

City University of New York

Borough of Manhattan Community College

Department of Public Safety

2019 Annual Security Report

Includes crime statistics for 2016, 2017, and 2018

Borough of Manhattan Community College

199 Chambers Street

New York, NY, 10007

Michael Korn, Director of Public Safety



October 2019

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College Overview

The Borough of Manhattan Community College is a component of The City University of New York City. The campus is located **at 199 Chambers Street New York, in** the Borough of Manhattan in City of New-York, with a population of approximately 8,622,698. The campus is situated on a **4.28acre** site and comprised of **2** buildings located on or contiguous to the campus.

Other Facilities:

FITERMAN HALL-245 Greenwich Street, NY 10007

MURRAY STREET-70 Murray Street, N.Y. 10007

125 Street, NY STATE OFFICE BUILDING

163 West 125th Street New York, N.Y. 10027

INWOOD/ WASHINGTON HEIGHTS- 5030 Broadway, New York, NY 10034 (between 213th Street and 214th Street)

BROOKLYN COLLEGE-2900 Bedford Avenue, Brooklyn, NY 11210

LEHMAN COLLEGE-250 Bedford Park Boulevard West

JOHN JAY COLLEGE -Westport Building, 500 West 56th Street, N.Y. 10019

CENTER FOR CONTINUING EDUCATION and WORKFORCE DEVELOPMENT- 25 Broadway, 8th Floor New York, NY 10004

BMCC is an international college with students from over 168 countries. The college enrolled 25,063 students. Of this population, women represent 57.2% (14,342) and men represent 42.8% (10,721). The ethnic breakdown of the students is Black 32.4% (8,123), Hispanic 41.1% (10,302), Asian 14.2% (3,551), White 11.9% (2,994), and American Indian/Alaskan Native 0.4% (93). The college employs approximately 4127 full-time and part-time faculty and staff.

Policy Statements

These policy statements provide information regarding CUNY BMCC security policies. Campus safety, public safety services, and other information on Public Safety can be found on the BMCC Public Safety website at <https://www.bmcc.cuny.edu/safety/>

Annual Disclosure of Crime Statistics

BMCC's 2019 Annual Security Report includes statistics for the previous three years about reported crimes that occurred on campus, in certain off-campus buildings owned, and controlled by BMCC, and on public property within or immediately adjacent to and accessible from the campus. These statistics are compiled from campus incident reports, reports from designated Campus Security Authorities and from the local NYPD precinct. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, including those that involve sexual misconduct, emergency, and evacuation procedures. This data is reported to the United States Department of Education via an annual web-based data collection. This Annual Report is published prior to October 1st of each year and distributed to all students and employees via the college website. Current students and employees will be notified via email of the Annual Security Report's publication. As required, this report is available to all students, faculty and staff annually. This report is posted on the BMCC website in the Public Safety section at http://www.bmcc.cuny.edu/safety/upload/clery_2019.pdf. To obtain a written copy of the report, please contact the Public Safety Department at (212)220-8075.

Public Safety Authority

BMCC's main campus grounds, the contiguous geographic perimeter of the main campus, the off-campus sites, the entrances, and the parking area are patrolled on a 24-hour basis by Public Safety Officers. Public Safety Officers are sworn law enforcement/NYS Peace Officers under Criminal Procedure Law 2.10 subsection 79 and have the power to make arrests in compliance with New York State Criminal Procedure Law Peace Officers Law. Public Safety Peace Officers receive training in accordance with the New York State Division of Criminal Justice Services (NYS DCJS) training requirements for Public Safety Officers. Officers also participate in continual in-service training to maintain state compliance. At BMCC incidents of a criminal nature that are reported to a Peace Officer are referred, with the complainant's consent, to the New York City Police Department. The Public Safety Department conducts administrative investigations involving CUNY policies, rules and regulations. These investigations may involve students, staff, and visitors on college property. Appropriate referrals necessitating further review and action may be made to the Student Affairs and/or Human Resources.

The Department consists of 1 Director, 1 Assistant Director, 4 Lieutenants, 10 Sergeants, 1 Corporal and 27 Peace Officers assigned to patrol the campus. Additionally, the college employs 4 security officers and 37 Campus Security Assistants who are assigned to parking lots and other fixed posts. These Officers are licensed as NYS Licensed Security Guards and do not have arrest powers (outside of the powers of a private citizen).

The Public Safety Department also oversees the electronic access system that protects various buildings and monitors 821 security surveillance cameras to ensure the safety of the college community. Supplementing these campus security systems are Emergency Call Boxes that are conspicuously located on campus grounds.

Campus Security Authorities

Members of the college community may make reports of crimes and security incidents to these officials. Each year, the Public Safety Department requests data, via campus e-mail, from these authorities for inclusion in this report.

Campus Security Authorities include:

- | | |
|---|----------------------------|
| • Vice President of Student Affairs-Marva Craig | Room S350C (212)220-8132 |
| • Dean of Students-Michael Hutmaker | Room S350D (212) 220-8131 |
| • Director of Athletics-Dakota Olsen | Room N255 (212) 220-8261 |
| • Student Conduct Coord.-Ian Wentworth | Room S340G (212) 220-1334 |
| • Office of the Nurse-Penelope Jordan | Room N380 (212) 220-8257 |
| • Office of College Discovery-Pedro Perez | Room S335 (212) 220-8153 |
| • Office of Student Activities-Harry Mars | Room S230H (212) 220-8161 |
| • Director of Counseling-Amy Ojerholm | Room S343 (212) 220-8143 |
| • Office of the Bursar-Steven Reiss | Room S330 (212) 220-1300 |
| • Office of the Registrar-Mohammed Alam | Room S315 (212) 220-1290 |
| • Office of Admissions-Lisa Kasper | Room S310 (212)220-1272 |
| • Office of Financial Aid-Albina Khasidova | Room N365 (212) 220-1430 |
| • Director of Public Safety-Michael Korn | Room S211 (212) 220-8135 |
| • International Student Services-Lily Yi-Elkin | Room S115N (212) 220-7179 |

• Academic Literacy and Linguistics Chairperson-Kenneth Levinson	Room N499G	(212) 220-1403
• Accounting Chairperson-Josh Wolfson	Room S621	(212) 220-8190
• Allied Health Sciences Chairperson-Everett Flannery	Room S799E	(212) 220-8336
• Business Management Chairperson -Mahatapa Palit	Room F730A	(212) 346-8394
• Center for Ethnic Studies Chairperson-Patricia Mathews-Salazar	Room S623	(212) 220-1221
• Computer Information Systems Chairperson-Ching-Song Don Wei	Room F930A	(212) 220-8385
• English Chairperson-Margaret Pamplin	Room S751	(212) 220-7297
• Health Education Chairperson-Lesley Rennis	Room S799R	(212) 220-5200
• Mathematics Chairperson-Fred Peskoff	Room N599	(212) 220-1335
• Media Arts and Technology Chairperson-Christopher Stein	Room S622	(212) 346-8525
• Modern Languages Chairperson-Maria Enrico	Room S601P	(212) 220-1277
• Music and Art Chairperson-Eugenia Oi Yan Yau	Room F1130P	(212) 776-7240
• Nursing Chairperson-Judy Eng	Room S730	(212) 220-8234
• Science Chairperson-Joel Hernandez	Room S699M	(212) 220-1305
• Social Sciences, Human Services and Criminal Justice Chairperson-Sangeeta Bishop	Room S651F	(212) 220-1229
• Speech, Communications and Theatre Arts Chairperson-Tzu-Wen Cheng	Room S628R	(212) 220-8091
• Teacher Education Janice Walters	Room S614	(212) 220-1226

Crime Reporting Procedures

Faculty, staff, students, and others who may be on campus or on the contiguous geographic perimeter of the campus are encouraged to promptly report any past crime, attempted crime, or actual criminal activity to the Public Safety Department. The Department will expeditiously respond to the reported condition and make necessary notifications to the local police precinct when appropriate. Criminal activities, as well as other emergencies, can be reported by:

1. Calling the Public Safety Department's emergency telephone line by dialing 8080 from any campus telephone or (212) 220-8080.

2. Using one of the blue Emergency Assistance call boxes located throughout the campus.
3. Reporting the information to any member of the Public Safety Department or in person at the Public Safety Office located in the S211.
4. Our counselors are strongly encouraged, when they deem it appropriate, to inform the persons they are counseling of all procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
5. Victims or witnesses may report crimes to persons designated as Campus Security Authorities, who will then forward only the report of the crime without divulging the name of victim or witness to the Department of Public Safety for inclusion in the annual crime report. Names and numbers of Campus Security Authorities are located in the previous section of this report. The College recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Clery Act in the College's annual crime report, victim and witness information will not be included. However, complete confidentiality cannot be guaranteed in all other contexts. The College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. In many cases, however, that notification will be done without divulging the victim's identity and will be done only for providing a campus-wide safety alert.
6. The College has established a confidential TIP LINE as an alternate means by which individuals can relay valuable information in an anonymous manner. The College's goal is to provide a service to receive information from those individuals who are reluctant to become involved in reporting criminal activity and who realize that an injustice has occurred. The Anonymous Tip Line Number is (212)220-8080.
7. A Behavioral Assessment and Response Team (BART), has been created to identify, investigate, assess, refer, monitor and take action in response to behaviors exhibited by a member of the college community that may pose a threat. The purpose of BART is to provide for the safety, health, and well-being of all its students, faculty, and staff. You can obtain more information on BART and make a BART referral by going to the following web page: <https://www.bmcc.cuny.edu/bart/>
8. In the event you observe or are involved in an extreme or life-threatening situation call 911, the New York City emergency phone number. A call should also be made to the college Public Safety Department at X8080 or (212)220-8080 to expedite and direct responding emergency personnel to your location.

Reporting and Prevention of Sexual Misconduct including Sexual Assault, Harassment, Stalking and Dating/Intimate Partner and Domestic Violence

The City University of New York policy on Sexual Assault is attached to the end of this report. To directly view a copy of the City University of New York Policy on Sexual Misconduct by clicking the following link: <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/Sexual-misconduct-8.30.18-PSM-2018-005.pdf>

Allegations of sexual misconduct including sexual harassment, sexual assault, stalking, or domestic and dating/intimate partner violence should be reported to one of the individuals listed below.

Title IX Coordinator, Odelia Levy (212)220-1236, olevy@bmcc.cuny.edu	Room S710K
Director of Public Safety, Michael Korn (212) 220- 8135, mkorn@bmcc.cuny.edu	Room S211
Vice-President of Student Affairs, Marva Craig (212) 220- 8130, mcraig@bmcc.cuny.edu	Room S350
Director of Human Resources, Gloria Chao (212) 220-8300, gchao@bmcc.cuny.edu	Room S717
Special Counsel and Labor Designee, Meryl Kanard (212) 220-1237, mkaynard@bmcc.cuny.edu	Room S701

For more detailed information on Title IX including community and campus specific resources, please also see CUNY policies, Getting Help, Understanding and Preventing Sexual Assault and Sexual Harassment at [Campus Title IX Webpages](#) and click on the campus you would like more information on.

Confidential Reporting Options

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Public Safety officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, BMCC can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Pastoral and professional counselors are encouraged to refer persons they are counseling to report crimes to Public Safety on a voluntary, confidential basis for inclusion in the annual security report by following this procedure.

