliated event, on or off campus. No person shall be sold or served alcoholic beverages if the person is, or appears to be, under the legal drinking age of 21, seems to be intoxicated or is known to be a problem drinker. Similarly, no one under the age of 21 should present or use fraudulent proof of his or her age in order to purchase, or try to purchase, alcoholic beverages or to gain admittance to an activity for which the person must be 21 years of age or older.

The College's policy governing the use of alcohol applies to recognized student groups as well. Any violation of the policy can result in sanctions against the group, including loss of privileges and sanctions against the individual members of the group involved in the violation of policy.

Any employee, volunteer, or other individual participating in the Vaughn College workplace that is convicted of violating a criminal drug statute inside or outside of the workplace must notify an immediate supervisor or the principal investigator (in the case of federal research grant or contract) of the conviction, in writing, no later than five calendar days after the conviction. The immediate supervisor or principal investigator is responsible to immediately notify Human Resources, who will then notify all affected

federal agencies within ten days of receiving notice of the conviction in compliance with 34 CFR §84.225(a).

The Office of Student Affairs maintains detailed standards of student conduct, which are available separately. The Associate Vice President of Human Resources has further information for faculty and staff.

Health Risks of Alcohol and Illicit Drugs

The following briefly summarizes health risks and symptoms associated with alcohol abuse and use of illicit drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size, gender and a variety of other physical and psychological factors.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required to drive a car safely; increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to addiction. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Drinking during pregnancy may cause birth defects such as fetal alcohol syndrome, mental retardation and irreversible physical abnormalities. Research also indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

Marijuana

Marijuana use leads to a substantial increase in the heart rate. It impairs or reduces short-term memory and comprehension. Motivation and cognition can be altered. With extended use, it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer-causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation and causes changes in the menstrual cycle and possible birth defects. Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, odor of the drug, and a poor sense of timing and increased appetite.

Cocaine and Crack

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose and depression. Other symptoms of cocaine may

include nausea, vomiting, insomnia, tremors and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates

In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered perception. Very large doses, or doses taken in combination with other central nervous system depressants (e.g., alcohol), may cause respiratory depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

Amphetamines

Amphetamines, methamphetamines or other stimulants can cause increased heart and respiratory rates, elevated blood pressure and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon in PCP users. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. People using LSD may experience loss of appetite, sleeplessness, confusion, anxiety and panic and may report perceptual distortion. Flashbacks may occur.

Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)

Because narcotics are generally injected, the use of contaminated needles may result in many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, lack of sex drive and appetite and sweating, cramps and nausea when withdrawing from the drug.

Counseling/Rehabilitation at the College

Information and brochures are available through any student affairs professional staff member as well as the office of counseling and wellness. Referrals to outside services of counselors and medical assistance are also available. In addition to talking with one of the staff members, you may get involved in the AA (Alcoholic Anonymous) or ACOA (Adult Children of Alcoholics) meetings in the community. Vaughn, to the extent permitted by law, shall treat communications and records of a personal nature involving a counselor and a student with discretion.

College Disciplinary Sanctions

Students, staff or faculty who engage in conduct in violation of any city ordinances, state criminal laws, or federal laws relating to alcohol or drug use or this Drug and Alcohol Policy will be subject to disciplinary sanctions as follows:

- For **Students**, the sanction may include warnings, behavioral contracts, community service, financial fines or restitution, referrals to professional counseling, social probation, probation, suspension from the College, expulsion, and the withholding or revocation of a degree. College sanctions are set forth in detail in the College's Student Handbook. Sanctions that are imposed may also be entered onto student's permanent academic records, including transcripts.
- Consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. §794), as amended, the College will appropriately sanction any employee, volunteer or other individual participating in the College workplace who violates the College's Drug and Alcohol policy. In the event the individual was engaged in the performance of a federal award or contract, disciplinary action will be taken within 30 calendar days of learning of the conviction.
 - For Staff employees, the sanction may include any form of progressive discipline or termination as set forth in the Employee Handbook, including disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as well as possible training and/or referral to counseling.
 - For **Faculty**, the sanction may include any form of progressive discipline or termination as set forth in the Faculty Handbook, including disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as well as possible training and/or referral to counseling.
 - For a **Student Employee** who is acting within the scope of his/her employment at the time of the incident, the sanction may include any permissible sanction from the Student Handbook or the Employee Handbook.

