New York School of Interior Design
founded 1916

Annual Security and Fire Safety Report 2013

*Crime Statistics Report Included
## Annual Security Report

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NYSID College Campus

We're incredibly proud of our campus. Uptown, it consists of two, one-hundred-year-old Renaissance- and Colonial-Revival buildings on Manhattan's Upper East Side, blocks away from world-class cultural and design resources—from the Metropolitan Museum of Art and the Guggenheim to the D & D Building (home to over 120 showrooms and the wares of 3,000 manufacturers). Our light-filled atelier is a favorite work site for students between classes, and our roof garden, with its panoramic views, is a tranquil rest spot. We count as our neighbors great design showrooms and professional practices (not to mention amazing restaurants and galleries, the retail scene of Madison Avenue, and Central Park). Downtown, our Graduate Center contains the latest in sustainable design and lighting technology. This location at Park Avenue @ East 28 Street puts it at the heart of NYC's design community. The best is at our door.

Security and Access at NYSID’s Campus

The Campus Safety Office (CSO) is a service unit within campus administration dedicated to the protection of students and campus property. The Campus Safety Office is located at the 70th Street lobby reception desk, whenever the college is open. The CSO may be reached on-campus by picking up a campus phone located on the third and fourth floor of the 70th Street building, or by dialing the main NYSID number and selecting extension 410.

Due to security concerns, NYSID cannot accept packages addressed to students and delivered to any college building. All packages will be refused by the receptionist and returned to sender. NYSID is not responsible for any financial penalty or cost for the mailing or contents of a student package.

Only registered students bearing current ID cards or authorized visitors are permitted access to campus facilities. All visitors must sign in and show valid identification at the reception desk and receive a visitor’s pass to gain access to college facilities. The lobby receptionist will call an office to verify that a visitor is expected. The general public is permitted access to the gallery during posted hours as well as to evening public lectures.

All students, faculty and staff are required to present a valid NYSID ID card carried in a lanyard issued by NYSID and must be worn while entering and while in any NYSID building. Due to security requirements, students will not be allowed access without wearing their ID with lanyard. Students are not permitted to bring family members, friends, or pets to classrooms or other areas of the college where access is restricted to students, staff, or faculty. Students who violate this policy will be subject to disciplinary action.

Photography of the School facilities is not permitted. Anyone wishing to photograph the School must apply directly to the Office of the President.

Enforcement Authority of NYSID/Public Safety

The CSO is informed of security procedures. Neither the lobby receptionist nor CSO is armed. The cooperation and involvement of all members of the campus community in a campus safety
and security program is essential. Students, faculty, and staff should report any suspicious persons or any unusual incidents that are observed.

NYSID CSO staff communicates directly with the New York City Police Department (NYPD) officials as necessary. The institution does not have a formal working relationship with the NYPD for investigating criminal incidents as the campus does not maintain an on campus police/security department. NYSID CSO staff will however cooperate and assist as necessary with the NYPD investigation process.

**Responsibilities of the NYSID Community**

Members of the NYSID community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

1. Report all suspicious activity to NYPD and to the Campus Safety Office.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night.
4. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively or are engaging in illegal activity. Remember to call the NYPD for help at the first sign of trouble.
5. Carry only small amounts of cash.
6. Never leave valuables (wallets, purses, laptops, phones, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not in your room.
9. Engrave serial numbers or owner’s recognized numbers, such as a driver's license number, on items of value.
10. Inventory your personal property and insure it appropriately with personal insurance coverage.

**Education of the NYSID Community**

Safety drills, presentations and workshops are conducted throughout the academic year for students. Workshops address sexual assault, counseling assistance and special crime prevention and education programs. Public safety services include routine transmittal of crime information and emergency phone numbers. Information on safety, security, crime prevention and emergency response are presented for staff and faculty during orientation programs and special meetings conducted for these purposes.
Reporting Procedures

General Procedures for Reporting a Crime or Emergency

The Student Right-To-Know and Campus Security Act of 1990, enacted by the federal government, requires colleges to publish and distribute the following school policies related to campus safety as well as statistics about the range of crimes and other violations of the law on campus.

At NYSID, the safety and well-being of our students, faculty, staff, and visitors is a high priority. A safe and secure environment can only be achieved through the cooperation of all members of the campus community. The following policies are a part of the school's effort to ensure that this collaborative endeavor is effective. Students should read the following information carefully and use the information to help foster a safe environment for the entire NYSID community. Any inquiries regarding the policies may be made to the Campus Safety Office, 212-472-1500 ext. 420.