Any on-campus crime witnessed by a BMCC student or employee must be reported to the Department of Public Safety as soon as possible. The Department of Public Safety is responsible for reporting and follow-up investigation when an incident is reported. All University students, employees, and visitors should exercise responsibility for their own safety while on campus.

Civilian Complaints

Complaints regarding security personnel should be forwarded to the Director of Public Safety. All such complaints will be fully investigated and appropriate corrective action taken. Complaints may be made in-person at the Public Safety Office in S211 or emailed directly to the Director of Public Safety.

Clery Crime Log

All crimes that are reported to the BMCC Public Safety Department are annotated in the Public Safety Crime Log. All reportable criminal incidents are logged into the book provided that they occurred in the reportable geographic area of the college campus (on campus and public property), whether or not they are Clery-classified. It includes the following information: 1) date crime was reported, 2) date and time of the incident, 3) the nature of the crime, 4) the general location of the crime, 5) the disposition, if known and 6), special notes. The Clery Compliance Officer maintains the crime log and updates it on a daily basis. Any faculty, staff, student, visitor or vendor can view the crime log which is kept in the Public Safety Office in S211 during normal business hours. The log is in hardcopy format. The log is updated less than two business days after the latest report comes in. If no reports are made during 30 calendar days, it is automatically updated. The log contains incidents for the past 2 calendar years. If you wish to review entries as far back as 7 calendar years, please make this request in person or call the office at (22) 220-8075. Your request will be granted within two regular business days. Information may be temporarily withheld from the log when it would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

Working Relationship with Other Law Enforcement Agencies

The BMCC Public Safety Department maintains a cooperative relationship with local, state and federal law enforcement agencies. A written Memorandum of Understanding exists between CUNY colleges and the New York City Police Department (NYPD) in compliance with New York State Law. The NYPD provides the college with crime statistics for incidents that occurred within the geographical area of the campus in compliance with the Department of Education's Students Right to Know Act.

Investigations of Violent Felonies

In accordance with New York State Education Law, BMCC maintains a plan for the investigation of violent felonies, which includes coordination with appropriate law enforcement agencies. In addition, in compliance with New York State Law and subject to applicable federal law, including, but not limited to, the federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code 1092 (f) which gives the victim of a sexual offense the right to decide whether or not to report, BMCC will notify the appropriate law enforcement agency within 24 hours of receiving a report of a violent felony.

The Public Safety Department conducts investigations involving CUNY rules and policies. These investigations may involve students, staff and visitors of the college. If necessary, further review and action may be referred to the Office of the Vice President for Student Affairs, Human Resources or other administrative staff.

Hate Crime and Bias Related Incidents

Bias or hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. Bias-related incidents are behaviors which constitute an expression of hostility against the person or property of another because of the targeted person's race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either:

- (1) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- (2) Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. Penalties for bias- related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to University disciplinary procedures and a range of sanctions up to and including suspension, expulsion or termination of employment.

In order to effectively handle incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report the incident to the Public Safety Department. Victims of bias crime can also avail themselves of counseling and support services through the Office of Student Affairs.

There were no reported Hate Crimes for the years 2016, 2017, & 2018.

Off Campus Organizations Crimes and Safety Hazard Monitoring

BMCC does not have facilities for housing or sleeping. The College does not maintain any off-campus buildings or property. The College does not have any recognized off-campus student organizations, buildings or property.

Disclosure of Hearing Outcomes

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

Security and Access to College Facilities

Campus Facilities

BMCC is a commuter school; there are no residences or dormitories on campus. To date, there are no off-campus student organizations. The main campus opens at 6:30 am and closes for business at 11:59 pm, seven days a week. Fiterman and Murray campuses also open at 6:30am and close at 11:00 pm daily. Access to campus buildings is limited to faculty, staff, students, guests and visitors who are conducting official college business.

All students, faculty and staff should possess a College ID card which must be presented to a College official or Public Safety personnel upon request. The Library is open to students, faculty, staff, as well as other CUNY students. Library hours are posted in the calendar/hours tab on the web at <http://lib1.bmcc.cuny.edu/hours/>. During midterms and finals, the Library may have extended hours to accommodate students. The College reserves the right to refuse entry or remove anyone regardless of status for rule infractions or safety reasons.

Identification Cards

New students, faculty and staff can obtain an identification card inside the BMCC Service Desk in Room S141. While on campus students, faculty, and staff must possess a BMCC ID Card. The ID card is the property of the BMCC and must be presented upon request of a College official. If your card is lost/stolen, please go to the Bursar office in Room S330 to pay a replacement fee of \$10.00. Upon payment, bring your receipt to the Service Desk in Room S141. If you are no longer a student/faculty/staff, your ID card must be returned to the Public Safety Department.

College Issued Keys

Administrators, faculty and staff are issued access via their “prox” ID Cards and/or keys to their respective offices and/or buildings. It is your responsibility to safeguard the keys issued to you. If you lose College keys it must be reported to Public Safety so an incident report can be filed. All buildings are locked after scheduled classes or special events. During non-business hours, when the College is closed, entry to buildings is not allowed except with prior written authorization and approval by the Provost or appropriate Vice President.

Guests

All visitors are expected to comport themselves in a manner consistent with an academic environment. Guests must identify themselves to Public Safety at the entry gate upon arrival. Public Safety will require a valid identification and the guests will be signed in. Guests will only be allowed in if they have official business. Guests are subject to the instruction of Public Safety personnel as well as Administrative staff. A guest attending an event will be asked to leave if they appear to be intoxicated or refuse to follow directives given by Public Safety or Administrative staff. Permission to enter onto the college property is revocable at any time. Persons not having a legitimate purpose to be on campus may be asked to leave by Public Safety personnel. We ask for your cooperation in promoting a safe and secure college environment. If you see something unusual or someone acting suspiciously, please report it to Public Safety immediately.

Security Considerations Used in the Maintenance of Campus Facilities

The Public Safety Department is open 24 hours a day, 7 days a week. Central operations are located in S211 where Public Safety Officers monitor approximately 821 interior/exterior surveillance cameras, a security alarm system, a key control system, the emergency phone line, and maintain a log book of all the reported incidents, events and campus conditions. While conducting patrols, officers must report potential safety and security hazards as well as entry door problems, elevator malfunctions and Automated External Defibrillator (AED) operating conditions to the central dispatcher.

The central dispatcher keeps accountability of the officers/supervisors that are on duty and dispatches them as needed to different areas of the campus. The central dispatcher is responsible for contacting appropriate personnel if a campus condition is reported (i.e. Buildings and Grounds, Environmental Health and Safety, Information Technology, etc.). Any conditions which appear unsafe should be directly reported to any Public Safety Officer as soon as possible. All Public Safety personnel carry two-way mobile radios programmed through a repeater to enhance effectiveness. A special two-way radio is also located at Central Command Center that can communicate with other CUNY campuses. In addition, the campus has a public address system to communicate with the College. The Public Address System is tested daily by the Public Safety Department.

Along with the Office of the Vice President of Administration and Planning, Buildings and Grounds, the Director of Public Safety conducts ongoing reviews of campus grounds and facilities. Special emphasis is placed on the need to ensure safe accessibility to buildings with special attention to landscape hazards as well as inadequate lighting. In addition, all Public Safety personnel report potential safety and security hazards as well as entry door problems, elevator malfunctions, Emergency Call Boxes, Evacuation Chairs and Automated External Defibrillator (AED) operating conditions while on patrol.

Safety Escort Service

The Department of Public Safety operates a safety escort service during hours when classes are in session. Arrangements can be made by contacting the Counselling Center at X8140, Chief Diversity Officer at X1230 or the Public Safety Department at X8075. In an emergency Public Safety may be reached at X8080. Escorts are provided only within and between BMCC-owned properties.

Emergency Phones

There are several silver call boxes located on the exterior of the main campus building at 199 Chambers Street that may be used to report emergencies.

Emergency Notification and Response

The purpose of this policy is to establish emergency response and evacuation procedures for BMCC, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of BMCC.

The Emergency Response Team is comprised of representatives from the following BMCC Departments: Information Resources and Technology, Student Affairs, Buildings and Grounds, Finance, Human Resources/ Legal Counsel, Public Affairs, Risk Management, and Public Safety.

For the purposes of this policy a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees occurring on campus. In the event of an emergency, BMCC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

CUNY Alert

All students, as well as faculty and staff are strongly encouraged to participate in the CUNY Alert system. The CUNY Alert system is designed to give you immediate and up-to-date information regarding weather, utility and emergency situations. The system can contact you and family or friends, as you designate, via text message, cell phone, landline and/or e-mail. The system can offer all methods of notice, a single method or any combination. It is user friendly and can prove to be invaluable before, during and after an emergency. Simply log onto www.cuny.edu/alert and follow the instructions. Contact information for all registered students and employees is included in the CUNY Alert system, except for the contact information for those students who affirmatively choose to opt out of receiving CUNY Alert messages. If you have trouble accessing or modifying your contact information in CUNY Alert, please come to the IRT Service Desk.

The system is activated via a web-based system controlled by the New York State Office of Emergency Management. CUNY Alert is the CUNY branded emergency alert system that is based on the NY Alert system operated by the New York State. CUNY makes every effort to inform affected CUNY Alert registered users of an emergency in a timely and appropriate manner. However, please be aware that CUNY is not responsible for, outdated or incorrect subscriber information, technical limitations such as overtaxed communications systems, transmission errors, and cellular telephone roaming and out of range areas that may delay, block, or prevent, the communications of messages to certain users. CUNY also is not responsible for any costs incurred by the user for any alert received or for any actions taken or not taken by the user or any third party in reliance of an alert.

CUNY is committed to respecting your privacy. In order to personalize your CUNY Alert settings, you must sign in at <http://www2.cuny.edu/cuny-alert/>. We do not collect any personal information about you unless you provide that information voluntarily. Any personal information you choose to provide us will only be used by CUNY to conduct official CUNY business. CUNY does not sell, rent, loan, trade or lease personal information collected on this site. For more information about the CUNY privacy policy, please visit <http://www.cuny.edu/website/privacy.html>.

CUNY Alert users are responsible for keeping their contact information current. In the event that phone alert, email or SMS messages are not found or rejected for incorrect or expired information during a live alert, CUNY reserves the right to delete the problem entry or to deactivate a user's account.

As used in this policy, authorized Public Safety personnel are the Director of Public Safety, Deputy Director, Lieutenant, Sergeants, dispatchers and officers who have been trained in the use of the emergency notification system.

Emergency Notification Procedures

Any individual on campus who has information about an emergency or dangerous situation that may affect the BMCC campus must notify the Department of Public Safety as soon as possible.

BMCC will initiate and provide, without delay, emergency notifications to the BMCC community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors occurring on the campus.

The BMCC Department of Public Safety is responsible for confirming emergencies, in conjunction with BMCC administrators, local first responders, and/or the National Weather Service, that may warrant the distribution of an emergency notification to the BMCC community.