At the discretion of the College, a student or employee found to have violated any city ordinances, state criminal laws, or federal laws relating to alcohol or drug use or this Drug and Alcohol Policy or related policies may be required, in addition to any disciplinary action taken or as an alternative to disciplinary action, to participate in and satisfactorily complete, an appropriate counseling, rehabilitation or assistance program. In addition to College sanctions, the affected individual may be subject to criminal penalties under applicable federal and state law (see below).

Federal Sanctions

Under federal law, possession or trafficking in illegal drugs can also lead to forfeiture of property (such as a car), the loss of federal licenses (including pilot licenses), and the denial of federal benefits such as student loans and grants. The federal Higher Education Act provides that a student who is convicted under federal or state law of possession or sale of illicit drugs is suspended from eligibility for federal student financial aid. Depending upon the number and type of convictions, the suspension may be for one year or indefinitely; a student may regain

eligibility upon the completion of an acceptable rehabilitation program. A felony conviction may also prevent an individual from entering many professional careers.

Criminal Sanctions

The unlawful possession, use, abuse or distribution of illegal drugs and alcohol is punishable by sanctions imposed by the US Government and by the state of New York. Where appropriate or necessary, the College will cooperate fully with the law enforcement agencies.

State Criminal Penalties

Penalties are imposed based on the nature of the drug and the amounts in possession or distributed; i.e., possession of two to eight ounces of marijuana in New York state is a Class A misdemeanor, carrying a penalty of six months incarceration and a \$1,000 fine. A class B misdemeanor is committed when an alcoholic beverage is given to a person under the age of 21. The crime is punishable by up to three months imprisonment and a \$500 fine. A class D felony is committed with possession of 500 milligrams or more of cocaine. This crime carries a prison term of one to three years and a \$15,000 fine. It is important to note that in New York a gift of a drug, including marijuana, is considered a sale. For more information please go to <http://dmv.ny.gov/org/tickets/penalties-alcohol-or-drug-related-violations>.

Driving While Intoxicated (DWI) is a misdemeanor punishable by up to a year imprisonment and a \$500 fine and the loss of a driver's license.

In New York, for example, if you are under the age of 21, you are prohibited from possessing alcoholic beverages with the intent to consume them and this action is punishable by a fine. A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substances by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in open view in a room under certain circumstances may be evidence of knowing possession by anyone in close proximity.

This policy will be reviewed regularly and amended or revised in accordance with our experience administering it as well as changes in local, state and federal laws and regulations. Any questions from students regarding the implementation of the policy should be referred to the Assistant Vice President and Dean of Student Affairs.

Federal Penalties for Illicit Drugs

The following federal trafficking penalties for illegal drugs took effect November 18, 1988, under the Controlled Substance Acts (CSA).

CSA I and II Penalties

For possession of 10–99 gram (gm) or 100–999 gm mixture of methamphetamine or PCP; 100–999 gm mixture of heroin; 500–4,999 gm mixture of cocaine; 5–49 gm mixture of cocaine base; 1–10 gm mixture of LSD; 40–399 gm mixture of fentanyl; 10–99 gm mixture of fentanyl analogue, the penalty is:

First offense: not less than five years or more than 40 years of imprisonment; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of not more than \$2 million for individuals or \$5 million for other than individual.

Second offense: not less than 10 years of imprisonment or more than life; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$4 million for individuals, \$10 million for other than individual.

For possession of 100 gm or more, or one kg or more mixture of methamphetamine or PCP; one kg or more mixture of heroin; five kg or more mixture of cocaine; 50 gm or more mixture of cocaine base; 10 gm or more mixture of LSD; 400 gm or more mixture of fentanyl; 100 gm or more mixture of fentanyl analogue; the penalty is:

First offense: not less than 10 years of imprisonment or more than life; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of not more than \$4 million for individuals, or \$10 million if other than individual.

