

New York
School
of Interior
Design
founded 1916

**Annual Security
&
Fire Safety Report
2015**

*Crime Statistics Report Included

Table of Contents

NYSID Annual Security Report	3
NYSID College Campus	3
NYSID Campus Security	3
Enforcement Authority of NYSID / Public Safety and Access to Campus Facilities	4
Responsibility and Education of NYSID Community	5
Reporting Procedures	5
Campus Security Authority (CSA)	6
Confidential Reporting	7
Notification to the NYSID College Community about Reported Crimes —	
Timely Warning Notices	7
Notification to the NYSID Community about an Immediate Threat	8
Emergency Response and Evacuation Procedures	9
Title IX	11
VAWA – Sexual Assault, Domestic Violence, Dating Violence & Stalking Prevention	13
Definitions	13
Reporting a Complaint	15
Alcohol & Drug Amnesty Policy	16
Response to Reports of Sexual Misconduct	16
Preventions Programs and Campaigns	16
Sex Offender Registry	17
Bias Crimes	17
Missing Resident Student	18
Crime Statistic Report	18
Drug Free Schools Amendment	20
Health Risks of Alcohol Abuse / Illicit Drug Use	20
Criminal Sanctions	21
Hazing	22
Annual Fire Safety Report	23

NYSID Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that colleges and universities by October 1, annually disclose information on campus crime statistics. NYSID publishes the Annual Security Report (ASR), providing institutional policies on safety and security, NYSID response to reporting of crimes, fire safety, campus crime prevention programming, investigation procedures and crime statistics for the past three years as reported by Campus Security Authorities, Campus Safety Officer, New York Police Department and 1760 Residence. The report is compiled by the Dean of Students Office, Facilities Department and the Office of External Relations, distributed to all students and made available to prospective students and employees through the institution's website, Student Handbook and Staff and Faculty Handbooks. An email notice is sent annually to all enrolled students that provides a link to access this report. A copy is also available through the NYSID portal. Information on how to obtain a paper copy is also provided.

NYSID College Campus

The New York School of Interior Design is committed to providing a safe and secure campus for all members of the community. Our location uptown, 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). 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.

NYSID Campus Security

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 its 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 College's efforts 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.

Enforcement Authority of NYSID / Public Safety

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 extensions 409, 410, or 420. 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 and a Memorandum of Understanding is established for investigating criminal incidents as the campus does not maintain an on campus police/security department. NYSID CSO staff will cooperate and assist as necessary with the NYPD investigation process.

Access to Campus Facilities

The NYSID ID must be presented and scanned upon entering all buildings and should be carried whenever on school property. Refusal to present one's ID card upon request by NYSID authorized personnel will result in immediate removal from the premises. Only registered students bearing current ID cards and authorized visitors are permitted access to campus facilities.

All visitors must sign in and show valid identification at the reception desks and receive a visitor's pass to gain access to college facilities. The visitor pass must be worn at all times. 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. .

Due to security requirements, students are not permitted to bring family members, friends, or pets to any area of the College without written consent from NYSID Administration. Students who violate this policy will be subject to disciplinary action.

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.

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

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, staff and faculty. Workshops and informational material address Title IX, sexual assault, domestic violence, dating violence, stalking and special crime prevention. Education programs are provided as part of an MOU with New York – Presbyterian Weill/Cornell Medical Center. 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

Reporting Criminal Actions or Emergencies

Any crimes-in-progress on campus should be reported by dialing 911. Immediately following the 911 call, at the uptown 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 landings. 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 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, x. 410. The College will notify the police precinct.

New York School of Interior Design does not have an on-campus residential facility. Students reside at an off-campus facility (1760 Third Avenue Residences) managed by Educational Housing Services (EHS), an independent student housing organization. For the 1760 Residence Hall, any incident of assault 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 accurate 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.

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 New York Police Department 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, such assistance will be sent by the 911 dispatchers after 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.

Campus Security Authority (CSA)

NYSID community members may also report criminal activity to a Campus Security Authority (CSA). A campus security authority as defined by federal law as "an official of an institution who has significant responsibility for student and campus activities, including but not limited to student housing discipline and campus judicial procedures. Pastoral and professional counselors are not considered campus security authorities when acting in their role as such. At NYSID, the designated CSA's are: Dean of Students; International Student Services Specialist; Registrar and the NYSID Resident Advisor.

The function of a CSA is to report to the official or office designated by the institution to collect crime report information, allegations of Clery Act crimes that he or she concludes are made in good faith.