Emergency notification for incidents that may pose an immediate threat to health and safety will be made, without delay, unless issuing a notification will, in the professional judgment of responsible authorities and taking into account the safety of the BMCC community, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Timely Warnings

The Timely Warning Notice specifically related to compliance with the federal Clery Act, requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated—so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities (CSA's) with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crimes(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Campus officials not subject to the timely reporting requirement include licensed or certified professional counselors and recognized pastoral counselors who are functioning in the role of providing confidential counseling to members of the BMCC community on behalf of the institution.

The Department of Public Safety will issue crime alerts for crimes occurring on the BMCC Clery Geography (On Campus, Public Property, and Non-campus property), that present a serious or continuing threat to the campus community as required by the timely warning notice requirements of the Jeanne Clery Act to aid in the prevention of similar occurrences. Timely warning notices will be distributed as soon as practicable, with the goal of preventing similar occurrences. The identities of victims and witnesses will not be included in the Timely Warning Notice.

Individuals on campus should notify the Department of Public Safety of crimes as soon as possible. The Department of Public Safety will gather all pertinent information about the nature of the crime from the reporting person and other available sources (these may include, but are not limited to: other witnesses, the campus surveillance system, the ID card access system, and the Department of Public Safety).

1. Based on the information available, the Director of Public Safety or his designee shall determine whether the crime presents a serious or continuing threat to the campus community. Crime Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:
 - a. Murder/Non-Negligent Manslaughter
 - b. Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case- by-

- case basis to determine if the individual is believed to be an ongoing threat to the college community)
- c. Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case-by-case basis)
 - d. Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Chief of Campus Safety, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no longer the opportunity to distribute a Crime Alert as a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Crime Alert.
 - e. Major incidents of Arson
- 2. Timely Warnings may be issued for other Clery crimes as determined necessary by the Director of Public Safety, or his designee in his absence. Notices for other crime classifications and locations, even though not required by the law, may be issued as Public Safety Advisories.
 - 3. Based on the information available, the Director of Public Safety or his designee shall determine the content of the Crime Advisory, the method by which to disseminate the warning to the campus community, and will issue/initiate the distribution of the Crime Advisory.
 - 4. Crime Alerts will typically be issued to all current students and employees via email using the College email accounts. Crime Alerts may also be issued using some or all of the following methods of communication: posters, campus newspaper or the college website. The content of the Crime Alert may include but is not limited to the nature of the crime, the area where the crime occurred, a description of the suspect(s), and safety tips. It is the responsibility of the Director of Public Safety or his designee to determine whether a crime presents a serious or continuing threat to the campus community and issue a Crime Alert if necessary.
 - 5. The Director of Public Safety’s designee may include: The Deputy/Assistant Director of Public Safety, Lieutenant, and Sergeants after consulting with a higher authority.

Immediate Notifications

Unless such notice and warning compromises the containment of an emergency, or would likely result in an expansion or exacerbation of an emergency, immediate notification of an emergency will take place through one – or a combination of – the following methodologies: (1) CUNY- Alert, (2) Verbal announcement through the School’s emergency communication response system or via the building Class E fire control system if a fire or smoke issue is detected, (3) Campus-wide e-mail blast and/or (4) School web-site notice.

The following personnel are authorized to make such announcements; President or his/her designee, Public Safety Director or his/her designee, Director of Public Affairs or his/her designee. Again, please note that a circumstance may arise in which it would not be prudent or appropriate to issue an immediate notification if such release would compromise efforts to contain the emergency.

Emergency Response and Evacuation Procedures

BMCC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. The plan is available online at: <https://www.bmcc.cuny.edu/safety/>

The main goal of the BMCC Emergency Operations Plan is the preservation of life, protection of property, and the continuity of campus operations. Other objectives include but are not limited to:

- Delegation of responsibility to emergency personnel.
- Coordination of emergency operations with external agencies such as the NYPD, FDNY, NYC Emergency Management, etc.

The emergency response and evacuation procedures are tested at least twice each year. Students and employees are given information about the locations of the emergency exits in the buildings and are provided with the designated assembly areas for each facility for a short-term building evacuation. The Department of Public Safety does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, the location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Public Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

During an emergency, the College may use the Public Address system to advise the college community of procedures to be followed. The Public Safety Department is authorized to make such announcements. Public Safety personnel will also assist in directing building occupants to a safe location. The building will remain unoccupied until deemed safe to re-enter by emergency personnel.

Testing of Emergency Response and Evacuation Procedures

The College conducts three (3) fire drills per year, one of which must be conducted during the first week of the summer session to ensure compliance with NY Education Law 807. During these drills, building occupants are familiarized with campus evacuation procedures. Each building has assigned fire/evacuation floor wardens who provide training and direction to the college community during drills and actual emergency events.

Fire Emergency Plan

Floor wardens and searchers are designated to serve specific areas of the building. When appropriate, they will be activated. They are trained to assist with the evacuation process throughout the campus. Their job is to facilitate evacuations and common space assembly of all kinds and to pass information to the fire safety command station. Please comply with their directions.

When fire alarms ring, please make note of the announcement that immediately follows. It will provide you with instructions on where to assemble. If a false alarm occurs, an "all clear" announcement will follow via the fire command response system. Treat all fire alarms as real unless otherwise directed by the floor wardens or members of the public safety staff. Below are general guidelines for dealing with a fire. But remember, WHEN IN DOUBT CALL 911 OR ACTIVATE A FIRE PULLSTATION.

1. Be familiar with the location of stairways, fire extinguishers, fire exits, and pull boxes in the buildings.

2. If a minor fire appears controllable, immediately contact (personally or preferably have someone else call) the Department of Public Safety at X8080. Locate a portable fire extinguisher. Then promptly direct the discharge of the fire extinguisher toward the base of the flame by squeezing the trigger and moving the hose in a side- to-side motion. Do not use water extinguishers on electrical fires.
3. In the case of large fires that do not appear controllable, immediately activate a fire pull station and, if time permits, call X8080 to report the exact location of the fire. If time permits, close the door of the room where the fire exists.
4. When the building evacuation alarm is sounded, always assume that an emergency exists. Touch closed doors; do not open them if they are hot. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same. Do not use the elevators during a fire.
5. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
6. Once outside, move to a clear area at least 100 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. These essential personnel must be allowed to do their jobs.
7. Do not return to an evacuated building unless told to do so by a College official.
8. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If possible, place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it. It is understood that these items may not be available to you—hence the importance of moving quickly and knowing your escape routes.
9. Should your clothing catch fire, stop, drop and roll. Rolling on the ground will help smother the fire; this is in fact very effective.

Evacuation of People with Disabilities:

a) Do not use elevators or escalators.

****The NYFD may override the rule against using the elevator in order to evacuate people.**

b) Alert the hearing impaired to an emergency and initiate their evacuation.

c) Mobility impaired person/persons who cannot navigate the staircase should stage at the nearest elevator bank to them. They should remain at that location until a determination has been by the NYFD concerning the safest form of evacuation.

1) Disabled students, faculty, and staff should develop a “buddy system.” (Should be advised at the start of each semester by the Disability Coordinator) The “buddy system” designates a specific volunteer to assist and take responsibility for a person during an emergency on Campus.

d) BMCC Public Safety Staff will do a sweep of the elevator banks on Campus and alert supervisory staff as to: Which elevator banks have person/persons staged and the number at each bank.

Guidelines for Assisting Individuals with Disabilities:

If an individual wants to help a person with a disability, always ask how you can help before giving assistance. The following guidelines should be used for assisting individuals with specific disabilities.

Deaf and Hard of Hearing Disabilities

Individuals with a hearing disability may not be able to distinguish audible warning alarms or respond to voice communications. Convey the need to communicate by turning the room lights on and off and indicate through hand gestures or writing what is happening and where to go. Escort individuals during an evacuation as they may not be able to follow oral commands issued by authorities

Visual Disabilities

Individuals with a visual disability may prefer to hold on to a sighted person's elbow during an evacuation. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding

Mobility Disabilities

Stairway evacuation of wheelchair users should be conducted by trained professionals (i.e. the fire/rescue or other trained emergency responders). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down the stairs is never safe.

****Emergency Evacuation Chairs** have been placed strategically through the College at the following locations:

Chambers St.

South Side

7 South/stair E

5 South/stair E

4 South/ stair D

North Side

7 North/stair A

5 North/stair A

6 North/stair B

Fiterman Hall Evac. chairs are located: 6th Floor, 8th floor, and 10th floor 12th floor by stair case B.

Murray St. Evac. chairs are located: 11th Floor adjacent to room's 1106a-1106b, and 14th floor. Adjacent to the #9 elevator.

Evacuation procedure for 199 Chambers St.(main campus)

When the emergency alarm sounds, stop whatever you are doing and exit the building as quickly and calmly as possible. The alarm has a loud repeating bell sound accompanied by flashing strobe lights. Follow the evacuation path posted in the room to the nearest staircase.

1) Do not panic

2) Do not ignore the alarm

3) Do not use the elevator or escalator. The escalators will come to a slow, controlled stop and the elevators return to the first floor for use by emergency personnel.

4) Follow the directions of the Fire Wardens, Campus-Community Emergency Response Team(C-CERT) Team Members and Public Safety Staff.

5) Do not return to your classroom or office for any reason.

6) BMCC has a voice enunciator system to assist you in an emergency. Listen carefully to any instructions given.

7) Please assist those needing special help.

BMCC is committed to providing a healthy and safe educational and working environment for our students, faculty, and staff.

FITERMAN HALL EVACUATION PROCEDURES

Fire Alarm Systems:

Fiterman Hall is equipped with fire alarm systems. All systems have and will be tested and inspected annually by a New York City certified fire alarm installer, and inspected daily by the BMCC Engineering Staff. All fire alarm systems are monitored 24/7 on campus by a central monitoring station as well as by the Security Officers on duty at Fiterman Hall. Fire alarm pull stations are located throughout Fiterman Hall the following are the Fire Safety Policies and Standard Operating Guidelines for BMCC, at Fiterman Hall.

Evacuation Procedures:

Whenever the fire alarm sounds, this will be both audible and flashing lights, you should evacuate Fiterman Hall immediately using the nearest exit also an enunciator system will direct you on what action to take. When the alarm system is activated, you should treat all alarms as the real thing – assume nothing! Behavior of any kind, which inadvertently activates a fire alarm, will be subject to disciplinary action. Failure to evacuate an area may also result in disciplinary action. You will be directed by the enunciator system, BMCC Public Safety, Campus CERT Team Members, and Fire Wardens. All faculty, staff, and students are required to evacuate the building during a fire alarm. If a fire alarm sounds, immediately proceed to the nearest exit. The last person out of an office or classroom should close the door.

Do not use the escalators.

Elevators

The elevators will be recalled to the first floor when:

1. The smoke detector in the elevator lobby goes into alarm.
2. When a water flow for the sprinkler system goes into alarm

The elevators will remain in operation when:

3. Pull box is activated.
4. Area smoke detector, heat detector, duct detector is activated.
5. Pre- action system alarm is activated.

Fiterman Hall is equipped with two staircases, A and B. Staircase A is on the east- side of the building located on the West Broadway side of Fiterman Hall. Please exit on the West Broadway Side and proceed away from the building by making a left on West Broadway then a left on Park Place and cross over to Greenwich St. Staircase B will allow you to exit at Barclay Street. Please proceed away from the building and cross over to the park. Staircase B which is located on the Southside of the building will allow you to exit the building on to Barclay Street. Please proceed away from the building and cross over to the park. There are two spiral staircases one is on the South side of the building, and one is on the North side.