Second offense: not less than 20 years of imprisonment or more than life; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$8 million for individuals, \$20 million for other than individual.

For other drugs, not including marijuana, hashish, or hash oil, the penalty is:

First offense: not more than 20 years of imprisonment; if death or serious injury occurs, not less than 20 years of imprisonment or more than life; a fine of \$1 million for individuals, \$5 million for other than individual.

Second offense: not more than 30 years of imprisonment; if death or serious injury occurs, life imprisonment; a fine of \$2 million individuals, \$10 million for other than individual.

CSA III, IV, and V Penalties

For CSA III drugs, not more than five years of imprisonment: a fine of not more than \$250,000 for individuals, or

\$1 million for other than individual.

Second offense: penalties double that of first offense.

For CSA IV drugs:

First offense: not more than three years of imprisonment; a fine of not more than \$250,000 for individuals, or

\$1 million for other than individual.

Second offense: penalties double that of first offense.

For CSA V drugs:

First offense: not more than one year of imprisonment; a fine of not more than \$100,000 for individuals, or \$250,000 for other than individual.

Second offense: penalties double that of first offense.

Marijuana, Hashish, and Hashish Oil

For possession of 1,000 kilogram (kg) or more, or 1,000 or more plants, of marijuana or mixture containing discernible quantity:

First offense: not less than 10 years of imprisonment, not more than life imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of not more than \$4 million for individuals, \$10 million for other than individual.

Second offense: not less than 20 years of imprisonment or not more than life imprisonment; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$8 million for individuals, \$20 million for other than individual.

For possession of 100 kg to 1,000 kg, or 100–999 plants, of marijuana or mixture containing discernible quantity:

First offense: not less than five years of imprisonment, not more than 40 years of imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of not more than \$2 million for individuals, \$5 million for other than individual.

Second offense: not less than 10 years of imprisonment or more than life imprisonment; if death or serious injury occurs, not less than life imprisonment; a fine of not more than \$4 million for individuals, \$10 million for other than individual.

For possession of 50 to 100 kg, or 50–99 plants, of marijuana; 10 to 100 kg hashish; or 1 to 100 kg hashish oil: First offense: not more than 20 years of imprisonment. If death or serious injury occurs, not less than 20 years of imprisonment, not more than life imprisonment; a fine of \$1 million for individuals, \$5 million for other than individual.

Second offense: not more than 30 years of imprisonment. If death or serious injury occurs, life imprisonment, a fine of \$2 million for individuals and \$10 million for other than an individual.

For possession of under 50 kg of marijuana, less than 10 kg of hashish, less than 1 kg of hashish oil:

First offense: not more than five years of imprisonment; a fine of not more than \$250,000 for individuals, \$1 million for other than individual.

Second offense: not more than 10 years of imprisonment; a fine of not more than \$500,000 for individuals, \$2 million for other than individual.

In addition, the state of New York has passed a number of laws regarding drugs and drug use. For example, criminal possession of a hypodermic instrument is a Class A misdemeanor; criminal injection of another person with a narcotic drug, with their consent, is a Class E felony; and a gift of drugs, including marijuana, is treated as a sale.

Amnesty Policy

As partners with the College in promoting health and safety, all students have a responsibility and obligation to seek immediate assistance for any student known to be experiencing a serious health crisis, including one resulting from high risk drinking or the abuse of other drugs.

As such, students who seek assistance on behalf of a peer and are themselves under the influence of alcohol or drugs in violation of this Policy will not receive a Code of Conduct sanction for this action. Additionally, the student who is the subject of the report will not receive a code of conduct sanction for this action.

It is the College's intention to partner with students in promoting health and safety. The College will provide students with the assistance needed to respond to high risk drinking and other drug abuse. Students may seek such assistance by contacting Student Affairs or Campus Security.

