

Bank Street

College of Education

Annual Security Report
2017

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Message From the President

Bank Street College should be a safe, secure, and welcoming environment for our students, faculty, staff, and visitors. Maintaining the safety of our campus is a critical priority and requires the cooperation of all members of our community. This booklet is part of our efforts to such cooperation is effective by providing guidelines and procedures around key safety questions. Please read it carefully and use the information to help create a safe environment for yourself and others.

Best,
Shael Polakow-Suransky

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

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

Campus Safety Policies

Bank Street College is committed to providing a safe environment for all College community members by recording and reporting crime in or near College grounds yearly. It is the policy of Bank Street College to ensure that victims and witnesses to crime are aware of their right to report acts to the police, and to report College policy violations to the appropriate office (Security and/or Director of Facilities) as soon as possible for further action.

The information contained in this booklet will help you understand how various reportable crimes are defined and also assist you in understanding how crimes are categorized from a campus safety and security perspective.

Timely Warning Notices

The Clery Act requires Bank Street to report on the following categories: Criminal Offenses, Hate Crimes, Arrests, and Disciplinary Actions. Incident Reports are required for criminal offenses, simple assaults, larceny, theft, intimidation, destruction, damage, and vandalism of property. *(Please review the definitions of these crimes in the section titled “Expanded Definitions of Other Reportable Clery Crimes.”)*

Following an incident, the Chief Operating Officer will consult with the Safety Advisory Committee and the Director of Facilities to decide the content, method, and timeline for releasing any information related to the incident. Timely warnings are used in non-emergency situations and may be emailed to specific groups based upon the nature of the alert. Further follow up and situation briefing will be given when information becomes available.

Annual Disclosure of Crime Statistics

In advance of the October 1 deadline each year, Bank Street’s Safety Committee convenes to review the content of this Safety Report, including the disclosure of crime statistics found in the “Criminal Offense Report” section of this document. This information is shared with students annually and is available at any time on Bank Street’s website.

Crime Reporting, Incident Reports, and Security in Building Grounds

Dan Benchimol, Director of Facilities, can be reached at 212-875-4497. All incidents that happen in the College should be reported within 24 hours of the incident to the Security Desks listed below, at which point an Incident Report will be completed and kept on file:

1. Main Building - 610 West 112th St - ground floor, where guard service is provided
Monday to Friday: 7 a.m. – 11 p.m., Saturdays: 8 a.m. – 6 p.m. Phone: 212-875-4411.
2. Bank Street North (MSM) – 4th floor, where guard service is provided from Monday to Friday: 8 a.m. – 6 p.m. Phone: 212-961-3300.

Contact the local police and/or fire departments concerning security incidents that occur outside of the College’s buildings. The numbers are listed below:

Local Police Telephone— Precinct 26: 212-678-1311

Local Fire Department Telephone— House 47: 212-570-4300

Call 911 for an emergency.

Campus Law Enforcement

Bank Street's security guard services monitor activities, including visitors and maintenance of facilities, at each of Bank Street's sites. The Security Guard on duty will be responsible for making the appropriate calls to the New York City Police and/or the Fire Department. Anyone reporting a crime inside the building should fill out an incident report, which are available at the guard's desk. All incident reports are sent to the Director of Facilities, who in turn will perform an independent post-incident investigation and, as required, shall send all pertinent information to the New York City Police Department. The monitoring and reporting of crime applies also to criminal activity in which students engaged at off-campus locations of student organizations officially recognized by Bank Street. Bank Street College encourages accurate and prompt reporting of all crimes to the Director of Facilities, and will allow victims or witnesses to report crimes on a voluntary, confidential basis.

Bank Street's law enforcement and security policies apply to all sites where graduate school coursework takes place.