The College strongly recommends that during an evacuation you DO NOT use the spiral staircase. If you are on one of the spiral staircases during an evacuation, please stay to the right and hold onto the handrail get off the next floor and use the staircase. The Spiral Staircase on the North side goes from floors 10 to 4. Once you reach the 4th floor landing you should turn left and use staircase A to exit the building. The other spiral staircase is on the South side and goes from 10 to 5, once you reach the 5th floor you should turn left and use staircase B. Move away from the building. Do not stand in front of or near the entrances to the building. Do not; block fire department access to the building. Always know two ways out and familiarize yourself with the escape routes in the event of an emergency.

EVACUATION PROCEDURES AT 70 MURRAY

In the event of an evacuation or other emergency BMCC Public Safety will coordinate its efforts with the 255 Greenwich Security and building management emergency protocols. When the audible alarm sounds begin and the strobe lights flash, follow the procedures listed below:

Gather your belongings and listen for instructions over the public address system. You may be instructed to proceed to the staircase indicated on the emergency evacuation diagram posted in your classroom or office (Staircases are located near the bank of elevators on each floor of the building and are lit during emergencies.) Follow the instructions of the fire warden on your floor. **Please Note:** The Murray Street building follows a different evacuation protocol than 199 Chambers Street. It is imperative that you listen carefully and follow the directions over the public address system from the Fire Safety Officers in charge.

Elevators and Escalators During an evacuation, elevators and escalators are NEVER to be used. The senior fire official at the scene will determine if the elevators can be used to evacuate persons with disabilities from their staging area. All staircases at 70 Murray have emergency lighting and the re-entry floors are clearly marked. Do not return to your floor until advised to do so by the Fire Safety Director or the public address system announcements.

Reporting Emergencies

A) There are blue BMCC Emergency Call Boxes in the hallways, on each floor. These Call Boxes will connect you directly to BMCC's Public Safety office;

B) You can dial: x8080(or 212 220-8080) which will connect you directly to BMCC's Public Safety; 24 hours a day.

Evacuation Procedures for 25 Broadway

*8th Floor

Any person discovering fire, smoke, or any other emergency condition should without delay cause the transmission of a fire alarm by calling 911 or activating a fire alarm box. Notify the Fire Safety/Emergency Action Plan, Director or Fire Safety/E.A.P. Warden that an alarm has been transmitted.

In the event that it becomes necessary to implement the building's Fire Safety or Emergency Action Plan, listen for and follow the directions given by the Fire Safety/E.A.P. Director/Staff and Emergency Response Personnel. Elevators should never be used in a fire. In all other circumstances, use the elevators only if and when directed to do so by the Fire Safety/E.A.P. Director/Staff or Emergency Response personnel.

Emergency Announcements via the PA system:

- 1) What event occurred?
- 2) Where it is located & floors effected
- 3) What Emergency Action Plans are being implemented?
- 4) Why this response was chosen

E.A.P. Director- Chris Benson (212) 412-9138
Deputy E.A.P. Director- Eric Sturhann (212) 344-9177
Deputy E.A.P. Director- James O'Sullivan (212) 344-2035
Deputy E.A.P. Director- Mike Inglesby (212) 344-2035

125th Street, NY State Office Building-Evacuation Procedures

163 West 125th Street
New York, N.Y. 10027
Telephone- (212)961-4390

An emergency evacuation of your building is the best possible protection against fires and/or bomb threats. Fire drills are an important part of the fire protection system. They help determine if all employees can be swiftly evacuated and that proper procedures exist to assist the disabled in the event of an emergency evacuation. All employees are expected to participate in an evacuation, whether it is being conducted as a drill or is an actual emergency. When the fire alarm sounds, you must proceed as follows:

- Terminate all telephone conversation.
- Close all desk and file cabinet drawers.
- Close all doors behind you and leave the lights on.
- Take valuables and coats with you if they are readily available and will not delay your evacuation. **Do not return for them.**
- Ensure that all visitors are evacuated.
- Move to the emergency stairwells for evacuation.
- **Do not linger, smoke or carry beverages in stairwells. All of these can cause accidents and needless injuries. Also, remember to keep conversation to a minimum since this could interfere with follow-up instructions provided through the public address system or by members of your Tenant Safety Organization.**
- When you arrive at the assembly area, move completely away from the exit door. This is important as it will alleviate bottlenecks and avoid delays for those employees still in the stairwells. **MOST OF ALL REMAIN CALM AND FOLLOW INSTRUCTIONS.**

During an evacuation, you will leave your work station and proceed to a designated assembly area. The location of this assembly area will depend on your work station and the type of evacuation ordered. You may be evacuated to a lower floor, to an adjacent area, or from the building. It is important that you proceed to your designated assembly place as directed by police and/or fire officials or the members of the Tenant Safety Organization.

Partial versus Total Evacuation

- The extent of an evacuation will depend on the nature of the emergency and the type of building affected by it. In some high-rise buildings, partial evacuations are necessary to evacuate those individuals closest to the emergency and to prevent congestion in the stairwells. Partial evacuations are utilized when evacuation of several floors is sufficient to protect tenants while the hazard is being eliminated. In similar structures, total evacuations may be necessary.

- During fire drills, a total evacuation gives all employees experience in leaving their work stations and proceeding to the outside through emergency exits. However, in high-rise buildings there is substantial risk involved in moving a large number of tenants at one time. Therefore, in such cases only a few floors may be evacuated at a time. Partial evacuations are an effective method of evacuating those areas that are nearest the hazard.

Hostile Intruder

When an intruder in a campus building is actively causing deadly harm or presents the threat of imminent deadly harm to people, immediately seek cover and contact 911 and the Public Safety Department, if at all possible. Remember only call 911 when it is safe to do so, give as many details as possible regarding location, number of assailants, means of aggression and other pertinent information. When a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, US Department of Homeland Security recommends the following course of action:

1. **EVACUATE** – if you can safely do so, run as fast as you can. Have an escape route and plan in mind. If outside, use buildings, trees, shrubs, and cars as cover. Leave your belongings behind. If you can get away from the immediate area of danger, summon help and warn others.
2. **HIDE OUT** - If you decide to hide, take into consideration the area in which you are hiding. Hide where you are out of the aggressor's view. Stay as quiet and calm as possible. Block entry to your hiding place and lock the doors (if possible). Silence all electronic devices.
3. **TAKE ACTION** – Only do this as a last resort and only when your life is in imminent danger. If you choose to confront the aggressor, use all manner of materials at hand as weapons, including books, chairs, or any object near at hand. Act with physical aggression and throw items at the aggressor. You can choose to play dead if other victims are around you. Do not give your position away or stand-up until Public Safety or civil authorities give an “all-clear” signal.

Bomb Threat Response Plan

While it is important to note that the overwhelming majority of bomb threats are unfounded, it is the policy of the College that they must be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been explored.

1. A suspicious looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Department of Public Safety immediately at x8080. Do not operate any electronic devices, radios, or light (power) switches.
2. If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller. Specifically try to ascertain the following:
 - a) The location of the device.
 - b) The time, if any, the device is scheduled to go off.
 - c) The appearance or type of container used for the device.
 - d) The reason for placing the device.
 - e) The size of the bomb.
 - f) The type of explosive used in the device.
 - g) The name of the caller or organization taking responsibility.
 - h) Any additional information that might be available.
3. The person receiving the call should note the following:
 - a) Male or female voice.

- b) Time of call.
 - c) Mood of caller (excited, nervous, calm, and despondent).
 - d) Background noises that may be present at the location of the caller.
 - e) Approximate age of the caller.
 - f) Any other peculiarities that may be helpful in identifying the source of the call or its purpose.
4. The police will be called and the building may be subject to full or partial evacuation. When evacuating the building, use only the stairs. Do not use elevators. Move well away from the building and follow the instructions of floor coordinators and emergency personnel on-scene.
 5. If there is an explosion:
 - a) Immediately take cover under sturdy furniture.
 - b) Stay away from the windows.
 - c) Do not light matches.
 - d) Move well away from the site of the explosion to a safe location.
 - e) Use stairs only, do not use elevators.

Medical Emergencies

1. All medical emergencies should be reported immediately to Public Safety ext. 8080.
2. If the medical emergency is life threatening, then call 911 before dialing Public Safety. If you are in doubt, call 911.
3. If you call 911, be prepared to give your name; describe the nature and severity of the medical problem and the location of the victim. Try to answer all of the questions the dispatcher asks you and let him/her hang-up the phone first. Do not move the victim. If you are certified in CPR and First Aid and able to help, then try to assist the victim until help arrives.
4. Look for emergency medical ID's such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.
5. If a medical problem is non-life threatening, call the Public Safety Department at ext. 8080. If the victim can be safely moved, then he/she will be escorted to the Public Safety Office room S211. If campus Public Safety personnel believe that a victim should not be moved or that emergency medical care is required immediately, then they will call 911. Please remember that the decision to call or not call 911 is not based on financial situation or insurance status. The focus is on assisting the ill or injured party.
6. The nurse's office is room S380 and the extension is 8257

Mental Health Medical Emergencies

The Department of Student Life-Counseling Services can be most helpful in assisting anyone who feels in need of counseling or mental health service. You are not alone and don't have to be alone. The School's counselor is available at 212-220-8140. Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed. If the situation poses an imminent physical danger, call 8080 to reach the Public Safety office or summon 911.

Utility Failures

Power Failure

The following actions are to be taken by members of the college community in the event of a power failure:

1. Report any power failure immediately to Public Safety at ext. 8080. If no other emergency situation exists, you can come to the main Security Desk. The building emergency generator is designed to engage literally seconds after a power loss is notated by the system. This generator can provide

emergency power to the building for several hours. Lights, public address and fire command are wired into this system.

2. Having a flashlight attached to a key chain, belt clip or in a bag may be helpful even when not in the school. Never use candles.
3. During daylight, add as much natural lighting as possible by raising blinds.
4. Faculty with classes should remain where they are until notified otherwise.
5. During a power failure or possible power failure, **never use an elevator**. If you become trapped in an elevator during a power outage, use the emergency "Call for Help" button in the elevator to contact the main security desk. Wait for assistance. Don't panic. Help is on the way.

Once power is restored, Public Safety will make an announcement using the school's public address system. Evacuation may not be necessary during a power failure.

Plumbing Problem/Flooding

Cease using all electrical equipment. Notify Public Safety immediately. If necessary, vacate the area and prevent anyone else from entering. If a toilet overflows or water is accumulating in a given area, contact Buildings and Grounds at X8025.