After the crisis is resolved, the student who experienced the health crisis, as a result of alcohol intoxication or other drug consumption, will be referred to the substance abuse prevention and treatment specialist. The substance abuse prevention and treatment specialist will provide further assessment, substance abuse education, counseling, recommendations and/or referral as applicable to the individual student's need.

Alcohol and Substance Abuse Resources

There are a number of resources available on and off campus that provide drug and alcohol education or assistance:

1. The Office of Residence Life, including the Resident Directors and Resident Assistants, are a valuable resource; and
2. Counseling services from the Office of Counseling and Wellness are available to address individual concerns, provide assessments and referrals for treatment on and off campus, and to provide information and education about drug use.
3. Student Affairs is available to refer individuals with situations involving alcohol and drugs to local off-campus resources.

Alcohol and Drug Programs --- with a commitment to reducing the negative consequences associated with alcohol and other drug use while also helping to create a safe and healthy environment on campus for all of our students we offer six (3 per semester) alcohol and drug workshops that cover a myriad of topics such as: awareness of different drugs and their effects; consequences of drug use; addiction, what is it in relation to illegal and legal substances and recovery and positive living.

In addition, eligible employees who are diagnosed as alcohol or chemically dependent will be treated in the same manner as employees with other types of illnesses with the coverage being limited by the insurance coverage provided by the group health insurance plan. On the basis of proper medical certification of alcohol or chemical dependency, they will qualify for the same employee benefits and group insurance coverage which are provided for other medically certified illnesses covered in employee benefit plans, except as may be limited by the specific benefit plans concerned. While treatment for alcohol and drug use disorders may be covered by the employee benefit plan, the ultimate financial responsibility for recommended treatment belongs to the employee. The College's employee group medical insurance coverage for inpatient and outpatient treatment is detailed in the College's health plan documents. Eligible employees may also utilize the College's Employee Assistance Program at 1.800.252.4555 or contact Human Resources for additional information.

In addition, the following programs for alcohol and drug abuse are available in the New York area:

Alcoholics Anonymous

212.647.1680

BreakThrough Program at Gracie Square Hospital	212.988.6205
US Department of Health Substance Abuse Hotline	800.662.4357
Narcotics Anonymous	212.929.6262
Project Green Hope Services for Women	212.860.6650
Second Wind (Substance Abuse)	212.481.1055
Veritas	212.864.4128

Alcohol treatment centers require a license from the state of New York. If there is a question about a facility that offers treatment, contact the New York State Division of Alcoholism and Alcohol Abuse (718.957.6380 or 1.800.711.6375).

XII. FIREARMS AND WEAPONS

The College strictly prohibits on campus the possession, use, sale, or distribution of any weapon, including, but not limited to, firearms, guns, rifles, pellet guns, ammunition, fireworks, explosives, knives, box cutters or any other dangerous instruments that function as a weapon. Weapons may not be carried by an individual on campus or on the College's premises, including lockers or vehicles. Any member of the College community who works in law enforcement and is required to carry a weapon as part of their job must register the weapon with security and present proof of authorization to carry and keep it on them.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Response Plan

The College's Emergency Response Plan provides important information in the event of an emergency or the occurrence of a natural disaster within the general area of one of the College's campuses that impact academic or other operations. The basic emergency procedures contained in the Emergency Response Plan are designed to protect lives and property through effective use of College and community resources.

A copy of the plan can be found here: <https://www.vaughn.edu/wp-content/uploads/2016/10/Emergency-evacuation-procedures2016.pdf>

At the beginning of each academic year, the chair of the Safety Committee sends students, faculty and staff an email reminding them to review the Emergency Response Plan and outlining how the College's Emergency Notification System works and alerting them that the system will be tested unannounced within two weeks of their receipt of the email. In addition, the College conducts numerous emergency response exercises each year, such as tabletop exercises and field exercises. These tests are designed to assess and evaluate the emergency plans and capabilities of the College.