Mental Health Resources for Bank Street Students & Employees

At Bank Street College of Education, there is a deep understanding of the need for educators to sustain their own mental health in order to be able to be effective professionals. From time to time, we all may need some assistance in addressing issues that may arise in our lives, be they personal, professional or academic. There are times when our graduate students face issues that are beyond the scope and role of their academic advisors. At such times, students may want to help reduce some of these pressures by seeking help from a mental health professional. Should you have a need for psychological counseling, below are a few mental health clinics that Bank Street students have previously utilized. You may also want to speak with your personal physician for a recommendation. Clinics and other mental health practitioners generally require an intake interview to understand and evaluate your individual situation and you may be thereafter placed with a therapist. The time frame for an appointment, evaluation and onset of treatment can vary, but can perhaps take from one to a few weeks. These clinics may have either a sliding scale fee arrangement or may be low cost. If an urgent matter arises, please contact your program director and/or advisor who will facilitate a more immediate intervention. Bank Street College of Education does not have any affiliation with any of these clinics, and you should make a decision on your own as to where to receive treatment. We provide this list as a courtesy and general service to our students, and nothing herein should constitute an endorsement or recommendation of any of these clinics. We recommend that you check the Internet for local and county agencies that may have more information about what kind of help may be available in your area.

- Psychoanalytic Psychotherapy Study Center (PPSC)
80 Fifth Avenue #903A New York, NY 10011 212-560-2208 www.ppsc.org
- National Institute for the Psychotherapies (NIP)
250 West 57th Street, Suite 501 New York, NY 10107 212-582-1566 www.nipinst.org/treatment
- Postgraduate Center for Mental Health Multiple Locations
www.pgcmh.org/programs/clinical_programs

Bank Street College's Drug and Alcohol Policy

In accordance with the federal legislation known as the "Drug Free Schools and Communities Act Amendments of 1989," Bank Street College of Education established the following policy: Bank Street College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and/or alcohol by employees and students on School property or while conducting College business. This policy includes School activities taking place on or off Bank Street property, including driving to and from College-related activities. Alcoholic beverages may be served at Bank Street College events/activities on or off School premises, but are not to be served to anyone under twenty-one (21) years of age. A security guard is on duty during all campus events.

Bank Street College's Policy on Alcohol Abuse and Violations of Liquor Laws

Bank Street College may exercise its rights to review and recommend disciplinary action when there is a violation of state or local laws or ordinances that prohibit the manufacture, sale, purchases transportation, possession or use of alcoholic beverages. (See the section titled "Expanded Definitions of Clery Crimes" for more information). Students who violate this policy will be subject to appropriate disciplinary action. Depending on the nature and severity of the violation, possible sanctions may include reprimand, written warnings, probation, suspension, discharge, expulsion, and/or possible loss of financial aid eligibility. Graduate students should refer to the Code of Conduct and due process procedure for addressing alleged violations of the code.

Drug and Alcohol Abuse Education Programs

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the 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, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments 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 just described.

Repeated use of alcohol can lead to dependence. 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.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

Below are some of the counseling and rehabilitation programs available in this area. For further information or other drug counseling, rehabilitation, and related programs available, see the Director of Human Resources.

- Inter-Group Association of Alcoholics Anonymous of New York
307 Seventh Avenue, Room 201
New York, NY 10001
212-647-1680 (meeting information) www.nyintergroup.org

- Alcohol Treatment and Referral Network
800-ALCOHOL (24-hour hotline)
www.800alcohol.com
- Daytop Village-Manhattan Adult Outpatient Medical Services
500 Eighth Avenue
New York, NY 10018
212-904-1500 / www.daytop.org
- National Drug Information Treatment and Referral Hotline
800-662-4357 (24-hour hotline)
- Stuyvesant Square Chemical Dependency
Services at Beth Israel Medical Center
212-420-4545 / www.wehealny.org/services/bi_stuysq
- The Addiction Institute of New York
1000 Tenth Avenue
New York, NY 10019
212-523-6491 / www.addictioninstituteny.org

Disciplinary Referrals for Drug and Alcohol Abuse, Liquor Law, and Unlawful Possession of Weapons

Bank Street College will adhere to these rules when considering disciplinary action for unlawful acts as defined in the Clery Act:

- The official receiving the referral must initiate a disciplinary action;
- A record of the action must be kept; and
- The action may, but does not have to, result in a sanction.

Upon written request, Bank Street will disclose to the alleged victim of a crime or violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of disclosure of the disciplinary proceeding.

Bank Street College may exercise its rights to review and recommend disciplinary action when there is a violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This type of violation is not limited to “deadly” weapons; it also applies to weapons used in a deadly manner. (See Expanded Definitions of Clery Crimes for more information).

General Safety Precautions Around the Building and Local Area

Bank Street College is a member of the Morningside Neighborhood Safe Haven Program whereby someone in distress could walk inside a participating store (signified by a picture of a Lion) and ask for help or to contact the Police.