Gas Leaks

Gas leaks are very rare but can be very serious. **If you smell gas, contact Public Safety at ext.8080 or utilize a phone away from the smell of gas. Do not use a mobile phone near a gas leak whether here or at home. Gas vapors can be ignited by static electricity.**

Biological, Chemical Spill Response or Nuclear Attack Procedures

1. In the event of a biological chemical spill, BMCC, Environmental Health and Safety Officer Michael Spath will be contacted at 212 220-8014. Buildings and Grounds and Public Safety will respond along with the EHS Officer who will determine the actions to follow.
2. Upon receiving confirmation of an imminent or ongoing biological or chemical spill that poses great risk to life at the College, the President or her designee shall declare a campus-wide emergency. This state of emergency may initiate a lockdown of the building and/or its total evacuation. Note: Notification will be made via college website, voicemail, emergency communication response system and/or CUNY-ALERT if at all possible.
3. Building occupants will be kept informed of changes as they develop by college officials. The following actions will be taken if necessary: (a) building wide air-handlers will be turned off and intakes sealed if possible, (b) building occupants will be directed to enclosed areas of the building unless otherwise directed by civil authorities to provide the most insulation and (d) updates on emergency will be given, if practicable, by the same methodologies as indicated above.

Shelter in Place:

Although remote, there is always an emergency possibility that you will be instructed not to evacuate the campus, immediately. In these cases, it is absolutely imperative that you listen carefully to and follow the instructions given over the emergency public address system or from members of the college's public safety staff.

- Public Safety could instruct you to Shelter in Place when for example:

a) There is a release of airborne containments such as chemical materials, biological agents, or radioactive particles in the vicinity.

- b) There is an armed or threatening intruder on campus that has not been isolated.
- c) Infrastructure failures such as transportation, roads, extreme weather conditions, etc.

- What to do:

Shelter in Place means that you should remain on campus and if instructed, inside a classroom or office. Shelter in Place is prescribed when it appears to be more dangerous outside than inside. As with evacuations, instructions to Shelter in Place will require you to act immediately.

- a) Follow the directions given by public safety
- b) If you see an armed individual, move to safety immediately and call 911, the college's emergency number (212 220-8080) or use the call boxes located in the hallways or inform the nearest member of the college staff.
- c) Close all doors and windows

Publication of Emergency Procedures

Emergency response and evacuation procedures are published annually via the Annual Security Report. The Public Safety Department encourages members of the college community to use this report as a guide for safe practices both on and off campus. Paper copies are available by calling (212) 220 8075 or in the Public Safety Department, located in S211.

Crime Prevention & Security Awareness Programs

The Department of Public Safety issues safety alert bulletins when deemed necessary and provides Timely Warning Notices, via e-mail, to the campus community when serious crimes occur in areas on or near the campus. The department maintains a working relationship with the New York City police precinct, which is responsible for responding to criminal incidents on the campus and the surrounding area. All persons reporting crimes to the Department of Public Safety are encouraged to promptly report the incident to the local police precinct concerned.

All incoming students receive information about campus crime prevention programs, CUNY's Sexual Misconduct Policy and awareness and prevention of sexual misconduct (as defined in CUNY's Policy on Sexual Misconduct)-during initial orientation. All public safety personnel, while on patrol, report potential safety and security hazards as well as entry door problems and elevator malfunctions.

The Public Safety Department also provides students, faculty, and staff with crime prevention information, along with other safety related material, during scheduled events on campus as well as via email safety bulletins. Some of the education programs offered include:

1. **Crime Prevention Brochures:** Brochures are available from the Public Safety Department to the college community in the Public Safety office as well as tabling events in the lobby of the main campus throughout the semester. Topics include: personal safety, crime prevention tips, and training courses offered by Public Safety.
2. **New Student Orientation:** Public Safety officers meet with new students during their orientation to provide them with an overview of the programs and services offered by the Department.
3. **Emergency Preparedness Training:** The Public Safety Department has NYS Division of Criminal Justice certified general topics instructors with special training and provides training to the college community for active shooter incidents, emergency evacuations, basic fire safety, medical emergencies, etc.
4. **Domestic Violence Workshops:** The Public Safety Department hosts various domestic violence workshops with the Office of the Mayor's Office to Combat Domestic Violence, the Manhattan District Attorney's office, the NYPD Domestic Violence Unit and the Urban Justice Center.
5. **Fire Safety Prevention Training:** Fire safety training is provided to designated fire wardens on campus. In addition, the Public Safety Department will provide fire safety training to faculty/staff upon request.
6. **Security surveys and vulnerability assessments:** The Public Safety Department conducts security surveys and vulnerability assessments to identify areas of the campus that present vulnerabilities to the safety of the college community. Public Safety personnel report potential safety and security hazards, and non-operational conditions (elevator, doors, lighting, etc.) for appropriate remediation.

Please visit our website at <https://www.bmcc.cuny.edu/safety/> for more information.

COLLEGE REGULATIONS/CODE OF CONDUCT

RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A OF THE EDUCATION LAW (THE "HENDERSON RULES.")

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one which is to be guarded vigilantly. The basic significance of that sanctuary lies in the

protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, and of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among faculty and students, and only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself.

We accordingly announce the following rules and regulations to be in effect at each of our colleges, which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations, we note that the Bylaws of the Board of Higher Education provide that:

The President, with respect to his/her education unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;
- b. Be the advisor and executive agent of the Board and of his/her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;
- c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.

HENDERSON RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

PENALTIES

1. Any student engaging in any manner in conduct prohibited under the Bylaws, including the Henderson Rules shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.

Admonition: An oral statement to the offender that he/she has violated university rules.

Warning: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of the time stated the warning, and may cause far more severe disciplinary action.

Censure: Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

Disciplinary Probation: Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. This may include suspension from a residence hall. To the extent there are conditions placed on return to classes or privileges or activities, these will be set forth in the decision of the student disciplinary panel or in any resolution agreement that is reached.

Expulsion: Termination of student status for an indefinite period. This may include expulsion from a residence hall. The conditions of readmission, if any is permitted, shall in the order of expulsion.

2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under the Bylaws, the applicable employment contract and/or substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under the Bylaws, including the Henderson Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.

4. Any organization which authorized the conduct prohibited under the Bylaws, including the Henderson rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

ADDITIONAL CAMPUS RULES

1. Any student violating any law or regulation established by the College, University, City, State, or Federal Government (including the use of drugs), shall be subject to the formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Higher Education Bylaws and Sanctions as listed in the Board of Higher Education Bylaws and Article 129A of the Education Law (CUNY Henderson Rules). The initiation of disciplinary procedures requires notice to the student pursuant to 15.3 of the Board of Higher Education Bylaws.

In emergency or extraordinary circumstances, immediate suspension can be effectuated pending a hearing within seven (7) school days.

2. All other persons who violate New York State or Federal laws including those that govern gambling activities, the use of alcohol, and the possession, distribution, or consumption of any controlled substance will be subject to arrest.

Weapons Policy

No one within the University community (including visitors), except Campus Peace Officers, pursuant to authorization of the College President, shall have in his/her possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of the campus.

University Policy Relating to Drugs and Alcohol

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol. Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted a policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus. This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

Who Needs to Know this Policy?

All CUNY senior management, students, prospective students, employees, and prospective employees.

CUNY Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY sponsored activities is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages, regardless of whether the student is of lawful age. In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY Sanctions

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter. However, students should also be aware of CUNY's Drug/Alcohol Use Amnesty Policy, described below.

Students

Students are expected to comply with the CUNY college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University. In addition, any student who resided in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program. In accordance with Federal Education Rights and Privacy Act ("FERPA"), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

Standards that clearly prohibit the unlawful possession, use, sale or distribution of illicit drugs and alcohol on college property or as part of any school activities can be found in the student handbook at <https://www.bmcc.cuny.edu/academics/page.jsp?pid=1042&n=Drug%20and%20Alcohol%20Policies>

Employees

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program. Standards that clearly prohibit the unlawful possession, use, sale or distribution of illicit drugs and alcohol on college property or as part of any school activities can be found in the employee handbook at <http://www.cuny.edu/about/administration/offices/ohrm/cohr/drug-alcohol2011.pdf>

Drug/Alcohol Use Amnesty Policy

CUNY encourages students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. CUNY also encourages students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment and who report such violence or harassment will not be disciplined for

the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. However, if you are involved in the distribution of illegal drugs, sexual misconduct, causing or threatening physical harm, hazing or damage to property, amnesty may not apply. Additional information can be found at <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/Drug-and-Alcohol-Use-Amnesty-Policy-10.1.2015.pdf>

INFORMATION FOR THE CUNY COMMUNITY ON THE RISKS AND CONSEQUENCES OF DRUG AND ALCOHOL USE

Background

The City University of New York's Policy on Drugs and Alcohol, adopted by the Board of Trustees on June 22, 2009, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees, students or visitors, on CUNY property, in CUNY buses or vans, or at CUNY-sponsored activities. It prohibits all students (regardless of their age) from possessing or consuming alcoholic beverages in CUNY residence halls. It also prohibits CUNY employees from illegally providing drugs or alcohol to CUNY students.

As the Policy states, sanctions for violation of the Policy, following appropriate disciplinary proceedings, may include, in the case of students, expulsion from the university, and in the case of employees, termination of employment. This document sets forth additional information required to be provided under federal law, including the legal sanctions for drug and alcohol use, health risks of such use, and information regarding available counseling, treatment, or rehabilitation programs.

Legal Sanctions

Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance. Such substances include heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana, and a number of common pharmaceutical drugs if unlawfully obtained. The sanctions for violation of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility.

Note that an individual 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 substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

Further, pursuant to New York State law:

1. Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.

2. Giving or selling an alcoholic beverage to a person less than age 21 is a Class A misdemeanor punishable by a sentence of imprisonment up to one year. Penal Law § 260.20
3. Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or revocation of driving privileges in the State, monetary fines up to \$1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192
4. A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b (1). Possessing such false evidence may also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to \$5000, imprisonment up to 7 years, or both. Penal Law § 170.25.
5. Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40

Health Risks

The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. This information was obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic. Please note that individuals experience such substances in different ways based on a variety of physical and psychological factors and circumstances.

LSD (Acid)

LSD is one of the strongest mood-changing drugs, and has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

Cocaine

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

MDMA (Ecstasy)

Ecstasy is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

Heroin

Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated – particularly for users who inject the drug – with infectious diseases such as HIV/AIDS and hepatitis.

Marijuana

Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.

Methamphetamine

Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

PCP/Phencyclidine

PCP causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.

Prescription Medications

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular

Tobacco/Nicotine

Tobacco contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

Steroids

Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure, and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

Alcohol

Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

Substance Abuse

You or someone you know may have a problem with drugs and alcohol if you/they are:

- Using drugs and/or alcohol on a regular basis.
- Losing control of the amount of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk.
- Pressuring others to use drugs and/or alcohol.
- Foregoing activities that were once priorities (i.e. work, sports, spending time with family and sober friends).

- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity and driving while intoxicated.
- Lying about things, including the amount of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

If you suspect that you or someone you know has a problem with drugs and/or alcohol, please utilize the resources listed below.

DRUG AND ALCOHOL PREVENTION PROGRAMS (DAAPP)

On-Campus Alcohol and Substance Abuse Resources

Counseling Center S330
212-220-8140
counseling@bmcc.cuny.edu

The college's Alcohol/Substance Abuse Program is a part of the Department of Student Development/Student Affairs. The purpose of this program is to:

1. Educate students about alcohol and substance abuse.
2. Identify students with problems related to alcohol and substance abuse.
3. Intervene in the lives of students who are affected by such abuse.
4. Provide counseling and/or referral for students with problems.