Emergency Notification

Vaughn College is committed to immediately notifying the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

In efforts to maintain a safe and well-connected campus, Vaughn College has a state-of-the-art Emergency Notification System with Regroup.com. The system offers 24-hour uptime and server redundancy to make sure messaging is available immediately via: email, SMS /text messages, voice broadcasts, and social media outlets such as Facebook and Twitter. Students are automatically registered for the emergency contact system upon acceptance to the College and faculty and staff are automatically registered upon employment with the College.

Procedures Used to Notify the Campus of an Emergency

The Department of Campus Security will respond to all reports of emergencies or dangerous situations on campus. Upon confirmation by a Campus Security officer of an emergency or dangerous situation involving an imminent threat to the health or safety of students or employees, Campus Security officers will contact the President or in his or her absence the College's Senior Staff.

Where the President (or in his or her absence the College's Senior Staff) determines that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus exists, the College will, without delay, determine the content of the notification and initiate the Emergency Notification System, unless issuing a notification will, in the judgment of the President after consultation with appropriate Senior Staff members, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The President, also in consultation with appropriate Senior Staff members, will determine the appropriate segment or segments of the campus to receive the notification; determine the content of the notification including recommendations to shelter in place, evacuate a facility, avoid portions of the campus, or other appropriate actions.

In addition to using the Emergency Notification System, the following methods of communication may be used upon authorization of the President: the College's e-mail system, and a verbal announcement from the emergency loudspeaker system. The College will post updates during a critical incident on the homepage at Vaughn.edu.

XIII. OTHER COLLEGE SECURITY POLICIES

College Closings

Closings are generally caused by inclement weather, such as heavy rains or snowstorms. When these conditions make travel difficult, listen to local radio news stations WINS (1010 AM) and WCBS (880 AM), or call Vaughn for the automated announcement, on whether or not the College will be closed. You can also visit the home page at www.vaughn.edu for information.

Disclosures to Victims of Crimes of Violence and Non-Forcible Sex Offenses

Vaughn College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any investigation and/or due process hearing conducted by the College against a student or employee who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of a crime of violence or non-

forcible sex offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Hazing

Hazing in any form is expressly prohibited at Vaughn College. New York State describes hazing as any action or situation which recklessly or intentionally endangers an individual's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Vaughn considers hazing to include, but not be limited to, conduct or an activity, whether on or off campus, that is demeaning to an individual, produces mental or physical duress, harassment, bullying, or ridicule, or which threatens or endangers the health or safety of any person. Examples of prohibited actions that are considered hazing include creation of excessive fatigue, physical and psychological shocks, morally degrading or humiliating games or activities and any other activities not consistent with the College policies and regulations.

This policy governs conduct on campus, on other College property and at events or activities sponsored by or affiliated with Vaughn College or Vaughn organizations and groups. The policy applies to students, faculty and other staff, as well as visitors, guests and others on the campus, or at College related events, whether present with or without College permission. An individual can be charged with violating the prohibition against hazing if the individual participates in hazing or if the individual plans, promotes or supports hazing, whether or not the individual has any direct participation in the hazing activity. The prohibition applies to organizations such as student clubs, social fraternities or sororities, teams or any similar college-related group.

Violation of the policy will result in serious disciplinary action, and also may result in removal of the violator from College property or bar the person from participation in College activities, as well as possible criminal prosecution. Students, staff or faculty who violate the policy could face disciplinary action as severe as suspension, expulsion or termination, in accordance with existing judicial procedures. An organization explicitly or implicitly authorizing or involved in such conduct could face sanctions which include revocation of its right to operate on College property or withdrawal of its official recognition as a student organization. It shall not be a defense to a charge of hazing that participation was knowing and voluntary by a victim of hazing. Further, any College penalties are separate from and in addition to any penalty that could result from violations of criminal or civil law.

Locks, Security Devices and Alarms

Security devices, locks, and alarms are installed to protect individuals and property. It is a violation of College policy to (1) exit through an alarmed door; (2) unlock or prop open alarmed doors or locked exits; (3) possess, use or duplicate College keys not properly issued or authorized; and (4) obstruct or damage physical security devices.