Confidential Reporting

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, and phone call will be sent to all students, employees and faculty via the College's emergency notification system. All students, faculty and employees must register with the College's Emergency Notification System to receive alerts via phone, text message. These alerts will be prepared and approved by a member of the Crisis Communication Committee. Follow-up information will be disseminated via all aforementioned systems throughout the duration of the crisis, as deemed appropriate. Victim information will be kept confidential during the timely warning process.

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. Logs for crimes older than sixty (60) days will be made available within two (2) business days of a request for public inspection.

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, staff and faculty 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 designated member of the Committee will 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. Designated 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 emergency text messages that can be sent to a phone or PDA, and outgoing phone messages. NYSID staff, faculty and students are strongly encouraged to go to make sure their cell phone number is the system to receive emergency messages through the Emergency Notification System.

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.

NYSID conducts annual test of the "Timely Warning/Emergency Response" system which are logged and maintained in the Crises Communication Committee records.

Emergency Response and Evacuation Procedures

Understanding that emergency events are dynamic, below are guidelines that are meant to aid in effective communications during emergency events.

- 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 by using the pull stations located next to every staircase and exit.
- 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.
- The 69th and 70th street building should be evacuated when any fire alarm smoke/carbon monoxide alarm sounds continuously and/or upon notification by any NYSID school official or by any authorized NYC agency....FDNY, NYPD, DOB, Con Edison etc.
- At 401 Park Avenue South, after the sound of the fire alarm, listen carefully for the instructions given over the buildings public announcement system. Do not evacuate unless you are instructed to do so.

Meeting Locations during an Evacuation

- Main Building (170 E70th Street) – 3rd Avenue between 69th and 70th streets.
- 69th Street Building (161 E69th Street) – 3rd Avenue between 68th and 69th streets.
- Grad Center (401 Park Avenue South) – Park Avenue between and 28th and 29th streets.

Shelter-in-Place

The term **Shelter-in-Place** means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **It is always preferred to evacuate. Shelter-in-Place should only be used when an evacuation is not safe.** Certain events may necessitate the initiation of the college's Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by Campus Security Office in consultation with the College President, if available.

Once the decision has been made, the Campus Security Office will instruct the campus community to Shelter-in-Place. This notification will be made using all means of communication available, including the NYSID Emergency Notification System (Hyper-Reach) which will deliver emergency information to students, faculty and staff via text message and voicemail. When the Shelter-in-Place has been lifted, NYSID will make the announcement through the Emergency Notification System (Hyper-Reach).

Shelter-in-Place – Violent Person Procedures

In the event of the presence of a person or persons deemed by NYSID to be a threat to the campus community, a decision to Shelter-in-Place would be made by the Campus Security Office in consultation with the College President, if available. This is the preferred method of

keeping people out of harm's way, controlling movement in the buildings, and controlling access to buildings. Upon receiving notification to Shelter-in-Place:

- Stay in your rooms/ offices/ classrooms. At 401 Park Avenue South try to get to an internal room with a lockable door if possible.
- Notify those around you, and encourage others to remain in your room / office rather than to try to leave the building.
- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Check your email or visit the college website, if a TV is available, turn it on, turn the volume off.
- Report any suspicious activity, sounds or smells to Campus Safety Office 212-472-1500 ext. 410 and 911.
- Only come out when you recognize the authority directing you to do so.

Shelter-in-Place – Weather Procedures

A severe weather event such as a tornado or wind event during normal operating hours of the college may necessitate you Shelter-in-Place until the threat of bad weather has passed. Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. It is recommended that you:

- Move to the basement of the building- they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

Please note: The Heating and Ventilation system may be shut down or changed to recirculate air to prevent drawing in outside air.

Shelter-in-Place – Hazardous Incident Procedures

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by local emergency personnel

Utility Emergency

Loss of power or other building mechanical system interruptions or problems should be reported to the front desk immediately. The Facilities Department will investigate and attempt to correct any problems. The following recommendations should be considered:

Be aware of and report any of the following conditions to the front desk immediately:

- Strange sounds, leaks, odors or other unusual occurrences.
- The loss of electricity or dimming or flickering of lights.
- If you smell gas, smoke, other harsh odors, or there is the presence of excessive heat.
- Any water leak
- If there is a flood, stop using all electrical equipment immediately.
- The Facilities Department will immediately inspect the affected area(s) and determine the cause and of the problem.
- All areas affected in the building may be sealed off to prevent injury.

Elevator Emergency

If you become trapped in an elevator:

- Push the “alarm” button and “call for help”/“push to talk” button located on the elevator control panel. If you cannot contact help this way, use a cell phone or shout for help.
- Remain calm and wait for assistance.
- Do not attempt to force open the elevator door or otherwise leave the elevator car.