The abuse of alcohol or other drugs among students is often related to a personal crisis or problem such as relationship difficulties, feelings of isolation at school, identity confusion, academic or financial pressures, conflicts at home, or drastic change such as an unwanted pregnancy or loss of a loved one. Services and programs are available through city agencies and community organizations at little or no cost and usually are voluntary and confidential. These services assist those who may have developed an alcohol or drug-related problem, suspect they are at risk for such problems, are affected by the drug or alcohol abuse of others, or seek information about illegal or controlled substances.

The decision to seek out information about substance abuse-related problems is often a complicated one. Staff members in Counseling Center are sensitive to this reality and offer non-judgmental support and guidance as well as a wide range of resources for students, including those who are ambivalent about their own or someone else's alcohol or drug related problems. On-line resources are available through the City University of New York (CUNY) Counseling Services web page at <http://www.cuny.edu/about/administration/offices/sa/services/counseling/students.html>.

The Counseling Center provides free, confidential counseling and psychological services for BMCC students. These include consultation, short-term psychotherapy, group therapy, and outreach services for a variety of personal and psychological concerns. The staff of psychologists and trainees complies with strict standards of confidentiality. If you require long-term psychotherapeutic or psychiatric services that are not available at The Counseling Center, you can be referred to a variety of other options in the community. In addition, the Health Services office provides information through health and wellness fairs and workshops, brochures, pamphlets and resource information.

On-Campus Resources

Counseling Center

199 Chambers Street

S330

212-220-8140

counseling@bmcc.cuny.edu

Health Services

199 Chambers Street

N380

212-220-8255

healthservices@bmcc.cuny.edu

CUNY Employees can seek assistance through the CUNY Work Life Program at (800) 833-8707 or the following website: <http://www.cuny.edu/about/administration/offices/ohrm/university-benefits.html>

Off-Campus Alcohol and Substance Abuse Resources

National Drug & Alcohol Treatment Referral Service

1-800-662-4357

NY State Office of Alcoholism and Substance Abuse Services - toll-free information and referral line

1-800-522-5353

Alcoholism Council of New York Helpline-1-800-567-6237

Off-Campus Treatment Options

Inpatient:

The Addiction Institute of New York at Roosevelt Hospital-212-523-6491

Outpatient:

The Addiction Institute of New York at Roosevelt Hospital-212-523-6491

Triangle Treatment/Arms Acres (lesbian, gay, bisexual and transgender)-212-399-6901

Greenwich House 212-691-2900

Pride Institute-800-547-7433

Cornerstone Medical Arts Building-212-755-0200

Questions

If you have any questions about these programs, or about any other aspect of the information contained in this document, please call the Counseling Center at 212-220-8140 or Health Services at 212-220-8255. If you are an employee, please contact the Office of Human Resource at 212-220-2364. Mutual/Self Help Groups. (On & Off-Campus) Many different mutual and self-help programs are available in New York City. These programs generally are free of charge and do not require a long-term commitment. Although most programs are abstinence-based and follow the 12-step approach, there are also programs that support moderation as a goal and/or do not use 12 steps. None of the programs listed below has any religious affiliation, but some may use spirituality as a part of the program. Meeting times and locations are available by calling the corresponding contact numbers, or viewing the corresponding web-sites. Each meeting is somewhat different from any other (even within the same program) both in terms of structure and participants. New York City supports a huge diversity of meetings — some groups are geared

specifically towards men, women, lesbians, gays, bisexuals or transgendered people. Many people find it helpful to explore different options.

12 Step Recovery Programs

Narcotics Anonymous (212) 929-6262	http://www.newyorkna.org/
Cocaine Anonymous (212) 262-2463	http://www.canewyork.org/
Marijuana Anonymous (212) 459-4423	http://www.ma-newyork.org/
Alcoholics' Anonymous (212) 647-1680	http://www.nyintergroup.org/
Nicotine Anonymous (631) 665-0527	http://www.nicotine-anonymous.org/
Al-Anon/Alateen (888) 425-2666	http://www.al-anonny.org

Detoxification and Outpatient/Inpatient Rehabilitation Facilities by County

KINGS		
Bridge Back to Life Center, Inc.	175 Remsen St., 10 th Floor Brooklyn, NY 11201	(718) 852-5552
Kings County Hospital Center	606 Winthrop St. Brooklyn, NY 11203	(718) 245-2630
Interfaith Medical Center	1545 Atlantic Avenue Brooklyn, NY 11213	(718) 613-4330
NEW YORK		
Bellevue Hospital Center	462 First Ave. New York, NY 10016	(212) 562-4141
Greenwich House, Inc	50B Cooper Square New York, NY 10003	(212) 677-3400
St. Luke's-Roosevelt Hospital Center.	1000 Tenth Ave New York, NY 10019	(212) 523-6491
QUEENS		
Flushing Hospital Medical Center	4500 Parsons Boulevard Flushing, NY 11355	(718) 670-5078
Samaritan Village, Inc.	144-10 Jamaica Ave. Jamaica, NY 11435	(718) 206-1990
Daytop Village, Inc.	316 Beach 65 th St. Far Rockaway, NY 11692	(718) 474-3800
BRONX		
St. Barnabas Hospital	4535 East 183 rd St. Bronx, NY 10457	(718) 960-6636

Montefiore Medical Center	3550 Jerome Ave., 1 st Floor Bronx, NY 10467	(718) 920-4067
RICHMOND COUNTY		
Staten Island University Hospital	Center 375 Seguire Ave. Staten Island, NY 10309	(718) 226-2790
Richmond University Medical Center	427 Forest Ave. Staten Island, NY 10301	(718) 818-5375
Camelot of Staten Island, Inc.	263 Port Richmond Ave. Staten Island, NY 10302	(718) 981-8117
NASSAU COUNTY		
Long Beach Medical	455 East Bay Dr. Long Beach, NY 11561	(516) 897-1250
North Shore University Hospital	400 Community Dr. Manhasset, NY 11030	(516) 562-3010
Nassau Health Care Corporation	2201 Hempstead Tpke East Meadow, NY 11554	(516) 572-9400

SEXUAL MISCONDUCT

Reporting and Prevention of Sexual Misconduct including Sexual Assault, Harassment, Stalking and Dating/Intimate Partner and Domestic Violence

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 USC §§ 1681 et seq., and its implementing regulations, 34 CFR Part 106, discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, cyber stalking and unwanted physical contact of a sexual nature, is a form of discrimination prohibited by Title IX.

Sexual Harassment is unwelcome conduct of a sexual nature that is sufficiently serious to adversely affect your ability to participate in or benefit from an educational program. It includes unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature on or off campus.

CUNY prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, COLLEGE University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional

disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a college official.

A copy of the City University of New York Policy on Sexual Misconduct is attached to this report and can be viewed by clicking the following link <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/Sexual-misconduct-8.30.18-PSM-2018-005.pdf>

The City University of New York Policy on Sexual Misconduct

Sexual Misconduct as defined in CUNY's Policy, including sexual harassment and sexual assault, stalking, domestic and dating/intimate partner violence, as defined in CUNY's Policy and as defined under the Clery Act and New York State Law, are prohibited. Please see below and CUNY's Sexual Misconduct Policy for definitions of these and other terms. Allegations of sexual misconduct, including sexual assault, sexual harassment, stalking, or domestic, dating and intimate partner violence should be reported to one of the individuals listed below:

- Title IX Coordinator/Chief Diversity Officer , Odelia Levy, (212) 220-1236, olevy@bmcc.cuny.edu
- Directors of Public Safety , Michael Korn, (212) 220-8135, mkorn@bmcc.cuny.edu
- Vice President of Student Affairs, Marva Craig (212) 220-8130, mcraig@bmcc.cuny.edu
- Director of Human Resources, Gloria Chao, (212) 220- 8300, gchao@bmcc.cuny.edu
- Special Counsel and Labor Designee, Meryl Kaynard, (210 220-1237, mkaynard@bmcc.cuny.edu

Reporting methods other than listed above

You may also:

- Call the Department of Public Safety's emergency telephone line 212 220-8080. Extension 8080 may be dialed within the college's telephone system.
- Use one of the Emergency Assistance call boxes located throughout the building.
- Report the information to any member of the Department of Public Safety or in person at the Public Safety Office located in room S 211.
- Victims or witnesses may report crimes to persons designated as Campus Security Authorities (listed on pages 2 and 3) who will report the incident to the Title IX coordinator and forward the report of the crime to the Department of Public Safety for statistical inclusion in the Annual Crime Report. Names and numbers of Campus Security Authorities are located on the third and fourth pages of this report. The College recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Campus Security Act in the College's Annual Security Report, victim and witness information will remain anonymous. However, complete confidentiality cannot be guaranteed in all other contexts. Victims of sexual violence will be encouraged, but not required to report the incident to law enforcement authorities. The College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. In many cases, however, that notification will be done without divulging the victim's identity and will be done only for the purpose of providing a campus-wide safety alert.

- In the event that the situation you observe or are involved in is of an extreme or life-threatening nature, call 911, the New York City Police Department's emergency phone number. If you make a 911 call please also notify the Department of Public Safety. They will also respond to assist and direct the police and other emergency personnel to the reported emergency.

Link to BMCC Title IX:

<http://www1.cuny.edu/sites/title-ix/campus/bmcc/>

Prevention Education Programs

BMCC has developed materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. These programs are offered to incoming freshmen and transfer students during fall and spring orientation sessions. The Title IX Coordinator and the Vice President for Student Affairs offices provide this training to student activity groups, clubs, and athletic teams. Prevention education materials are distributed to all students during campus orientation activities.

CUNY's of creating a community free from sexual violence is a high priority and we have created training programs for both students and employees that are specifically tailored to CUNY campuses. SPARC, or the Sexual and Interpersonal Violence Prevention and Response Course, is mandated for all incoming and transfer students, and is offered to all other students through an easily accessible online portal. This program educates students on key information such as the definition of affirmative consent, where to go on campus if they, or someone they know, have been affected by sexual misconduct, and what resources are available to them for assistance. The course is custom tailored so that students will receive their specific campus's contact information for Public Safety, Title IX Coordinator, Campus Health Services, Mental Health Counseling Center, and Office of Student Affairs. Additionally, CUNY added an alcohol education module to make sure students understand the dangers of irresponsible alcohol consumption and how it relates to sexual violence.

CUNY also created an online employee training program, the Employee Sexual Misconduct Prevention and Response Course, or ESPARC. The program, which all employees are required to take annually, informs employees how to identify, prevent, and respond to sexual misconduct in the workplace. In addition to educating employees on the various CUNY policies related to these topics, it also lets them know where to go, and whom to speak, if they, a student, a colleague, or subordinate, experiences sexual misconduct. Additionally, it gives examples of conduct that constitute sexual harassment, and informs them what outside agencies employees may go to seek legal redress. Furthermore, each campus's online course not only informs them who is responsible at their specific campus for investigation these types of complaints, but also gives them up to date contact information for those individuals.

In addition, BMCC provides workshops throughout the year related to the prevention and handling of sexual assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, and student affairs staff by Safe Horizon, the Urban Justice Center and the Manhattan Family Justice Center.

More information and resources about campus safety, sexual assault and harassment, domestic/intimate partner violence, stalking and dating violence can be found at: [CUNY Title IX Website](#)

Important Definitions in the Clery Act and in CUNY'S Sexual Misconduct Policy (Please refer to CUNY'S Sexual Misconduct Policy for Other Important Definitions).