Parking

Parking is provided as a service to students and staff. Owners are responsible for their vehicles, the drivers of, and the contents of their vehicles on the campus, and the College has no responsibility for vehicles, or the contents, while on campus.

All vehicles must have a valid College parking permit for each semester, available from the Athletics Department , and must be parked in accordance with applicable safety precautions, as well as the following campus parking regulations and applicable safety precautions.

- Students may not park in areas reserved for faculty or staff or in any designated handicapped parking space unless the vehicle has the appropriate permit.
- Students may not park in the College parking area adjacent to the College, in the Ditmars Avenue and 23rd Avenue parking lots, along the sides of the building prior to 6 p.m. This area is reserved for faculty and staff.
- Parking in the College parking areas is by permit only and solely for the convenience of students, faculty and staff.
- The College assumes no responsibility for the care, custody or control of vehicles.
- Parking is not permitted on concrete aprons.
- Vehicles may not be left on College property overnight without prior clearance of the director of Facilities and must be submitted in writing to the office of student affairs.
- The College cannot guarantee parking space availability during peak hours. Students are encouraged to use public transportation or to car pool in order to reduce the demand for parking during peak hours.

Individuals who violate the parking regulations, or park without a valid permit, shall be subject to sanctions. Upon the first parking violation a warning sticker will be placed on the vehicle. Second parking offenses will receive a final warning sticker on the vehicle. A third violation of parking regulations will result in a boot placed on the vehicle wheel which rendering it immobile.

Parking in a handicapped space without appropriate Department of Motor Vehicles placard, or fraudulent use of a disabled placard, will result in a boot placed on the vehicle wheel upon the first offense.

Additional sanctions may include, but are not limited to, (1) vehicle being towed at the owner's expense; (2) loss of parking privileges; (3) fines; and (4) disciplinary measures, such as warnings, probation, suspension or expulsion may be imposed by the College for failure to comply with parking regulations.

Plan Regarding Investigation of Violent Felony Offenses

Violent felony offenses are defined in the New York State Penal Code, Subdivision 1 of Section 70.02, to include, but not be limited to, murder, manslaughter, kidnapping, rape, sodomy, sexual abuse, assault, burglary, robbery, arson, criminal possession of dangerous weapons, etc. Members of the Vaughn community are expected to report immediately to security all suspected or actual violent felony offenses occurring at or on the grounds of the College.

In the event a report of a violent felony offense is made, the College will investigate immediately and, if the College believes there has been a crime, notification will be made to the New York City Police Department immediately. Officials of the College will be promptly notified as well.

The College will cooperate fully with the police in the investigation of the matter and will notify the campus community if it is determined that an ongoing threat exists. Notification shall be provided by postings and through appropriate electronic communication.

Verbal Assault

To threaten to inflict injury or the death of another person is a breach of Vaughn College policy, whether or not the ability to carry out the threat is apparent and present or not. Racial slurs

and the use of disparaging or derogatory epithets motivated by racism or anger are ugly, against the law, and a violation of Vaughn College policy. Such violations are considered as serious as any physical assault and may result in probation, suspension, or dismissal.

XIV. ANNUAL FIRE SAFETY REPORT

In August 2008, the Higher Education Opportunity Act (Public Law 110-315) became federal law. This act requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire related statistics pertaining to on-campus residence buildings. Pursuant to this act, the following details the College’s fire safety practices and standards.

Fire Safety Violations

All members of the College community are prohibited from negligently or knowingly setting any materials on fire, creating a fire or combustion hazard, endangering the safety of others or property by the improper use or possession of hazardous/flammable substances, and the misuse or tampering with smoke detectors, fire alarms, or fire extinguishers. Interference with fire drills or the false reporting of fires is also prohibited.

Campus-Wide Fire Safety Practices

Fires result in serious injuries, deaths and property loss; all members of the College community must take precautions at all times to prevent a tragedy due to fire and smoke. Fires, or dangerous conditions that could lead to a fire, are to be reported immediately to the nearest faculty member, administrator, staff member, or security officer.