Reporting Criminal Actions or Emergencies

Any crimes-in-progress, on-campus, should be reported by dialing 911. Immediately following the 911 call, at theuptown facility the 69th Street or 70th Street reception desk should also be alerted by calling 212-472-1500 ext. 410, or the call can be made from the house phones on the third or fourth floor staircase landing. If needed, Incident Report Forms are available at the 70th Street reception desk. Any crime committed on campus or within Manhattan's 19th Police Precinct may also be reported to the 19th Precinct at 153 East 67th Street (between Lexington and Third Avenues) or by telephoning 212-452-0600.

Any crimes-in-progress at the Graduate Center should be reported by dialing 911. Immediately following the 911 call, notify the reception desk at the third floor front entrance. A call can be made from the house phones at the rear entrance lobby on the second and third floors. If needed, Incident Report Forms are available at the reception desk. Any crime committed at the Graduate Center or within Manhattan's 13th Police Precinct may also be reported to the 13th Precinct at 230 East 21st Street or by telephoning 212-477-7411.

Criminal actions or other emergencies that occur anywhere on campus may also be reported to the Campus Security Contact: at 212-472-1500 ext.410. The College will notify the police precinct.

The New York School of Interior Design does not have an on-campus residential facility. Students reside at a non-campus facility (1760 Third Avenue Residences) managed by an independent student housing organization, Educational Housing Services (EHS). For the 1760 Residence Hall, any incident of assault in student housing should be reported to the resident assistant (RA) on duty or the EHS Residence Life Office at the facility.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and emergencies in an accurately and prompt manner directly to the NYPD by dialing 911. During normal business hours, we encourage people reporting a crime or emergency to the NYPD, to also report the incident, as soon as practicable, to the NYSID’s Campus Safety Office, through
the College’s emergency phone number at 212-472-1500 x. 410 or from an internal college phone by dialing 410 for all NYSID facilities or by filling out an incident report form. This information can be found in the employee handbook and student handbook.

In response to a call, the NYPD will take action it deems appropriate, generally either dispatching an officer to the caller’s location or asking the caller to report to the NYPD to file a report. Internal reports involving a student, which are made to NYSID officials as listed above, will be forwarded to the Campus Safety Office and The Dean of Students. These offices are responsible for reviewing all reports and determining if the case will be referred for adjudication through NYSID’s Judicial Process.

The NYPD is responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the New York City Fire Department, they will be sent by the 911 dispatchers upon receiving an emergency call. Crimes should be reported to New York City officials and NYSID as described above to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Confidential Reporting Procedures:

NYSID Does not have a confidential reporting procedure in place at this time.

Notification to the NYSID Community about Reported Crimes-
Timely Warning Notices

In an effort to provide timely notice to the NYSID community, and in the event of a crime which may pose a serious ongoing threat to members of the NYSID community, an alert text, email and phone call will be sent to all students and employees via the College’s emergency notification system. All students, faculty and employees who have registered with the College’s Emergency Notification System will receive alerts via phone, text message and/or email. These alerts will be prepared and approved by a member of the Crisis Communication Committee. Alerts will be followed up by a notice on the home page of NYSID’s website. Follow-up information will be disseminated via all aforementioned systems throughout the duration of the crisis, as deemed appropriate. Alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by NYSID. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other NYSID community members and an alert may not be distributed. Crimes reported to the Campus Safety Office are documented and reports are forwarded to the Crisis Communication Committee as soon as practicable. The Crisis Communication Committee reviews all internal reports and information received from the NYPD to determine if there is an on-going threat to the community and if the distribution of an alert is warranted. Alerts may also be posted for other crime classifications, as deemed appropriate. A daily crime and fire log is available for review during normal business hours at 170 East 70th Street. The information about
crimes typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The information about fires typically includes the case number, date reported, date occurred, time occurred, and general location.