When Walking:

- Stay in well-lit areas in the middle of the sidewalk.
- Avoid quiet side streets, alleys, entryways, parked cars, and bushes after dark.
- Walk with somebody or stay near other people whenever possible. Avoid shortcuts through parks, vacant lots, and other deserted areas.
- Jogging/walking in parks is generally safe during daylight hours. Always jog with a partner. Do not jog in Riverside, Morningside, or Central park after dark.
- Pay careful attention to your personal belongings.
- Keep purse, gym bag, book bag, and wallet in your view at all times.
- Put your name on each textbook and do not leave your books unattended. Since textbooks are expensive, they may be a temptation to a thief.
- Evening students, in particular, are encouraged to walk in groups to cars, bus stops, or the subway after leaving class.

Safety in the Subway:

- Have your Metro-Card in hand as you enter the subway station.
- Stay near other people at all times.
- Stand well back from the edge of the platform.
- If the station is deserted, stay in the "Off Hours Waiting Area" or near the booth.
- Know your destination and subway route before you board. You don't want to appear to be lost or confused.

If You Are Attacked:

- Remain calm; try not to panic or show any signs of anger or confusion.
- If the attacker is only after your purse or other valuables, don't resist. You don't want to escalate a property crime into a violent confrontation.
- Make a conscious effort to get an accurate description of your attacker: age, gender, complexion, body build, height, weight, type of clothing, etc.

Emergency Response and Evacuation

The following threats or disasters may occur at any time and are not necessarily stated in the order of importance. Security and Facilities Personnel and Volunteer Wardens must be knowledgeable of and follow the Emergency Plan which should describe the process he/she is to follow for the various incidents that may occur at the College.

To ensure the safety of all students, staff, faculty, and visitors, a fire emergency plan has been developed and will be implemented in fire emergencies. All members of the College community should be aware of the building they are in as different procedures apply. The College's "Environmental Health and Safety Manual" provides detailed information and outlines the required procedures for all occupants of the College in the case of fire as well as other types of emergencies such as gas leak, medical emergency, bomb threat, etc. You can obtain a copy of the "Manual" in the Human Resources Office and on the Human Resources and Facilities/Plant web site.

Emergency Response & Evacuation Tests

In accordance with the requirements of New York State Education Department (NYSED), Bank Street conducts twelve (12) fire drills annually, with eight being held between September 1 and December 31 of each year. Two additional drills take place during summer school sessions and one drill is held during the first week of summer school. These tests are arranged and announced by the Office of Strategy & Operations, and are documented for the purposes of NYSED fire inspection reports.

Emergency Notification System

In the event of an emergency involving an imminent threat in or near our locations, the Facilities Department Director/ Assistant Director in consultation with the College leadership will confirm with the local authorities that there is a significant emergency or dangerous situation and will alert the appropriate segments of the campus community to receive a notification via the College's Emergency Notification System (ENS). The College President and Cabinet will not delay in initiating the notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Such decisions, including the content of the message, the appropriate segments of the campus community to receive a notification, and the method of notification, will be made by the College President and Cabinet, along with select Department Directors. Bank Street uses the Blackboard system for Emergency Notifications, and gathers email and phone information for students, staff, faculty and families annually. A test notification is sent via email to verify that the process works as expected.

Daily Crime Log

The Director of Facilities will maintain the public crime logs in the Facilities office. These logs are continuously updated and are available for inspection during business hours or upon request. In addition, crime statistics for the neighborhood that includes Bank Street's 112th St. location can be obtained from the NYPD 26th Precinct website [here](#).

Fire Log

The Director of Facilities will maintain the fire logs located at the Security Desk in 610 W 112th St. These logs are continuously updated and are available for inspection during business hours or upon request.

Fire Emergency

Fire Drills or a real fire condition will be announced by the persistent intermittent ringing of bells indicating a need to evacuate.

Children's Program Procedures

School for Children

All children are encouraged to exit quickly, holding hands, without running, in a single file down the stairwells specified and out the door. Do not delay the evacuation to get personal belongings. Silence must be maintained on the way out the building. There is no use of the elevators.

Stairs/Hallways Monitors are to hold doors open making sure nothing blocks the exits and are to check hallways and bathrooms. Floor Wardens and/or Back-Up Wardens working in conjunction with the Floor and Hallway Monitors are responsible for supervising the evacuation of their floors, serve as main point of contact for their floor and, if necessary, remain with mobility-impaired students in the Areas of Refuge (i.e., stairwell A) until the Fire Department or other help arrives. Floor Wardens are selected each school year. An updated Warden list can be obtained from the Plant Office.