How to be an Active Bystander

The College encourages all community members, including faculty, students and visitors to take reasonable and prudent actions to prevent and stop an act of sexual harassment gender-based harassment or sexual violence that she/he may witness. Although these actions will depend on circumstances, they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. In addition, the College encourages all community members to report an incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, and/or the Office of Public Safety and Student Affairs. Community members who chose to exercise this positive option will be supported by the College and protected from retaliation.

Prevention and Risk Reduction

1. Convey strongly that you expect your rights to be respected.
2. Meet new acquaintances in public places. Always have your own transportation or travel with trusted friends.
3. Keep money in your pocket or purse for phone calls, or pay for transportation if you must leave a situation abruptly.
4. Be aware of how much alcohol is being consumed. It's best to avoid using alcohol. While not a direct cause of date rape, alcohol can increase your vulnerability by lowering your alertness and ability to react.
5. Do not accept a drink from someone you do not know or trust. Do not drink from bowls or large common open containers.
6. Do not continue to drink from a beverage you left unattended.
7. Clearly define your sexual limit. If someone starts to offend you, be direct. Say no clearly when you mean no.
8. If you feel that you are being pressured into unwanted sex, say something as soon as you can, before the behavior goes any further.
9. Embarrassment should not keep you from doing what is right for you. Do not hesitate to raise your voice, stand up abruptly, or scream if the situation warrants it.
10. Watch out for your friends and fellow students/employees. If you can do so safely, ask if they need help.
11. Speak up if you hear someone discuss plans to take sexual advantage of another person.
12. Offer to help a friend or fellow/student or employee make a report and seek assistance and support.
13. Avoid isolated areas.
14. Attend parties with friends. Arrange to leave with your friend.

What to do if you are attacked

- ✓ After an attack, try to be as calm as possible in order to think clearly. Get to a safe place and call for help immediately. If you are in the building, contact security immediately; anywhere else call 911, call a relative or a friend or a rape crisis center. The NYPD Sex Crimes Report
- ✓ Rape Line is always open at 212-COP-RAPE.
- ✓ Remain in the same condition as when the attacker left. Do not change, wash, or destroy any clothing or any article that may be evidence.
- ✓ Do not wash, douche or comb your hair.
- ✓ Have a medical/gynecological exam at the nearest hospital emergency room as soon as possible. The doctor should note and treat any injury and take measures to combat the possibility of sexually transmitted diseases or pregnancy. If you report being raped, the doctor may be able to collect semen smears or other physical specimens as evidence.
- ✓ Show police any bruises or injuries, however minor, resulting from the attack. Also show injuries, however minor, resulting from the attack. Also show injuries to a friend or relative who might be available as a corroborative witness at the trial. If possible, photograph bruises.
- ✓ Leave the crime scene exactly as it is. Do not touch, clean up, or throw anything away.
- ✓ Give any clothing that was stained or torn (including undergarments) during the crime to the police.
- ✓ When calm, write down every detail about the incident, including: who, what, where, when, and how; what the attacker looked like (height, weight, clothing, type of build, color of skin, hair, eyes, facial oddities, scars jewelry, tattoos etc.); description of any vehicle used or the direction you last saw the attacker running; what kind of force or coercion was used; any objects touched, taken, or left by the attacker; if the attacker said anything, try to remember the words, the grammar, any accents or speech defects; and if there were witnesses, list who and where they might be.
- ✓ Seek psychological support as well as medical attention. Even though the actual incident is over, you may suffer from rape trauma syndrome, which includes a variety of difficulties commonly experienced after a sexual assault
- ✓ A student can call the New York City Police Department or 911, or go directly to a hospital. If the student wishes, Public Safety will call 911 on their behalf. It is important to note that if you are a victim of a sex offense, **do not destroy any evidence (including clothing) and do not take a shower or bath.**
- ✓ It is important that such physical evidence be preserved in order to assist with any ensuing criminal investigation. If the student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person's system for a short period of time. The Department of Public Safety will assist with notification of other law enforcementⁱ authorities and/or medical professionals if the student sochooses.
 1. New York State Department of Health has designated sexual assault forensic examiner ("SAFE") programs in hospital that are designated as 24-hour centers of excellence. SAFE hospitals ensure the quality of collections, documentation, preservation and custody of physical evidence by a trained examiner and provide medical care that includes, but is not limited to, treatment, referral and follow-up, at no cost to the victim.
 2. As time passes, evidence may dissipate or become lost or unavailable, making investigation, possible prosecution or disciplinary proceedings or obtaining order of protection more difficult. Even if a victim of sexual assault choose not to file a complaint with law enforcement, the victim should consider having a sexual assault forensic exam, which will preserve the evidence in case the victim decides to file a report later. Files relating to sex offenses are kept confidential by the Department of Public Safety and by

the Office of Student Affairs/Student Development, unless otherwise required by law or CUNY policy.

Who is a perpetrator?

Many people think that sexual assaults are only perpetrated by vicious strangers on dark, deserted streets. In fact, studies indicate that between 80 and 90 percent of all people who have been raped know their perpetrator(s). This is called “date rape” or “acquaintance rape.” “Date rape” is not a legally distinct or lesser category of rape. It refers to a relationship and situational context in which rape occurs on a date. Rape or any sexual offense, whether on a date or not, is the same criminal offense involving the same elements of force, exploited helplessness or underage participation. With sexual assaults where the victim knows the perpetrator, alcohol use is often involved on the part of either the victim or the perpetrator. However, a sexual assault is still a crime regardless of the intoxication of the perpetrator or the victim.

Who is a victim?

Anyone can be a victim, regardless of gender, age, race, sexual orientation, gender identity, religion, ethnicity, class or national origin. Regardless of whether the victim was abusing alcohol and/or underage, she or he is still the victim of the sex offense.

When is there lack of consent?

CUNY’s Sexual Misconduct Policy requires affirmative consent to sexual activity. Affirmative consent as defined in CUNY’s Sexual Misconduct Policy 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. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. 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.

In order to give consent, one must be of legal age (17 years or older). Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. 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 lack of consciousness or being asleep, being involuntarily restrained, or if the 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.

Who is responsible for a sexual attack?

In the absence of consent, ***the attacker is always responsible*** for having committed the sexual assault regardless of the victim’s appearance, behavior, or conduct on previous occasions. An attacker cannot assume that the way a person dresses or an act is an invitation for sexual advances. A person may welcome some forms of sexual contact and be opposed to others. The more impaired a person is from alcohol or drugs, the less likely she/he can give consent; having sex with someone who is “passed out” or sleeping is rape. In addition, regardless of previous sexual activity, if someone refuses sexual contact, the failure to respect that limit constitutes non- consensual sex

College and Community Counseling and Support Services for Sex Offense Victims

On-Campus Assistance

Victims of a sexual assault are encouraged to contact the Title IX Coordinator and/or Office of the Dean of Students to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student's academic program. Victims of such crimes can obtain assistance from the Office of the Dean of Students throughout the disciplinary process. The Office of Public Safety can assist the victim in getting to and from campus classes, filing a police report and obtaining an order of protection against the perpetrator. The victim can also file a complaint with the College against a perpetrator who is a student or employee of the University with the Vice President of Student Affairs and the Office of Public Safety.

BMCC will act promptly in response to information that sexual assault has occurred. Cases involving sexual assault by students are subject to adjudication process outlined in the Student Disciplinary Procedures from the City University of New York Bylaws. Such cases can be pursued simultaneously through the appropriate processes and the criminal courts, if the victim wishes to do so. Disciplinary sanctions can range from warning, censure, or disciplinary probation to suspension or dismissal. Descriptions of the sanctions are found in the Henderson Rules. Employees who are found to be in violation of the policy and/or public laws related to sexual misconduct are subject to disciplinary action. BMCC may also, as it deems appropriate, refer violators to the appropriate civil authorities.

College Support Services On- Campus Resources

College Support Services

BMCC

Counseling Center	Room S330	212-220-8140
Health Services	Room N380	212-220-8255
Public Safety	Room S211	212-220-8075
Student Affairs	Room S350	212-220-8130
Women's Resource Center	Room S340	212-220-8165

Counseling for Employees

CUNY Work Life Program (800) 833-8707

Contacting outside agencies

The College will assist any student requesting to contact outside agencies, including local police, regarding charges and complaints of sexual assault.

Off-Campus Resources

New York City Support Services

In addition, or as alternatives to BMCC support services, students may seek help from a number of community agencies. The following are other helpful numbers:

Police emergency 911 *

NYPD Sex Crimes Hotline (212) 267-7273 *

NYC Gay and Lesbian Anti-Violence Project (212) 714-1141 *

Safe Horizons: Rape and Sexual Assault Hotline (212) 227-3000 *

Safe Horizons: NYC Domestic Violence Hotline (800) 621-4673 *

New York Asian Women's Center (888) 888-7702 *

NYC Alliance against Sexual Assault (212) 229-0345

NYS Victim Information and Notification Everyday (888) VINE-4NY

NYS Crime Victim's Board (718) 923-4325

Manhattan DA's Office (212) 335-9000

Brooklyn DA's Office (718) 250-2000

Bronx DA's Office (718) 590-2000

Queens DA's Office (718) 286-6000

Rape Crisis Centers (affiliated with hospitals)

Manhattan

Beth Israel Medical Center (212) 420-4516

Bellevue Hospital Center (212) 562-3435

Columbia Presbyterian Medical Center (212) 305-9060

Harlem Hospital (212) 939-4613 *

Mt. Sinai Medical Center (212) 423-2140

New York Presbyterian Hospital (212) 305-9060

St. Luke's Roosevelt Hospital (212) 523-4728

Brooklyn

Coney Island Hospital (718) 616-3000

Long Island College Hospital (718) 780-1459

Bronx

North Central Bronx Hospital (718) 519-5722

Queens

Elmhurst Hospital Center (718) 736-1288

Staten Island

Rape Advocacy Agency, Staten Island (718) 720-2591 *

(Advocates on call 24 hours, responding to hospitals.)

Safe Horizons (borough-wide) (212) 227-3000 *

*indicates 24-hour number

Definitions of Sex Offenses under New York State Law

Sexual assault is a crime. Under Article 130 of the New York State Penal Law, it is a sex offense to engage in sexual contact or to engage in sexual intercourse, criminal sexual act or sexual abuse by contact without the consent of the victim or where the victim is incapable of giving consent. Criminal sex offenses are

classified in degree according to the seriousness of sexual activity, the degree of force used, the age of the victim and the physical and mental capacity of the offender and victim.

Sexual Assault

According to federal statute, sexual assault is an offense that meets the definition of rape, fondling, or statutory rape, as used in the FBI'S Uniform Crime Reporting (UCR) program. Under the UCR:

Rape

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

Fondling

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

Incest

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

Statutory rape

Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

According to federal statute, "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 as a spouse, by a person similarly situated to a spouse of the victim under domestic or family violence laws of [New York], or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of [New York]". 42 U.S.C 13925(a).

Dating Violence

According to federal statute, "dating violence" means violence committed by a person—

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship, 42 U.S.C 13925 (a).