Notification to the NYSID Community about an Immediate Threat

NYSID will notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring in and around NYSID campus facilities. Members of the Crisis Communication Committee may receive information from various offices/departments on campus or external agencies. Any member of this Committee may be in a position to confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the NYSID community. A member of the Committee will collaborate with other members to determine the content of the message and the appropriate segments of the community to receive the notification. The institution may limit the message to a particular segment of the community, if the threat is limited to a particular building or segment of the population. All members of the Crisis Communication Committee are trained to use the system, and will initiate the system by using some or all of the system’s capabilities described below to communicate the threat to the NYSID community. NYSID will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the NYSID community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the NYSID campus community. These methods of communication are part of the Emergency Notification System (ENS) and include network emails, emergency text messages that can be sent to a phone or PDA, and outgoing phone messages. NYSID staff and students are strongly encouraged to go to the website at www.nysid.edu to register to receive emergency messages through the Emergency Notification System. In addition, NYSID will post any emergency notifications on its opening home page in the form of a banner which can be accessed by any member of the NYSID community.

NYSID community members are encouraged to notify 911 and the Campus Safety Office (as described in the Reporting Procedures section of this document) of any situation or incident in or around a NYSID facility that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. During situations that present an immediate threat to the health and public safety of NYSID personnel, the preferred method of reaching all potentially affected parties is via the Hyper Reach Mass Notification System. It is important to understand that during these situations, all members of the institution can notify others immediately via use of readily available systems including but not limited to voice announcement, phone, email, text message, social media, fire alarm and/or the building public address systems, where applicable. Understanding that
emergency events are dynamic, below are guidelines that are meant to aid in effective communications during emergency events:

**Emergency Response and Evacuation Procedures**

- Be aware of all marked exits from your area and building and know the routes out of the building. If necessary or directed to do so, activate the building alarms.
- The buildings should be evacuated when any fire alarm or smoke/carbon monoxide alarm sounds continuously and/or upon notification by the Campus Safety Office / Facilities Staff or through the PA system.
- When evacuating the building, move quickly to the nearest exit. Once outside of the building keep sidewalks clear for emergency personnel and emergency responders and do not reenter the buildings until cleared by the fire department.
- Notify the emergency personnel of any persons believed to still be in the building.

**At the Graduate Center – 401 Park Ave South**

After the sound of the fire alarm, listen carefully for the instructions given over the building public announcement system. Do not evacuate unless you are instructed to do so.

**At 170 E70th Street & 161 East 69th Street**

Evacuate the building immediately upon hearing a fire alarm in the facility unless instructed not to. Use the nearest stairwell and/or exit to leave the building.

**FIRE DRILLS**

Fire drills are conducted throughout the year in accordance with New York City Fire Department Codes. All students, faculty and staff are required to participate. If a fire alarm is sounded, calmly proceed to the nearest exit in an orderly manner using only staircases A and B, and leave the building or follow the directions of the floor warden. Elevators are not to be used when exiting the school while the fire alarm is sounding.

**Shelter-in-Place Procedures – What it means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to seek shelter indoors. Thus, to “shelter-in-place” means to utilize the building that you are in as shelter from danger that is outside of the building or in other areas of the building. With a few adjustments, these locations can be made even safer and more comfortable until it is safe to go outside.
**Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, NYSID ID Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the pre-designated evacuation point or to a safe location. If police or fire department personnel are on the scene, follow their directions.

**How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources. Other methods of notification may include the NYSID Emergency Notification System which delivers emergency information to students, faculty and staff via several possible channels, including text, phone and email;

**How to “Shelter-in-Place”**

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

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   - An interior room
   - Above ground level
   - Without windows or with the least number of windows
   - If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows and close exterior doors
4. Turn off air conditioners, heaters and fans
5. Close vents to ventilation systems as you are able
6. Designate a point person for communication to make a list of the people and call the list in to NYSID at Extension 410 from internal phones or 212-472-1500 from outside lines.
7. If possible, turn on a radio or TV and listen for further instructions
8. Remain calm and make yourself comfortable
Annual Fire Safety Report

If a fire occurs in a NYSID building, community members should immediately notify the FDNY by calling 911. We strongly encourage people reporting a fire to FDNY to also report that incident as soon as practicable to the Facilities Department and Campus Safety Office. If a member of the NYSID community finds evidence of a fire that has been extinguished, and the person is not sure whether FDNY has already responded, the community member should immediately make the notifications listed above. Fire alarms alert NYSID community members of potential hazards and community members are required to heed their warning. Community members should familiarize themselves with the exits in each building. During a drill or a real fire, there is no differentiation between the sirens and strobe lights used. To ensure safety, all fire drills are taken as seriously as a real fire. Fire alarms and strobe flairs are used to alert NYSID community members of potential hazards and community members are required to heed their warning. If fire or smoke is on your floor:

- Pull the nearest fire alarm (or after reaching a safe area, call 911 and then the NYSID internal stairwell phone or by calling 212-472-1500.
- Alert other people on your floor.
- Move quickly to the nearest smoke free stairway and evacuate or as otherwise instructed.
- Do not use the elevators.
- Each building has different means of evacuations and community members should familiarize themselves with the exits in each building.
- Notify the front desk receptionists of any persons who may need special assistance, or with physical disabilities, who cannot use stairs unaided.