Suspicious Package

Suspicious packages can pose serious danger. If you ever observe or receive a package or letter that you believe is suspicious or questionable, **immediately contact** the front desk. If necessary, call 911 immediately. The following recommendations should be considered:

- If you become aware of a suspicious or unusual package, letter or object, do **NOT** touch it, open it or disturb it.
- Do **NOT** carry the item to other areas or show it to other people.
- If anything spills out of the package, **do not attempt to clean it up.**
- Isolate the package by having everyone leave the room. Close and lock the door, if possible, and evacuate the area.
- Avoid using portable electronic devices (radios or cell phones) when dealing with any suspicious package incidents

TITLE IX

Title IX prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of sex discrimination prohibited by Title IX.

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. 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.

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 and is considered a form of discrimination. 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

A Title IX Coordinator located at 170 East 70th Street, 2nd floor, Dean of Students Office, (212) 472-1500, ext. 202, is available for discussion, counseling, and investigation of all matters, issues, and problems relating to allegations of harassment and discrimination. A Deputy Title IX Coordinator is located at 401 Park Avenue South, 2nd floor, (212) 472-1500 ext. 461. Every effort will be made to preserve confidentiality and to protect the rights of all involved.

The Formal Complaint

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.

Student complaints regarding discrimination or harassment should be submitted, preferably in writing to: Title IX Coordinator, Dean of Students Office, New York School of Interior Design, 170 East 70th Street, New York, NY 10021. 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.

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 Deputy Title IX Coordinator.

The Title IX coordinator 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. Disciplinary proceedings and sanctions are detailed in the NYSID Student Handbook under Judicial Procedures.

VAWA - Sexual Assault, Domestic Violence, Dating Violence & Stalking Prevention

New York School of Interior Design is committed to maintaining a safe learning environment free of acts of violence, harassment, and sexual misconduct. Sexual offenses of any kind, dating violence, domestic violence and stalking will not be tolerated and the College strongly enforces its policies and applicable laws. These policies apply equally to all students regardless of gender, sexual orientation, gender identity, or gender expression. A copy of Applicable Laws and Ordinances on Sex Offenses and the legal consequences for committing these offenses can be found on the State of New York website at <http://tinyurl.com/3kxn263>.

Definitions:

Sexual Assault: any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling and attempted rape. Sex offenses are separated into two categories- forcible and non-forcible. Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (Forcible Rape, Forcible Sodomy, Forcible Fondling, Sexual Assault with an Object). Non-forcible is unlawful, non-forcible sexual intercourse (Statutory Rape; Incest).

Affirmative Consent: a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words, actions, as long as those words or actions create clear permission regarding willingness to engage in 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 to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the

influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.

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

Sexual Coercion: Using pressure, force, alcohol or other drugs to have sexual contact with someone against his/her will

Domestic Violence: a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame hurt, injure or wound someone.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- length of the relationship
- type of relationship
- frequency of interaction between the persons involved in the relationship

Stalking: a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

- repeated or unwanted, intrusive, and frightening communications from the perpetrator by phone, mail and/or email
- repeatedly leaving or sending victim unwanted items, presents or flowers
- following or lying in wait for the victim at places such as home, school, work or recreation place
- making direct or indirect threats to harm the victim, the victim's children, relatives, friends or pets
- damaging or threatening to damage the victim's property
- harassing victim through the internet
- posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth
- obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting the victim's friends, family, work or neighbors etc.

Reporting Individual: individual who brings forth a report of a violation: encompasses the term victim, survivor, complainant, claimant, witness with victim status

Accused: a person accused of a violation who has not yet entered the judicial or conduct process

Respondent: a person accused of a violation who has entered judicial process

Bystander: a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution

Bystander Intervention: safe and positive options for individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Risk Reduction: steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations.

Awareness Programs/Campaigns: Programming and initiatives to educate members of the institution's community about domestic violence, dating violence, stalking and sexual assault, bias/hate crimes, drug or alcohol awareness and other related topics.

Ongoing Prevention: Educational programming and initiatives to combat domestic violence, dating violence, stalking and sexual assault, bias/hate crimes, drug or alcohol awareness and other related topics.

Reporting a Complaint

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 of 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, dating violence, domestic violence or stalking, it is recommend that you contact the Campus Safety Office, extension 410 or a Campus Security Authority (CSA) and/or Title IX Coordinator. If medical services are necessary, 911 will be called or you will be encouraged to seek medical treatment at an appropriate facility. If the incident occurs off campus, call the local police immediately at 911. Time is a critical factor for evidence collection and preservation.