For the purpose of this definition:

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

CUNY's Sexual Misconduct Policy further defines Dating, Domestic and Intimate Partner Violence as:

A pattern of coercive behavior that can include physical, psychological, sexual, economic abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

Stalking

According to federal statute, stalking is "engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress". 42 U.S.C 13925 (a).

For the purpose of this definition:

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

CUNY's Sexual Misconduct Policy further defines Stalking as:

Intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, that:

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. Cause 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; or
3. Is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephone 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.

Disciplinary Procedure

The Colleges shall act promptly in response to information that a student has been sexually assaulted by another member of the CUNY community. Upon receipt of a complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student, such charges shall be brought pursuant to Article 15 of the CUNY Board of Trustees Bylaws. If the matter is brought before a hearing, the complainant and alleged perpetrator are entitled to the same opportunities to have others present, including an advisor of their choice, at their own expense and to be informed, in writing of (1) the outcome of the proceedings at the same time; (2) the procedures for appealing the results; (3) any change in results that occurs prior to the time the results

become final; and (4) when the results become final. If a student is found guilty of committing a sexual assault or other act of violence against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY.

See chart below for a list of some of the major sex offenses and their maximum penalties under New York State Law.

Sexual assault is a crime of power, aggression and violence. Terms such as “date rape” and “acquaintance rape” tend to minimize the fact that the act of rape, or any sexual assault, is a serious crime. There is never an excuse or a reason for a person to rape, assault or even touch another person’s private parts without consent. The impact on survivors of such an attack can cause severe and lasting physical, mental and emotional damage.

Pertinent Sex Offenses and Criminal Sanctions under New York State Penal and Criminal Procedure Laws

<i>Crime</i>	<i>Illegal Conduct</i>	<i>Criminal Sanctions</i>
<i>Rape in the first degree (PL§ 130.35)</i>	<i>A person is guilty when he or she engages in sexual intercourse with another person by forcible compulsion, with a person who is incapable of consent by reason of being physically helpless (e.g. being asleep, unconscious or due to alcohol or drug consumption), who is less than 11 years old or less than 13 and the actor is 18 or older.</i>	<i>Is a class B felony, with penalties up to 25 years in prison.</i>
<i>Rape in the second degree (PL§ 130.30)</i>	<i>A person is guilty when being 18 years old or more, he or she engages in sexual intercourse with another person less than 15, or with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated</i>	<i>Is a class D felony, with penalties up to 7 years in prison.</i>
<i>Criminal sexual act in the first degree (PL § 130.50)</i>	<i>A person is guilty when he or she engages in oral sexual contact or anal sexual contact with another person by forcible compulsion, or with someone who is incapable of consent by reason of being physically helpless, or with someone less than 11 or with someone less than 13 and the actor is 18 or older.</i>	<i>Is a class B felony, with penalties up to 25 years in prison.</i>
<i>Forcible touching (PL§ 130.52)</i>	<i>A person is guilty when he or she 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</i>	<i>Is a class A misdemeanor, with penalties up to 1 year in jail.</i>
<i>Sexual abuse in the first degree (PL § 130.65)</i>	<i>A person is guilty when he or she subjects another person to sexual contact: by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the person is less than 11 years old.</i>	<i>Is a class D felony, with penalties up to 7 years in prison.</i>
<i>Aggravated sexual abuse in the first degree (PL § 130.70)</i>	<i>A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11.</i>	<i>Is a class B felony, with penalties up to 25 years in prison.</i>
<i>Aggravated sexual abuse in the third degree (PL § 130.66)</i>	<i>A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11 years old.</i>	<i>Is a class D felony, with penalties up to 7 years in prison.</i>
<i>Facilitating a sex offense with a controlled substance (PL § 130.90)</i>	<i>A person is guilty when he or she knowingly and unlawfully possesses a controlled substance or any substance that requires a prescription to obtain to another person, without such person's consent and with intent to commit against such person conduct constituting a felony, and commits or attempts to commit such conduct constituting a felony defined in Article 30.</i>	<i>Is a class D felony, with penalties up to 7 years in prison.</i>

Admission of Sex Offenders

(As provided by the Vice Chancellor's Office of Legal Affairs)

The College reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment would be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

Campus Sex Crimes Prevention Act

The New York State Division of Criminal Justice Services maintains a registry of convicted sex offenders, which is available to local law enforcement agencies, including CUNY's Public Safety Department. To obtain information about a Level 2 or Level 3 registered sex offender, you may:

1. Contact the police department in the jurisdiction in which the offender resides and/or in which the college is located
2. Contact Public Safety at (212)220-8075
3. Contact the Division's sex offender registry web site – www.criminaljustice.ny.gov/nsor/index.htm and then click on "Search the Sex Offender Registry" or by dialing 800-262-3257

Searching for Level 1 sex offenders (or those with a pending risk level):

1. Call the Division's sex offender registry at (800) 262-3257 with the name and at least one other identifier (an exact address, date of birth, driver's license number, or a social security number) and DCJS will tell you if that individual is a registered sex offender in New York.

Missing Students

In accordance with state and federal law, the College maintains procedures for the investigation of reports of missing persons. In addition, in compliance with state and federal law, the College will notify the appropriate law enforcement agency within 24 hours of receiving a report of a missing student who resides in campus housing. BMCC does not have campus housing.

The purpose of this policy is to establish procedures for BMCC's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be considered to be a "missing student" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student's welfare. In the event a student under 18 years of age and not emancipated, BMCC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

For all missing students, BMCC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. Regardless if the student is above the age of 18, or is an emancipated minor the Director of Public Safety or his designee shall make a missing person report.

ADDITIONAL LINKS TO CUNY POLICIES AND PROCEDURES

[City University of New York Policy on Sexual Misconduct](#) (attached)

[Equal Opportunity and Non-Discrimination Policy](#)

[Student Bill of Rights](#)

[CUNY Campus Workplace Violence Policy](#)

[Domestic Violence and the Workplace](#)

[Reasonable Accommodations and Academic Adjustments](#)

Hardcopies of these policies are also included in the BMCC Student Handbook 2018- 2019 available at <https://www.bmcc.cuny.edu/communications/pdfs/handbook/current.pdf>

The City University of New York Medical Amnesty/Good Samaritan Policy encourages students to seek medical assistance related to drug and alcohol use without fear of being disciplined for such use. For more information on this policy go to the following webpage: [Drug/Alcohol Use Amnesty Policy](#)

TO FOLLOW ARE THE BMCC CRIME STATISTICS FOR THE 2015-2017 CALENDAR YEAR. THE STATISTICS INCLUDED ON THESE CHARTS ARE DERIVED FROM REPORTED CRIMINAL INCIDENTS FROM THE FOLLOWING SOURCES:

1. All Public Safety reports
2. Any reports from Campus Security Authorities
3. 1st Precinct

Crime Statistics for BMCC 2016-2018

The City University of New York (CUNY)
Borough of Manhattan Community College - Department of Public Safety (DPS)

Crime Statistics	2016	All On-Campus Property				Non-Campus Property				Public Property				GRAND TOTAL	On Campus Residential Only			
		Reported to		*Non DPS	*Non TOTAL	Reported to		*Non DPS	*Non TOTAL	Reported to		*Non DPS	Reported to		*Non DPS	*Non TOTAL		
		DPS	NYPD			DPS	NYPD			DPS	NYPD		DPS				NYPD	
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery		0	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0	0	2	0	0	2	2	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses																		
Rape		0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	0
Fondling		0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	0	0
Incest		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation Referrals		1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0
Drug Abuse Violations Arrests		0	0	0	0	0	0	0	0	2	0	0	2	2	0	0	0	0
Drug Abuse Violations Referrals		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons-Carrying/Possessing/Etc. Arrests		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons-Carrying/Possessing/Etc. Referrals		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence		1	0	0	1	2	0	0	2	2	0	0	2	5	0	0	0	0
Dating Violence		0	0	0	0	1	0	0	1	0	0	0	0	1	0	0	0	0
Stalking		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Denotes Report to other campus authorities

Hot Crime Reported: None

Unfounded Crimes Reported: None

Crime Statistics	2017	All On-Campus Property				Non-Campus Property				Public Property				GRAND TOTAL	On Campus Residential Only			
		Reported to		*Non DPS	*Non TOTAL	Reported to		*Non DPS	*Non TOTAL	Reported to		*Non DPS	Reported to		*Non DPS	*Non TOTAL		
		DPS	NYPD			DPS	NYPD			DPS	NYPD		DPS				NYPD	
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	
Negligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery		1	0	1	0	0	0	0	0	1	0	0	1	2	0	0	0	
Aggravated Assault		1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses																		
Rape		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fondling		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Incest		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Rape		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Liquor Law Arrests		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Liquor Law Violation Referrals		7	0	0	7	0	0	0	0	0	0	0	0	7	0	0	0	
Drug Abuse Violations Arrests		11	0	11	0	0	0	0	0	0	0	0	0	11	0	0	0	
Drug Abuse Violations Referrals		4	0	4	0	0	0	0	0	0	0	0	0	4	0	0	0	
Weapons-Carrying/Possessing/Etc. Arrests		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Weapons-Carrying/Possessing/Etc. Referrals		2	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	
Domestic Violence		3	0	3	0	0	0	0	1	0	0	1	4	0	0	0	0	
Dating Violence		2	0	2	0	0	0	0	2	0	0	2	4	0	0	0	0	
Stalking		0	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0	

* Denotes Report to other campus authorities

Hot Crime Reported: None

Unfounded Crimes Reported: None

Crime Statistics	2018	All On-Campus Property				Non-Campus Property				Public Property				GRAND TOTAL	On Campus Residential Only			
		Reported to		*Non DPS	*Non TOTAL	Reported to		*Non DPS	*Non TOTAL	Reported to		*Non DPS	Reported to		*Non DPS	*Non TOTAL		
		DPS	NYPD			DPS	NYPD			DPS	NYPD		DPS				NYPD	
Murder/Non-Negligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery		0	0	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses																		
Rape		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling		5	1	0	6	0	0	0	0	2	0	0	2	8	0	0	0	0
Incest		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referrals		3	0	0	3	0	0	0	0	0	0	0	0	3	0	0	0	0
Drug Abuse Violations Arrests		3	0	0	3	0	0	0	0	8	0	0	8	11	0	0	0	0
Drug Abuse Violations Referrals		4	0	0	4	0	0	0	0	10	0	0	10	14	0	0	0	0
Weapons-Carrying/Possessing/Etc. Arrests		1	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0
Weapons-Carrying/Possessing/Etc. Referrals		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence		3	0	0	3	0	0	0	0	0	0	0	0	3	0	0	0	0
Stalking		3	0	0	3	0	0	0	0	0	1	0	1	4	0	0	0	0

* Denotes Report to other campus authorities

Hot Crime Reported: None

Unfounded Crimes Reported: None

Unfounded Statistics

There was one unfounded report of rape in 2016.

Definitions of Geography On-Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous 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 owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Note: *Statistics for university student housing facilities are recorded and included in both the all on- campus category and the on-campus residential category*

Non-Campus Building 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. The BMCC crime statistics do not include crimes that occur in privately owned homes or businesses adjacent to the campus buildings.

CAMPUS MAP