Policies on Portable Electrical Appliances, Smoking and Open Flames

No student, faculty or staff is permitted to smoke, have an open flame or burn incense of any kind in the facility. No hotplates, percolators, or high heat generating kitchen appliances are permitted. Microwaves are supplied by the facility.

Procedures for Students and Employees in the Event of a Fire in any NYSID Facility

- Find the nearest pull station, and sound central alarm.
- Shut all doors and windows in the vicinity of the fire.
- If the fire is small, use fire extinguishers to put it out.
- Exit by nearest safe stairway. Do not use the elevators. Do not run.
- If there is smoke in the room, keep low to the floor.
- Try to exit the room. Feel the doorknob. If it is hot, do not open the door.
- If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
- Don’t panic.
• Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation.
• Hang a sheet or towel from the window to announce that you are in your room.
• If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
• Close all doors.
• If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell. If a phone is available call 911, or find a window and signal that you are still in the building.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.
• A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
• Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
• Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of NYSID policy.
• Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any NYSID building.

Student Residence Fire Safety

The New York School of Interior Design does not have an on-campus residential facility. Students reside at a non-campus facility (1760 Third Avenue Residences) managed by an independent student housing organization, Educational Housing Services (EHS). Fire safety information for the residence can be found in the 1760 Residence Guide, published by EHS at http://www.studenthousing.org/residences/1760-third-avenue
Discrimination and Harassment, Including Sexual Discrimination and Harassment

NYSID does not discriminate on the basis of gender, race, color, creed, disability, age, sexual orientation, marital status, national origin, or other legally protected status, and is firmly committed to the rights of all members of its community—students, faculty, and staff—who must interact through mutual respect and trust. Just as the Student Code of Conduct requires certain standards of behavior to ensure the safety of the College community and to see to it that the campus remains a center of learning, any student, faculty, or staff member who violates College policy by subjecting another to discrimination or harassment of any kind will be subject to appropriate disciplinary action, including immediate expulsion from the College or termination of employment.

Sexual harassment is defined as words or actions of a sexual nature that have the intent or effect of interfering with the individual’s educational or work performance or creating an intimidating, hostile, or offensive environment. Specifically, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment whenever:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in any College activity.
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

Support Resources

Anyone who feels he or she may be the victim of harassment or discrimination by a member of the NYSID community should take immediate action. The individual may choose to speak directly with the alleged offender; in many cases, this approach can be the most effective way of confronting harassment or bias. Ambiguous behavior or words can be clarified, misunderstandings addressed, and the injured party’s feeling made clear.

A Title IX coordinator at 212-472-1500, ext. 303 is available for discussion, counseling, and investigation of all matters, issues, and problems relating to allegations of harassment and discrimination. Every effort will be made to preserve confidentiality and to protect the rights of all involved.

If a faculty or staff member has questions regarding complaints or procedures, the director of Human Resources should be contacted. A written description of the conversation, including dates, should be kept in the event further incidents or problems occur. Any attempt to penalize or retaliate against anyone for filing a complaint will be treated as a separate violation and should be reported to either the Title IX coordinator or the director of Human Resources immediately.

The Formal Complaint

Student complaints charging another student with discrimination or harassment must be put in writing and either delivered to the Office of Academic Affairs or mailed to: Title IX Coordinator, Office of Academic Affairs, New York School of Interior Design, 170 East 70th Street, New York, NY 10021.
York, NY 10021. Student complaints against faculty or administrative personnel will be investigated by the Director of Human Resources; complaints of this nature should be delivered or mailed to the same address. The complaint should clearly state the nature of the grievance, the person(s) involved and provide as much detailed information as possible (e.g., witnesses to the conduct in question, similar incidents, etc.). Establishing a formal complaint sets in motion other procedures designed to resolve the issues through the most effective and discreet process available.

The Title IX coordinator and/or the director of Human Resources will conduct a preliminary investigation into the complaint and meet with individuals identified by the grievant and/or others who may be reasonably expected to shed light on the matter.