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 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 victims of serious crimes including protecting the privacy of all individuals involved. Confidentiality will be maintained to the fullest and information will only be shared with individuals who need to know to assist in the investigation and/or resolution of the complaint. Support systems are in place through the NYSID Counseling Services for any victim of sexual assault, domestic violence, dating violence or stalking.

Alcohol and Drug Amnesty Policy

When reporting instances of sexual misconduct in good faith, students or bystanders will not be subject to alcohol and/or drug us policy violations occurring around the time of the alleged incident.

Response to Reports of Sexual Misconduct

At the first instance of disclosure, the Reporting Individual will be notified of their right to:

- be protected by NYSID from retaliation of reporting an incident
- make a report to the local police or choose not to report
- receive assistance and information about resources, including intervention, mental health counseling, medical services to include information on sexually transmitted diseases, sexual assault forensic examinations and cost or fee for such services
- have emergency access to a counselor, Title IX Coordinator or official trained in interviewing victims of sexual assault and be provided with information pertaining to confidentiality and privacy

Individuals will be provided with the following protections and accommodations:

- a “no contact order” consistent with institutional policies (when the accused or respondent is a student) whereby continued intentional contact with the reporting individual would be a violation of policy subject to additional conduct charges
- assistance in obtaining an order of protection
- receive a copy of and assistance in understanding the order of protection and consequences of violations
- assist in contacting police regarding violation of orders of protection
- if accused or respondent is student determined to present a threat to the health and safety of the community, the student will be subject to interim suspensions pending the outcome of judicial process. If accused is member of NYSID community, the accused will be subject to interim measures outlined in employee/faculty handbooks
- reasonable and available interim measures that effect a change in academic, housing or other applicable arrangements to help ensure safety
- the right to student judicial process

Students’ Bill of Rights

The “Students’ Bill of Rights” informs students of their rights in situations involving sexual misconduct and can be found in the NYSID Student Handbook.

Disciplinary proceedings and sanctions are detailed in the NYSID Student Handbook under Judicial Procedures.

Prevention Programs and Campaigns

The College conducts safety presentations for students twice during the academic year. Workshops are also offered each semester to address sexual assault, domestic violence, dating

violence and stalking as well as bystander intervention, bias/hate related crime prevention, counseling assistance availability and other related topics.

An MOU is established with New York – Presbyterian Weill/Cornell Medical Center to provide ongoing education programming for the NYSID Community and refer students for assistance and services for sexual assault forensic examinations, support, resources and other services.

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

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 Crimes

Bias or hate crime prevention is of extreme importance to the New York School of Interior Design 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, national origin, gender identity 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, contact the Campus Safety Office at extension 410 or a Campus Security Authority (CSA). . If the incident is off campus dial 911 for the New York City Police Department.

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

The College conducts workshops each semester to include bias/hate 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.

Missing Resident Student

NYSID does not have an on-campus residential facility. Students reside at an off-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 Dean of Students should be notified. The Dean will then notify the New York City Police Department for investigation. If the NYPD determines that the student is missing, NYSID will notify appropriate student contact person(s).

Crime Statistic Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, the New York School of Interior Design reports the following statistics for the three previous calendar years (January 1 through December 31, 2012, 2013, and 2014).

The Advisory Committee on Campus Safety and the Campus Safety Officer 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 hard copy of the Annual Security Report can be directed to:

Advisory Committee on Campus Security

Campus Safety Officer

Dean of Students Office

170 East 70th Street

170 East 70th Street

OR

New York, NY 10021

New York, NY 10021

212-472-1500 X420

212-472-1500, ext. 202

(The Advisory Committee on Campus Security (NY State Education Department Article 129-A of the Education Law) 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.)

ANNUAL SECURITY REPORT: CRIME STATISTICS 2012-2014									
	On-Campus			Non-Campus Property			Public Property		
Offense	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non- Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0	0	0	0	0
Sexual Violence*	—	0	0	—	0	0	—	0	0
Dating Violence*	—	0	0	—	0	0	—	0	0
Stalking*	—	0	0	—	0	0	—	0	0
Domestic Violence*	—	0	0	—	0	0	—	0	0

*Violence Against Women Act (VAWA) Reporting Requirement as of 2013

**There were no bias/hate crimes reported for 2012, 2013, 2014

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 at the College, 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 changes in local, state, and federal laws and regulations.