In addition to fire and evacuation drills and procedures, Bank Street practices Shelter In-Place Drills in which students are moved into the hallways away from windows, and Lock Down Drills in which students take shelter behind the locked doors of classrooms or offices. Of course, many emergencies we would not fully manage ourselves – calling 911 is often the first action step. Teachers and families receive a copy of the School For Children Emergency Manual at the beginning of each school year.

Summer Camp

All campers are to quietly line up and follow their counselors (at least one at both ends of the lines) down the closest stairway. Once on the main level, the line is to exit out of the fire exit out onto the street and either turn west or east and wait along the side of the buildings away from the street and the entrance of the school. Once the group has stopped it is important for each group to have a count of how many kids they have with them. Someone will come around and make sure that all bodies are accounted for. Designated Fire Marshals for each floor will check each room (including bathrooms) once everyone else on the floor has left.

Family Center

The staff of the Family Center must be aware that in the event of an emergency evacuation, their primary responsibility is to lead the children safely.

Infants less than two years old and non-ambulatory children will be put in evacuation cribs by staff members, the remaining staff members will arrange the rest of the remaining children in a single file formed in ranks and will lead them quickly and silently to the nearest exit or the alternate exit. One staff member will be leading the file whereas the other staff member shall be at the end of the file to ensure that all children in the file follow and leave the building.

Mobility Impairment and Assistance

The College has developed a plan for systematic, safe, and orderly evacuation of an area or building for disabled students in the event of a fire or emergency. A disabled student will be moved to a safe "area of

refuge” or to the nearest means of egress in the least possible time, while maintaining constant communication via the warden box with building Security.

Children or Adults in wheelchairs will go to the nearest stairwell A (also referred to as the East Stairwell), where a floor Warden or Buddy will remain with disabled student/staff and will contact the Guard desk via the 2-way warden phone, located near the stairwell A doors.

The Fire Department upon entering the building will be notified of the holdover location(s). If necessary, the Wardens and/or Plant staff will utilize special evacuation chairs located in the stairwell to evacuate students/staff out of the building. Please note that Stairwell A is often referred to as the East Stairwell, and Stairwell B is often referred to as the West Stairwell.

Non-ambulatory children who do not have a one-to-one aide will be assisted by an assigned teacher for evacuation. Administrative staff will assist with any complications related to children having difficulties during the evacuation.

Evacuation Plan Procedures for Adult Programs in the Main Building and Bank Street North (MSM) Site

Recommended Emergency Action by All Occupants Upon Discovery of a Fire and/or Sounding of the Fire Alarm

(Evacuation Routes can be found in each classroom/conference room)

- Alert those in the immediate area. Alert the Floor Wardens if available and Security as soon as possible.
- Notify the Floor Wardens and Security by phone or nearest warden/callbox if you have someone who is mobility-impaired on the floor. Ask Security whether this is a real emergency or a fire drill.
- After giving your floor and stairwell location, remain calm and wait for further directions and/or Security/maintenance staff or the Fire department help to arrive.
- Close doors behind you to contain the fire but do not lock them, if it’s possible to do so.
- Activate the building fire alarm pull stations typically found near stairwell exit doors.
- Do not attempt to fight a fire unless it is small in nature.
- Remain calm and walk to the nearest exit. If path is blocked by heat or smoke, proceed to alternate exit. Know the locations of all fire exits on your floor. Do not use the elevators.
- Leave the building and walk at least 50 feet away from the building entrances so as not to interfere with the fire department activities.
- In addition to the above steps, every room, bathroom, and stairwell must be checked to ensure that no one is left behind.
- Evacuate all occupants by directing and pointing to nearest possible exit routes.
- Where necessary and applicable, everyone using the buddy system should be cognizant of other individuals with special needs, and follow the procedure mentioned above.

Procedures for 603 West 111th Street APT 1E/1W

In the event of a fire, stay calm. Call the Fire department and follow the directions of the Fire department personnel. If you must take immediate action, use your judgment as to the safest course of action, guided by the following information: You are in a non-combustible (fireproof) building.