Once a formal complaint is lodged against an individual, that person will be informed of the complaint and given an appropriate amount of information about the complaint to keep the investigation from being compromised.

Formal complaints will be reviewed on an individual basis. Procedural information regarding complaints, a formal hearing, and the appeals process can be obtained from the office of the Title IX coordinator.

**Sexual Assault, Domestic Violence and Stalking Prevention**

The New York School of Interior Design is committed to maintaining a safe learning environment free of acts of violence, harassment and other forms of sexual misconduct. Sexual offences of any kind will not be tolerated and the college strongly enforces its policies and applicable laws. Sexual offences are defined under New York State penal code Article 130. All students are subject to this policy and encouraged to report any incidences of sexual assault in which they become aware. If any student is a victim of sexual assault, the college has resources to help.

If you are the victim of sexual assault it is recommend that you should contact the Campus Safety Office at Ext. 410. The CSO will notify appropriate NYSID personnel. If medical services are needed, 911 will be called. If the incident occurs off campus, call the local police immediately at 911. Reporting a sexual assault does not obligate the victim to file criminal charges or pursue other legal action. However, prompt reporting and comprehensive medical exam at a hospital within 96 hours will better enable charges to be filed at a later date if the victim chooses to do so.

Every possible effort will be made by the college to be responsible and sensitive to the victims of serious crimes. Support systems are in place through the NYSID Counseling Services for any victim of sexual assault, domestic violence or stalking. Students who allege sexual assault by a member of the community may seek possible options regarding changes to an academic or living situation providing these changes are reasonably available and deemed appropriate.

The college conducts safety presentations for students twice during the academic year. Workshops address sexual assault, counseling assistance, and special crime prevention programs.
Public safety services include rape and sexual harassment awareness, routine transmittal of crime information, and emergency phone numbers. A copy of Applicable Laws and Ordinances on Sex Offenses and the legal consequences for committing these offences can be found on the State of New York website at (address shortcut for state.ny.us): http://tinyurl.com/3kxn263.

Additional Support Services:
NYC Sex Crimes Report Hotline 212-207-RAPE (7273)
NYC Gay and Lesbian Anti-Violence Project (open to everyone) 212-714-1141

Documented violations will result in disciplinary procedures and school sanctions as defined in the NYSID Student Handbook sections, Student Code of Conduct and School Sanctions. Both accuser and accused are entitled to have a designated member of the NYSID staff or faculty as support during the disciplinary procedure. Disciplinary action may result in suspension and/or expulsion. Both the accused and accuser will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

Sex Offender Registry
Information regarding a registered sex offender can be obtained by calling the New York State Division of Criminal Justice Services at 1-800-262-3257 or on-line at http://www.criminaljustice.ny.gov/nsor/

Bias Crime Prevention
Bias or hate crime prevention is of extreme importance to the New York School of Interior Design community and the college is committed to preventing such crimes. Bias related conduct, also referred to as hate crimes or bias-related crimes are criminal activities motivated by bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as race, religion, ethnicity, gender, sexual orientation, veteran or military status, disability or any other legally protected status. Bias related crimes are defined under New York State Hate Crimes Act of 2000, New York State Penal Code Article 485.

If you are the victim of or witness to a hate/bias crime on campus, you should contact the Campus Safety Office at Ext. 410. The CSO will notify appropriate NYSID personnel. If the incident is off campus please dial 911 for the NYC Police Department.

Support systems are in place for any bias related crime through NYSID Counseling Services.

The college conducts safety workshops for all students during orientation. Workshops address sexual assault, counseling assistance, and special crime prevention programs including bias/hate related crime prevention. Public safety services include routine transmittal of crime information, and emergency phone numbers.

Documented violations will result in disciplinary procedures and school sanctions as defined in the NYSID Student Handbook sections, Student Code of Conduct and School Sanctions.
Missing Resident Student

The New York School of Interior Design does not have an on-campus residential facility. Students reside at a non-campus facility managed by an independent organization. If however a member of the NYSID community believes a student residing in that facility is missing, the Director of Student Affairs should be notified. The Director will then notify the New York City Police Department (NYPD) for investigation. If the NYPD determines the student missing, NYSID will notify appropriate student contact person(s).


In compliance with the requirements stated in the Campus Security Act of 1990, the New York School of Interior Design reports the following statistics for the three previous calendar years (January 1 through December 31, 2010, 2011, and 2012). Annual Security Report: Crime Statistics 2010-2012.