Health Risks of Alcohol Abuse/Illicit Drug Use

Alcohol consumption and/or use of illicit drugs cause 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 disease, 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.

Educational programming regarding drug and alcohol abuse is conducted each semester through workshops and presentations. Resources for support and rehabilitation services are available through NYSID Counseling Services. (Refer to the NYSID Student Handbook section on Counseling Services for further information).

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 prohibits the use of illicit drugs within the school environment or at off-campus events sponsored by NYSID. Accordingly, NYSID has adopted 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.

Serving, 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 age 21 are prohibited from possessing any alcoholic beverage at the College or 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 age 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 the event shall be responsible for compliance with all laws and regulations as well as NYSID policies regarding alcoholic beverages. Any action or situation that recklessly or intentionally endangers the mental or physical health of or involves the forced consumption of alcohol or drugs (hazing) for the purpose of invitation into or affiliation with any organization is prohibited.

NYSID will take appropriate actions to enforce these standards of conduct. Individual students who violate this or related policies shall be subject to the appropriate disciplinary process and sanctions.

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 health risks of drug and alcohol abuse, as well as information regarding available counseling and rehabilitations are contained in this handbook. At the discretion of the College administration, an alternative or additional disciplinary action may involve participation in and satisfactory completion of an appropriate counseling or rehabilitation program.

Criminal Sanctions

The unlawful possession, use or distribution of illicit drugs and alcohol are punishable to the full extent of the laws of the U.S. government and the state of New York. Where illicit drugs are involved, the seriousness of the offense and the penalty imposed upon conviction usually depends on the individual drug and the amount of the drug held or sold. For example, in New

York State the criminal possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15-25 years and a maximum of life in prison. The sale of two ounces of cocaine will be similarly treated. The criminal possession of more than eight ounces of marijuana is a class E felony, punishable by up to four years in prison, as is the sale of more than 25 grams of marijuana. It is important to be aware that, in New York, if one gives or offers drugs, including marijuana, it is treated as a sale. Federal penalties are similar to those imposed by the state.

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. Similarly, the presence of certain substances, including marijuana, in open view under circumstances demonstrating intent to prepare the substance for sale is presumptive evidence of knowing possession of anyone in close proximity.

Criminal penalties may also result from the misuse of alcoholic beverages. In New York, if one gives or sells an alcoholic beverage to a person less than 21 years of age, the person is committing a class B misdemeanor, punishable by up to three months in jail and/or a \$500 fine. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both. Persons under age 21 are prohibited from possessing alcoholic beverages with intent to consume them. Each violation is punishable by a \$50 fine. The beverages may also be seized and destroyed by appropriate internal or external authorities. An individual can be fined up to \$100 and/or required to perform community service if he/she is under 21 and presents a falsified proof when attempting to purchase alcoholic beverages. A person can have a driver's license suspended for 90 days if he or she is under 21 and uses a driver's license to try to purchase alcohol illegally.

It is NYSID's policy to encourage faculty, staff, and students to comply with federal, state, and city laws. Where appropriate, the College will cooperate fully with relevant government authorities regarding the prosecution of such violations.

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.

Annual Fire Safety Report

Student Residence

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>. The fire log is kept and maintained by the Front Security Desk (FSD). This log can be reviewed at the residence front security desk.

General NYSID Fire Safety

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 head 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 space heaters, 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.

- 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.

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 in the 69th or 70th street buildings, calmly proceed to the nearest exit in an orderly manner using

only the staircases, 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. At 401 Park Avenue South, please listen carefully for instructions through the Public Address system for detailed instructions.

How to use a fire extinguisher: Extinguishers are located in every stairwell, hallway and in most classrooms

Using the **PASS** technique:

1. **P**ull the pin from the handle.
2. **A**im at the base of the fire.
3. **S**queeze the handle.
4. **S**weep from side to side at the base of the fire.

What to Do

If a fire occurs in any 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 at 212-472-1500 ext. 410. 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 head their warning. If fire or smoke is on your floor:

- Pull the nearest fire alarm located in front of every staircase and at all exits to the buildings (or after reaching a safe area, call 911) and if possible contact the front desk (at 70th Street lift the receiver on the stairwell phone or call 212-472-1500; at 401 Park Avenue South, use the phone in the 28th street lobbies)
- Alert other people on your floor and close all doors
- 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.
- Know the location of the fire extinguishers; pull stations, exits and evacuation routes.
- Do not attempt to extinguish a fire unless it is safe to do so. Do not risk personal harm.
- 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.
- 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.
- If in exiting the building you are blocked by fire, go to the safest fire free area, or stairwell.
- Don't panic.