If the Fire is in Your Apartment:

- Close the door to the room where the fire is, and leave the apartment.
- Make sure that EVERYONE leaves the apartment with you.
- Take your key.
- Close, but do not lock, the apartment door.
- Alert your same floor neighbors by ringing their bell and calling as you exit.
- Use the nearest stairwell to exit the building.
- DO NOT USE THE ELEVATOR.
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your apartment at a predetermined location outside your building. Notify firefighters if anyone is unaccounted for.

If the Fire is not in Your Apartment:

- Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous
- If you must exit your apartment, first feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor and apartment number, and the number of people in your apartment.
- Seal the doors with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the flames, heat, or smoke.

Other Emergencies

Gas leaks must be considered a serious and potentially dangerous situation because of the insidious nature of the substance. The reporting, response, and possible evacuation will be similar to that for a fire emergency. Investigation of the leak source should include caution so as not to cause an explosion.

Hazardous Materials (Chemical and Toxic Spills, Transmission of Pathogens and Viruses)

The leakage or large spill that may be of a chemical, toxic, or flammable nature can cause serious health or environmental hazards. Large spills must be contained and cleaned up by public authorities that have the equipment and expertise to handle such a situation. This most often will include police and/or fire Hazard Material (Hazmat) Units.

Sabotage

This is the intentional damage of property or a product, thereby obstructing or hindering productivity of the normal function. This includes the use of treachery and subversive tactics to cause damage, or to disable equipment and/or property of a business or government agency. Example: The destruction or obstruction of telephone, gas, and electric lines; and the intentional vandalism of property in an attempt to slow, shut down, or damage the viability of a business or government entity. This may include libel, slander, or poisoning of a business product in order to harm the reputation of a business.

Espionage

This is the act of surveillance, infiltration, and spying on the activities of a business or government agency in order to steal information or something of value for oneself or another, such as a competitor or foreign government. Example: The stealing of proprietary information, secret or technical information and formulas, and/or prototype devices or objects, which is considered of great value to the owner, and where such a loss may cause a negative effect on a business or the safety of a nation.

Natural Disasters

Natural disasters come in many forms; excessive rain and snow, and flooding and hurricanes are a few that can cause property damage and business disruption. Damage caused by these natural occurrences can affect water, gas, electric, and communication lines. There usually is some warning concerning severe weather and the security and maintenance departments of a college can prepare somewhat for the occurrence. Earthquakes and tornadoes also cause severe damage and harm, fear and panic, and usually occur suddenly without warning.

Bombs

Bomb threats without demands are to be considered most serious since the purpose is usually for political, cultural, religious, or social reasons. Bomb threats with demands are usually a threat by extortion, most often for money. Very few bomb threats ever materialize, but proper preparation and planning for threats can provide protection of life and property if the situation is in fact real. Therefore, we must take all bomb threats seriously. Never disregard a threat as a hoax.

The information contained here does not cover every bomb threat incident, but will help to direct the efforts of loss prevention and building personnel in the handling of such a situation.

The protection of life and limb is the primary consideration for Security personnel. Following that, the protection of property would be the next concern. And in addition, there is the importance of immediately relaying information to the proper authorities, and the initiation of accepted procedures in a manner that does not cause panic, concern or harm among employees and visitors.

Keep the Incident and Information Confidential

When a bomb threat is received, whether by telephone or by letter, all facts regarding the threat and incident should be recorded on a proper form. Following that, logbook entries and an incident report should be compiled after the incident is concluded. A time log of all occurrences of this type should also be maintained. This time log will include the time of the report, times of all notifications made, time of arrival of public safety personnel, and when all managers, supervisors, and persons of concern arrive at the scene. The bomb incident report form, along with the time log, should be attached to and made part of the incident report.

During the telephone conversation and following its conclusion (or upon the receipt of a written communication advising of a bomb threat), the bomb incident report should be completed with as much information as possible. Immediately thereafter, the Plant/Security personnel should be notified and Emergency Procedure Plan (Follow In-Shelter or Evacuation off-site Protocol) will be placed into effect as directed.

IF AN EXPLOSION OF THE DEVICE OCCURS, IMMEDIATELY NOTIFY THE FIRE DEPARTMENT AND THE POLICE DEPARTMENT. THE FIRE OR EMERGENCY PROCEDURE PLAN FOR EVACUATION OF THE FACILITY WILL BE ACTIVATED.