The evacuation procedures set forth below will be initiated while the fire department is being contacted. Fire station and drills are to be taken seriously. Fire wardens and faculty members will facilitate evacuation of the premises.

In the event of smoke or fire, calmly exit the building using the nearest exit. If the building’s alarm system is not sounding, pull the fire alarm when exiting the building. All College buildings have posted exit diagrams and all building occupants should know the exit routes and be familiar with College fire evacuation procedures set forth in the Emergency Manual. Failure to exit the building at the sound of a fire alarm or warning is a violation of College policy, as well as a violation of state law.

Residential Hall Fire Safety Systems

The following table summarizes the fire safety mechanisms and systems in use at the College’s residence hall to detect fires, warn residents about the existence of fires, and fire controls.

Facility	Fire Alarm Monitoring	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (Fire) Drills Each Calendar

						Year
Vaughn College Residence Hall	X	X	X	X	X	4

Residential Housing Fire Safety Policies

All residents are required to leave the building when the fire alarm sounds.

Attempted deactivation of a room smoke alarm may result in activation of the building’s fire alarm system and will result in judicial action.

Activating false alarms, improper use of firefighting equipment, or refusal to leave the building during an alarm are very serious breaches of safety regulations. Any student who so jeopardizes the safety of the community shall be liable to judicial action and may be reported to local police.

Residents will practice effective fire safety at all times by exercising prudent judgment and following fire safety guidelines established or revised for the residence hall.

Residents will use fire alarms, fire extinguishers, fire exits, fire sprinklers and related equipment only for their firefighting purposes.

Residents will not hang or suspend anything on a fire extinguisher or sprinkler outlet and understand that they will be responsible for any damage caused thereby.

Any violations of policies which result in the activation of fire alarms, sprinkler systems, and/or fire safety equipment constitutes a false alarm and is considered to be a serious violation which could result in a fine and possible expulsion from the residence hall system, and the matter may be reported to the local police.

In addition, the College has adopted the following policies designed to reduce the risk of fire in the College’s Residence Hall:

Use of Electrical Appliances

Due to fire, damage, electrical considerations and accident potential, the following items are not permitted in the Residence Hall: microwaves; any items that can be classified as a hot plate, electric frying pan or oven, toaster, etc.; sun lamps; electric blankets; air conditioners; space heaters; waterbeds; halogen lamps; Christmas lights/ornamental lights; grill type units (i.e., George Forman grills); extension cords; and live Christmas trees, etc. Any item that would be deemed dangerous to the health, safety or welfare of the student’s, as determined by the student affairs staff, is also not permitted. It is prudent of the student to ask the student affairs staff in advance.

Extension Cords

For the safety and security of all residents and to comply with safety codes, only extension cords with fused strips (power strips or surge protectors) may be used.

Halogen Lamps

For fire and safety reasons, halogen lamps are not permitted in the residence hall. Any halogen lamps found in a residence hall room will be confiscated and will be considered a policy violation.

Holiday Decorations

For fire and safety reasons, all holiday decorations must not hang from or touch any light fixtures or fire safety equipment. Live holiday trees are not permitted and all decorations shall not block any doorways or windows.

Prohibited Items

Residents will refrain from using or possessing candles, dartboards, incense, halogen lamps, kerosene lamps, open-coil heaters, waterbeds, hookahs, extension cords, electric blankets, cooking appliances, firearms or weapons, electric grills, pets, microwaves, toasters, air conditioner units, hot plates and satellite dishes.

Propping Doors

The propping open of any residence hall door is prohibited (i.e., entry, fire doors, etc.).

Smoking

The entire residence hall is non-smoking. Smoking is prohibited. This includes cigarettes, electronic cigarettes, cigars, aromatic cigarettes, herbal cigars, burning incense, hookah and electronic hookahs (hookah pens). Students may smoke outside in designated areas away from the residence hall access doors.

Smoking Paraphernalia

All equipment of any kind used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled smoking substance is prohibited.