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Please be aware that, at the New York School of Interior Design, the campus security authority is defined as an individual to whom students and employees report criminal offenses. This authority is currently the Campus Safety Office.

This report is updated annually at the start of the academic year. Individuals may gain access to this information in a number of ways. A copy is distributed at student orientations and also available through the website www.nysid.edu and http://portal.nysid.edu. The Advisory Committee on Campus Safety and the Registrar will provide upon request all campus crime statistics as reported to the United States Department of Education. These statistics are available at www.ope.ed.gov/security/ and on the NYSID website. Requests for a hardcopy of the Annual Security Report can be directed to:

Office of the Registrar or Advisory Committee on Campus Security
170 East 70th Street or Dean of Students Office
New York, NY 10021 or 170 East 70th Street
212-472-1500 x207 or New York, NY 10021 (212-472-1500 x202)

Advisory Committee on Campus Security
(New York State Education Department Article 129-A of the Education Law)

The Advisory Committee on Campus Security reviews current policies and procedures on campus security issues and make recommendations for their improvement. The Committee will report these findings in writing to the college President and the report will be available upon request.

Drug-Free Schools Amendment

NYSID has adopted regulations in accordance with the provisions of the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965. The Drug-Free Schools and Communities Act Amendments of 1989, enacted by the federal government, require colleges to adopt and implement a program to combat the unlawful possession, use, or distribution of illicit drugs and alcohol. The policies and procedures detailed in this program apply to all members of the New York School of Interior Design—students, faculty, and staff—and to all events and activities that occur in the School, as well as school events and activities that may occur off-campus. This program is intended to work within general administrative procedures and student codes of conduct. In addition, faculty, staff and students are reminded that it is the responsibility of the members of this community, both individually and collectively, to comply with applicable local, state and federal laws controlling drug and alcohol possession, use, or distribution.

This policy is reviewed regularly and amended or revised in accordance with our experience administering it as well as changes in local, state, and federal laws and regulations. Any inquiries regarding this policy may be made to the registrar.

Health Risks of Alcohol Abuse/Illlicit Drug Use

Alcohol consumption and/or use of illicit drugs cause a number of marked changes in behavior. Even low use significantly impairs the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate use also increases the incidence of a variety of aggressive acts, including spouse and child abuse.
Moderate to high use causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high use causes respiratory depression and death. If depressants are combined, much lower use will produce the same effects. Repeated use can lead to dependence. Sudden cessation of intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol and drug withdrawal can be life-threatening. Long-term consumption, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

**Standards of Conduct in Relation to Drugs and Alcohol**

NYSID is committed to creating an environment for its students, faculty, and staff free of drug and alcohol abuse. NYSID strongly believes that a combination of preventive education about drug and alcohol abuse and counseling support for those with drug- and alcohol-related problems is the most effective means to achieve and maintain this environment.

NYSID has developed guidelines controlling the consumption of alcoholic beverages and strictly prohibit the use of illicit drugs within the school environment or at off-campus events sponsored by NYSID. Accordingly, NYSID has adopted the following standards of conduct concerning the use and abuse of illicit drugs and alcohol.

The unlawful possession, use, or distribution of illicit drugs on college premises or at college activities is strictly prohibited.

The service, possession and consumption of alcoholic beverages must comply fully with New York State and appropriate local laws. Based on such laws, the following standards must be respected:

- Persons under the age of 21 are prohibited from possessing any alcoholic beverage at the college, at any event sponsored by the college or by any school organization. Accordingly, no person shall be served an alcoholic beverage if that person is under the legal drinking age of 21, or seems to be intoxicated.
- No person under the age of 21 shall use fraudulent proof of his or her age to gain possession of alcoholic beverages being served.
- No person shall misrepresent one's age or that of another person under 21 to purchase or attempt to gain possession of alcoholic beverages being served at a school-sponsored event.
- At all events or activities at which any alcoholic beverage is to be served, the individual or group sponsoring such shall be responsible for compliance with all laws and regulations, as well as NYSID policies regarding alcoholic beverages.

NYSID will take appropriate actions to enforce these standards of conduct. To further its educational mission, NYSID seeks to assist those with alcohol- and drug-related problems to obtain counseling and support services and to participate in rehabilitation programs. Details of
disciplinary sanctions, health risks of drug and alcohol abuse, as well as the available counseling and rehabilitations are contained in this policy.

**Hazing**

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