Whether or not the time of detonation for the device is known, based on information received, the police should be notified. Based upon College policy and procedure, the College's Administration may require an immediate evacuation of all personnel and visitors, or they may elect to wait for the arrival of the police before any action is taken.

The police will determine how serious the threat is based on the information noted on the bomb report form and interview with the receiver of the call. Based upon their experience and on the facts in this case, the police will advise College Administration whether to evacuate.

Special Note to Instructors/Advisors Regarding Individual Illness or Injury

If someone becomes ill or injured and in your judgment needs immediate medical attention, use the phone in the classroom to call 911 for emergency assistance. Then dial x4411 if you are at BSS; x 3300 and/or 917-493-4700 if you are at MSM to notify the Security Guard that there is an emergency. Indicate the location of the injured/sick person so that the Guard can direct the emergency responders when they arrive. The Instructor or his or her designee should try to locate the student's emergency contact person. That information is available in a notebook at the Security Station on the first floor. An incident report should be filled out as soon as practicable.

Shelter-in-Place Drill for All Locations

This drill is designed to educate all participants that the safest thing someone can initially do to protect themselves during a chemical emergency or an emergency outside the building is to Shelter-in-Place. It is much safer to stay indoors. The concepts learned during the shelter-in-place drill can be applied while on field trips, at home, at work, or on vacation.

- Close all doors, windows and other sources of outside air.
- Turn off all air conditioning or heating systems.
- Proceed to exit your rooms and close doors behind you.
- Line up along the walls and remain silent.
- Wait for message on the intercom. It will say, "This is an in-shelter drill, close all windows and doors behind you and listen for further instruction."

Sexual Offenses

Sexual Harassment

Sexual harassment includes unwanted verbal or physical sexual advances, requests for sexual favors, and sexually explicit derogatory remarks. It also includes sexually discriminating remarks that are offensive or objectionable to the person at whom they are directed or that cause a person discomfort or humiliation. Verbal or physical sexual harassment is an act of aggression. It is a violation of both federal (section 703 of the Civil Rights Law Act of 1964 and Title IX Education Amendments of 1972) and state (New York State Human Rights Act) laws.

Bank Street College has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted. If you feel you have been subjected to sexual harassment, we urge you to confront the harasser, report the incident, and/or seek advice and assistance. Help is available from the Graduate School Dean's Office, Dean of the Children's Program, or any other Director/Supervisor employed at the College.

Sexual Assaults

Rape or other sexual assault can occur at any time to anyone without respect to age, sex, or attire. There is no absolute protection from sexual assault, but if you are aware, you can reduce the likelihood of being attacked. If you are assaulted, there are things you can do:

- Try to remain calm.
- Attempt to use actions, gestures, or words to start the attacker talking to you. Engaging in conversation and convincing the attacker that you are willing to cooperate may let you stall for time.
- Notice everything you can about the assailant (age, height, skin color, hair, speech, clothes, scars, escape route, etc.).
- If you are not in your own room or home, remember everything you can about the setting.
- Leave fingerprints everywhere you can and, if possible, leave a small personal item (button, earring) that can be traced to you.
- Preserve all physical evidence carefully. Do not bathe, douche, or change clothing.
- Do not touch any object handled by your attacker.
- Immediately ask for assistance from Bank Street Security, a staff member, a friend, or call St. Luke's-Roosevelt Hospital Rape Crisis Intervention Program (212 523-4728), or the NYPD 26th Precinct (212-678-1311).

Reporting Sexual Assaults

When reporting an assault to Bank Street, keep in mind:

- Your identity will be kept confidential.
- Security will ensure transportation for medical assistance. It will be your decision whether or not to contact the police.
- Security or staff will accompany you to the police or court proceedings at your request.

When reporting an assault to the police:

- Call the 26th Precinct (212 678-1311) or 911.
- A female member of the Sex Crimes Analysis Unit will speak with you.
- It will be your decision whether or not to sign an official complaint.

***Remember, sexual assault is never the victim's fault.**

Procedures for Sex Offenses

- Existing on- and off-campus counseling, mental health or other student services for victims of sex offenses
- Options available for changes to academic situations after alleged sex offense if those changes are requested by the victim and are reasonably available
- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding
- Both the accuser and the accused will be informed of Bank Street's final determination of disciplinary sanction that is imposed against the accused
- Disciplinary sanctions proceeding accusation of rape, acquaintance rape or other forcible or non-forcible sex offenses may be enforced.