Wiring

Exterior wiring, satellite equipment, external and internal routers and hard drives that extend the use of the College's IT network and/or antennas are not permitted in order to maintain the exterior physical condition of the residence hall, as well as for safety reasons.

Residence Hall Evacuation Procedures

1. Feel the closed door of your room. If it feels hot, the hallway is filled with smoke. Do not open the door. Go to your window and wait for rescue. If the door is cool, close your window before slowly opening the door.
2. Do not stop to dress. Take a pair of shoes and an overcoat or blanket. Upon leaving the room, leave the lights on and the door closed. Take your keys with you. Knock on the door on each side of your room and be sure your neighbors are awake before you evacuate.
3. If you cannot leave the room:

- a. Open the window if there is smoke. If there is no smoke, leave the window closed to prevent outside smoke from being drawn into the room.
 - b. Seal cracks around the door with towels (a damp one, if possible).
 - c. Attract attention by hanging an object from the window—the brighter the color the better. If outside smoke is drawn in, close the window, leaving the object hanging.
4. If smoke is severe, place a wet cloth over your nose and remember—the floor is usually clear of smoke.
5. When evacuating:
- a. Walk at a brisk pace, but do not run.
 - b. Follow the posted corridor instructions to the proper exit route and assembly point.
 - c. Move in single file along the wall where the exit is located.
 - d. Use only marked exits.
 - e. Never use an elevator when fire is suspected.
 - f. Remain absolutely silent to enable those in charge to give directions.
 - g. While waiting to re-enter into the building, remain 100 feet away from the building to enable appropriate staff needed access. Do not attempt to re-enter the building until you are informed by Student Affairs staff that it is safe to do so.

Fire Drills and False Alarms

As required by law, there will be two unannounced fire drills each semester. All residents are required to leave the building when the fire alarm sounds.

Resident Student and Employee Fire Safety Training

Fire safety education programs for all students living in the Residence Hall and all employees that have any association with the Residence Hall are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in the Residence Hall, train everyone on the procedures to be followed in case there is a fire and distribute information on the College’s fire safety policies. Everyone is also provided with maps for the Residence Hall facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them.

Fire safety education and training programs are taught by local fire authorities as well as staff from the Student Affairs Department who are experienced in fire safety matters.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the Residence Life staff have documented that the student has left the building. RAs are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

Reporting a Fire

Per federal law, Vaughn College is required to annually disclose statistical data on all fires that occur in the Residence Hall. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in the Residence Hall. These are fires for which you are unsure whether the College Security may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Official	Campus Address	Phone Number
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Campus Security	Security desks located in the Residence Hall	718-429-6600 - Ext. 300
Office of Student Affairs	Residence Hall Office	718.429.6600 - Ext. 371
Office of Residence Life, including all Residence Life Staff	Residence Hall Office	718.429.6600 - Ext. 371,221, 170, and 302

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Campus Fire Statistics

The Security Office is responsible for collecting the following fire statistics for the Vaughn College Residence Hall:

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

These statistics are published in the Annual Security and Fire Safety Report and on the College website. A fire, for the purposes of this policy, is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Log

The Security Office maintains a Fire Log that documents all fires in the Residence Hall reported to the College. The College's Fire Log is available for inspection at the main campus security desk during normal business hours. The Fire Log includes the date the fire was reported; the nature of the fire; the date and time of the fire; and the general location of the fire. The Office of Student Affairs posts specific incidents in the Fire Log within two business days of receiving the report.

Interested individuals with proper identification may review the Fire Log for the most recent 60-day period at the Main Building Security desk 24 hours a day, seven days a week. Any portions of the Crime that is older than 60 days will be made available within two business days of a request for public inspection. Archived Fire Logs are maintained by the College for a period of seven years.

2015 FIRE STATISTICS

Building	Fires	Fire Cause	Deaths	Injuries	Property Damage
Residence Hall	0	N/A	0	0	\$0.00

Fire Safety Statistics Definitions:

Residence Hall: Includes all of the on-campus student housing facility at Vaughn College, which is defined as any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Cause of fire is the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill is a supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire safety system is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.