State-issued information concerning registered sex offenders may be obtained [here](#).

Expanded Definitions of Other Reportable Clergy Crimes

Aggravated Assault

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Aggravated Assaults Include:

- Assaults or attempts to kill or murder;
- Poisoning;
- Assault with a dangerous or deadly weapon;
- Maiming;
- Mayhem;
- Assault with explosives;
- Assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.);
- Attacks using personal weapons, such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury; and
- All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon. Assault cases that might be categorized as assault and battery, disorderly conduct, domestic violence, or simple assault by some local jurisdictions, even though a knife, gun, or other weapon was used in the incident.

Arrests

Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.) Juveniles taken into custody or arrested but merely warned and released without being charged. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted. Any situation where a young person, in lieu of actual arrest, is summoned, cited, or notified to appear before the juvenile or youth court or similar official for a violation of the law. Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

Arson

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

Arson Includes:

- Only fires determined through investigation to have been willfully or maliciously set. An Arson determination must be made by either a fire authority such as a fire marshal, law enforcement personnel or another individual experienced in arson investigation.
- Attempts to burn.
- Any fire that investigation determines to meet the UCR definition of arson regardless of the value of property damage.
- Incidents where an individual willfully or maliciously burns his or her own property.

Assaults

A Simple Assault is an unlawful physical attack by one person upon another where the offender does not display a weapon, nor does the victim suffer obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. To be the victim of intimidation, one doesn't have to be the intended target of the offender.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Destruction/Damage/Vandalism of Property includes a wide range of malicious behavior directed at property, such as:

- Cutting auto tires.
- Drawing obscene pictures on restroom walls.
- Smashing windows.
- Destroying school records.
- Defacing library books.

Burglary

Burglary is the unlawful entry of a structure with intent to commit a felony, larceny or a theft. Burglary includes housebreaking; safecracking; and all attempts at these offenses:

- **Forcible Entry.** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. Forcible Entry applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls/ or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building, followed by exiting the structure.
- **Unlawful Entry. No Force.** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms), and open or unlocked common basement areas in apartment houses, where entry is achieved by someone other than the tenant who has lawful access.
- **Attempted Forcible Entry.** Forcible entry into a locked structure is attempted but not completed.

An incident must meet **three conditions** to be classified as a Burglary:

1. There must be evidence of unlawful entry (trespass). This means that the person did not have the right to be in the structure at the time the incident occurred.
2. The unlawful entry must occur within a **structure**, which is defined as having four walls, a roof, and a door.

3. The structure was unlawfully entered to commit a felony or a theft. If the intent was not to commit a felony or a theft, do not classify the incident as Burglary. For example, if someone unlawfully entered a structure to write graffiti on the walls, do not classify the incident as Burglary.

Drug Abuse Violations

Drug Abuse Violations are defined as the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Drug Abuse Violations:

- All drugs, without exception, that are illegal under local or state law where your institution is located. This means that if you have campuses in different states, the laws may differ for each of them. For example, there are some states in which having a small amount of marijuana is no longer a crime. If a person is given a civil citation for possession under state law, there is no arrest statistic under Clery. However, if a person with marijuana in his or her possession is arrested for violation of the federal Controlled Substances Act, this is an arrest statistic for Clery purposes.
- All illegally-obtained prescription drugs.

Hate Crimes

Any of the above-mentioned offenses and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property motivated by bias Hate Crimes include a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

The following six categories are reported as Hate Crimes:

1. **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
2. **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
3. **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
4. **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

5. **Ethnicity/National Origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
6. **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Before an incident can be classified as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:

- The offender and the victim were of a different race, religion, disability, sexual orientation, and/or ethnicity/national origin. For example, the victim was black and the offender was white
- Bias-related oral comments, written statements, or gestures were made by the offender, which indicates his or her bias. For example, the offender shouted a racial epithet at the victim.
- Bias-related drawings, markings, symbols, or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue.
- Certain objects, items, or things which indicate bias were used. For example, the offenders taped a photo of a burning cross to the door of the victim's dorm room.
- The victim is a member of a racial, religious, disability; sexual-orientation, or ethnic/national origin group which is overwhelmingly outnumbered by other residents in the student housing facility where the victim lives and the incident took place. This factor loses significance with the passage of time (i.e., it is most significant when the victim first moved into the facility, and becomes less and less significant as time passes without incident).
- Several incidents occurred in the same location at or about the same time, and the victims were all of the same race, religion, disability, sexual orientation, or ethnicity/national origin.
- A substantial portion of the campus community where the crime occurred perceived that the incident was motivated by bias.
- The victim was engaged in activities promoting his or her race, religion, disability, sexual orientation, or ethnicity/national origin. For example, the victim was a member of the NAACP or participated in gay rights demonstrations on campus.
- The incident coincided with a holiday or a date of particular significance relating to a race, religion, disability, sexual orientation, or ethnicity/national origin (e.g., Martin Luther King Day, Rosh Hashanah).
- The offender was previously involved in a similar Hate Crime or is a hate group member.
- There were indications that a hate group was involved. For example, a hate group claimed responsibility for the crime or was active on the campus.
- A historically established animosity existed between the victim's and the offender's groups.
- The victim, although not a member of the targeted racial, religious, disability, sexual-orientation, or ethnic/national origin group, was a member of an advocacy group supporting the precepts of the victim group.

Larceny-Theft

Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive

possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Larceny Includes:

- Thefts of bicycles or automobile accessories.
- Shoplifting.
- Pocket-picking.
- The stealing of any property or article which is not taken by force and violence or by fraud.
- Any of the above regardless of the value of the item or items taken. (For example, they include the unlawful taking of a parking sticker that is peeled off a car windshield.)
- Attempted larcenies.

Liquor Law Violations

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Violations include:

- The manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor.
- Maintaining unlawful drinking places.
- Bootlegging.
- Operating a still.
- Furnishing liquor to a minor or intemperate person.
- Underage possession.
- Using a vehicle for illegal transportation of liquor.
- Drinking on a train or public conveyance.
- Attempts to commit any of the above.

Motor Vehicle Theft

Motor vehicle theft is the theft or attempted theft of a motor vehicle. Motor

Vehicle Thefts Include:

- Theft of any self-propelled vehicle that runs on land surface and not on rails, such as: sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts, and motorized wheelchairs.
- All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding in this category.

Robbery

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

Essential Elements of a Robbery:

- Committed in the presence of a victim (usually the owner or person having custody of the property).
- Victim is directly confronted by the perpetrator.
- Victim is threatened with force or put in fear that force will be used.
- Involves a theft or larceny.

Robbery includes both armed robbery and robberies where only personal weapons are used. Armed robbery includes incidents commonly referred to as stickups, hijackings, holdups, heists, car-jacking, etc. Car-jacking are robbery offenses in which a motor vehicle is taken through force or threat of force.

Robberies in which only personal weapons, such as hands, arms, fists, feet, and teeth are used or threatened to be used, may be referred to as strong-arms or muggings.

Robbery also includes crimes involving pretended weapons or those in which the weapon is not seen by the victim, but the robber claims to possess one. The use or threat of force is an essential element of robbery.

Weapons

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

Violations include:

- Manufacture, sale, or possession of deadly weapons.
- Carrying deadly weapons, concealed or openly.
- Using, manufacturing, etc., of silencers.
- Furnishing deadly weapons to minors.
- Aliens possessing deadly weapons.
- Attempts to commit any of the above.

This type of violation is not limited to “deadly” weapons; it also applies to weapons used in a deadly manner. For example, if there is a local or state law prohibiting the possession of brass knuckles, and an individual is arrested for possessing them on your Clery geography, the arrest should be included in your Clery statistics.

Criminal Offense Report

610 W 112th St

Putnam BOCES

Crime Classification	2014	2015	2016
Murder & non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	n/a	n/a	n/a
Rape	0	0	0
Fondling	0	1	0
Non-forcible sex offenses	n/a	n/a	n/a
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Crime Classification	2014	2015	2016
Murder & non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	n/a	n/a	n/a
Rape	0	0	0
Fondling	0	0	0
Non-forcible sex offenses	n/a	n/a	n/a
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Bronxworks

Crime Classification	2014	2015	2016
Murder & non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	n/a	n/a	n/a
Rape	0	0	0
Fondling	0	0	0
Non-forcible sex offenses	n/a	n/a	n/a
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

This report reflects incidents that involved the New York Police Department. Burglary includes Larceny Thefts. Detailed reports are on file in the Facilities Office at 603 W 111th St.